

**AURORA HILLS
MIDDLE SCHOOL
2017 – 2018
Parent/Student Handbook**



This Handbook Belongs to:

AURORA PUBLIC SCHOOLS - ON-LINE
Log onto the APS website at <http://aurorak12.org> for email addresses,
athletic schedules, school calendars, safety information,
District policy and regulations, Board of Education information and much more

AURORA HILLS MIDDLE SCHOOL
1009 South Uvalda Street
Aurora, Colorado 80012
303-341-7450
<http://ahills.aurorak12.org/>

Aurora Hills Middle School Vision

“At Aurora Hills we develop the knowledge, skills and principles necessary to shape and contribute responsibly to our school, community, and world.”

“AHills students, you are shaping your successful future and we are shaping the world.”

On behalf of the faculty and staff we extend to you a very warm and friendly welcome to Aurora Hills Middle School, the proud home of the Mustangs. Aurora Hills has been in existence since 1973, and we are dedicated to providing a warm, safe, exciting, and rewarding educational experience for middle school students. We moved into a new Aurora Hills Middle School Building in January 2012.

The pre-adolescent years are exciting years for young people as they prepare for high school and grow beyond the structure of the elementary school. It can be a trying time for students and parents because many new and exciting changes in their live.

The purpose of this handbook is to provide you with information that will help you understand and support our goal of providing a safe and successful middle school experience for your child. Please become familiar with the philosophy of a middle school, our expectations, curriculum, and policies.

The staff stands ready to help you succeed and will support you as much as possible. We need parent and student support and cooperation in order to be successful. Feel free to come to the office if you have any problems or questions. Our doors are always open to all students and parents. Remember...you are important to us.

If you have any questions about policies, regulations, or information in this handbook, please contact us at 303-341-7450.

En nombre de la facultad y el personal le extendemos una bienvenida muy cálida y cordial a Aurora Hills Middle School, el orgulloso hogar de los Mustangs. Colinas de Aurora ha estado en existencia desde 1973, y estamos dedicados a proporcionar una experiencia educativa cálida, segura, emocionante y gratificante para estudiantes de escuela intermedia. Nos mudamos a un nuevo edificio de secundaria Aurora Hills en enero de 2012.

Los años preadolescentes son emocionantes años para los jóvenes como preparan para secundaria y crecer más allá de la estructura de la escuela primaria. Puede ser un momento difícil para los estudiantes y padres porque muchas nuevas y emocionantes cambios en sus vidas.

El propósito de este manual es proporcionar información que le ayudará a comprender y apoyar a nuestro objetivo de proporcionar una experiencia segura y exitosa escuela de su hijo. Por favor, familiarizarse con la filosofía de una escuela, nuestras expectativas, plan de estudios y políticas.

El personal está dispuesto a ayudar a tenga éxito y apoyo tanto como sea posible. Necesitamos cooperación y apoyo al estudiante y padre para tener éxito. Siéntase libre de venir a la Oficina si tienes preguntas o problemas. Nuestras puertas siempre están abiertas a todos los estudiantes y padres. Recuerde...Yo son importantes para nosotros. Si tiene alguna pregunta acerca de las políticas, reglamentos o información en este manual, póngase en contacto con nosotros en 303-341-7450.

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CALENDAR OF EVENTS 2017 – 2018

(subject to change)

August

- 5 Back to School Kick-off @ Aurora Towne Center 10-12:30
- 8 **All Students Report 8:30am-3:57pm**
- 10 Boys & Girls Track practice begins (7th & 8th grade)
- 10 Girls Swim practice begins (7th & 8th grade)
- 14 Intramurals begin
- 17 **Back to School Night 6:30 pm**
- 18 **School Pictures**

October

- 10 AHills PEP (Parent Education Partnership) 6:30 pm
- 12 **1ST QUARTER ENDS**
- 12 **Professional Release Day- NO CLASSES**
- 13 **Teacher Work Day – NO CLASSES**
- 16-20 **FALL RECESS – NO CLASSES**
- 25 **Parent / Teacher Conferences 4:30 – 8:00 pm**
- 26 **Parent / Teacher Conferences 4:30 – 8:00 pm**
- 27 Honor Assemblies
- 30 Girls Volleyball Practice Begins (7th & 8th grade)

December

- 5 **International Night 6:30pm**
- 12 AHills PEP (Parent Education Partnership) 6:30 pm
- 21 **2nd QUARTER ENDS**
- 21 **Professional Release Day – NO CLASSES**
- 22 **Teacher Work Day – NO CLASSES**
- 25- 5 **WINTER RECESS – NO CLASSES**

February

- 1 **Teacher In-service – NO CLASSES**
- 2 **Conference Exchange Day – NO CLASSES**
- 7 **Parent / Teacher Conferences 4:30 – 8:00 pm**
- 8 **Parent / Teacher Conferences 4:30 – 8:00 pm**
- 13 AHills PEP (Parent Education Partnership) 6:30 pm
- 19 **PRESIDENTS' DAY HOLIDAY– NO CLASSES**

April

- 2 **RETURN FROM SPRING RECESS**
- 6 Honor Assemblies
- 10 AHills PEP (Parent Education Partnership) 6:30 pm

September

- 1 **Professional Release Day – NO CLASSES**
- 4 **LABOR DAY HOLIDAY– NO CLASSES**
- 12 AHills PEP (Parent Education Partnership) 6:30 pm
- 15 **District In-Service Day – NO CLASSES**
- 19 Boys Wrestling Practice Begins (7th & 8th only)
- 19 Girls Soccer Practice Begins (7th & 8th only)
- 29 **School Picture Retakes**

November

- 10 **Professional Release Day – NO CLASSES**
- 14 AHills PEP (Parent Education Partnership) 6:30 pm
- 22 **Conference Exchange Day – NO CLASSES**
- 23- 24 **THANKSGIVING HOLIDAY – NO CLASSES**

January

- 8 **RETURN FROM WINTER RECESS**
- 8 Boys Basketball Practice Begins (7th & 8th grade)
- 9 AHills PEP (Parent Education Partnership) 6:30 pm
- 12 Honor Assemblies
- 15 **MLK HOLIDAY – NO CLASSES**
- 31 **Professional Release Half Day**

March

- 5 Girls Basketball Practice Begins (7th & 8th grade)
- 5 Boys Soccer Practice Begins (7th & 8th grade)
- 8 **3RD QUARTER ENDS**
- 9 **Teacher Work Day – NO CLASSES**
- 13 AHills PEP (Parent Education Partnership) 6:30 pm
- 15 **8th Grade Panoramic Picture 8:45am**
- 23 **Professional Release Day – NO CLASSES**
- 26-30 **SPRING RECESS – NO CLASSES**

May

- 1 **Night of Excellence 6:30 pm**
- 4 **Professional Release Day – NO CLASSES**
- 8 AHills PEP (Parent Education Partnership) 6:30 pm
- 24 **LAST DAY OF SCHOOL FOR STUDENTS**
- 25 **Teacher Work Day – Staff Check-out**
- 28 **MEMORIAL DAY HOLIDAY**

Aurora Public Schools Internet Responsible Use Agreement

The District's Responsible Use Policy ("RUP") is to allow all employees, volunteers and currently enrolled students (defined as "user") to use computers and the network for educational purposes, research and communication. This agreement prevents unauthorized disclosure of or access to sensitive information that is the property of the Aurora Public Schools including, but not limited to, student records and personnel files. This agreement further prevents unlawful online activities including bullying, gambling, and searching for, saving or dispensing pornography.

Every student needs skills and knowledge to succeed as effective citizens, workers and leaders. The 21st century learning environment includes all types of resources and computing devices. Digital resources and web 2.0 tools may include blogs, wikis, other online applications, and communication applications for email, social networking, instant messaging, video conferencing, and other forms of direct electronic communications. Students have access to computing devices including, but not limited to, desktop computers, laptops, eBooks, iPods, cell phones, or other digital devices. The use of computer applications, online resources and devices support the Aurora Public Schools curriculum and standards.

The District complies with the Children's Internet Protection Act ("CIPA")* and uses technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to parents, guardians, teachers, administrators or law enforcement authorities as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email. This agreement complies with all laws associated with blocking content that is dangerous or inappropriate for minors.

Responsible Uses of the APS Computer Network or the Internet

Accessing the APS Computer Network and the Internet is critical for all APS business functions and student success today. All students must have their parents or guardians sign this agreement and the District will keep it on file in the student records. Once signed, that permission/acknowledgement remains in effect until the student loses the privilege of using the District's network due to violation of this agreement or is no longer enrolled as an APS student. Even without signature, all users must abide by this policy.

All users (defined in the first paragraph) are required to follow this agreement and report any misuse of the network or Internet to a teacher, supervisor or other appropriate District personnel. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate District personnel. **By using the network, users have agreed to this agreement.**

Unacceptable Uses of the Computer Network or Internet

APS reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for students, employees, schools, network or computer resources, or (2) that lacks legitimate educational content/purpose, or (3) other activities as determined by the District as inappropriate.

A few examples of inappropriate activity may include but are not limited to:

- **Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;**
- **Criminal activities that can be punished under law;**
- **Selling or purchasing illegal items or substances;**
- **Obtaining and/or using anonymous email sites; spamming; spreading viruses;**
- **Causing harm to others or damage to their property, such as:**

1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.

2. Spreading untruths or rumors about individuals or groups of people in e-mail messages or social networking sites.
 3. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
 4. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 5. Using a District computer to pursue in order to unlawfully access and/or change any information
 6. Accessing, transmitting or downloading large files, printing large documents, including "chain letters" or any type of "pyramid schemes".
- **Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:**
 1. Using another's account password(s) or identifier(s);
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing anyone's password to others or allowing them to use another's account(s).
 - **Using the network or Internet for Commercial, Political and Religious purposes:**
 1. Personal advertising, promotion or financial gain;
 2. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitations or lobbying for religious or political purposes.

Student Internet Safety

1. The student's parent or guardian is responsible for monitoring the minor's use at home or away from school.
2. Students should not reveal personal information about themselves or other persons on the Internet. For example, students should not reveal their name, home address, telephone number, credit card number, or display photographs of themselves or others.
3. Students should not meet in person anyone they have met only on the Internet.
4. Students must abide by all laws, including this Responsible Use Policy and all District policies.

Penalties for Improper Use

The use of District resources is a privilege, not a right, and misuse will result in the restriction or cancellation of District provided accounts and/or use of District equipment. Misuse may also lead to disciplinary and/or legal action for both students and employees, up to or including suspension, expulsion, dismissal from District employment, or criminal prosecution by law enforcement authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

I have read and understand, and I will abide by the guidelines of the Responsible Policy of the Aurora Public School District.

Date:	_____	School:	_____
Student Name:	_____	Student Signature:	_____
		Parent/Legal	_____
Parent/Legal		Guardian	
Guardian Name:	_____	Signature:	_____

Please return this form to your child's school where it will be entered into the District's Student Information System

ACUERDO DE USO ACEPTABLE DEL INTERNET PARA EL DISTRITO ESCOLAR DE LAS ESCUELAS PÚBLICAS DE AURORA

La Política de Uso Responsable del Distrito (conocida por sus iniciales en inglés, "RUP") es para permitir a los empleados, voluntarios y estudiantes actualmente matriculados (definidos como "usuarios") a usar computadoras y la red corporativa para propósitos académicos, de investigación y comunicación. Este acuerdo previene revelación de o el acceso no autorizada a información delicada que es propiedad de las Escuelas Públicas de Aurora, incluyendo, pero no limitada a, expedientes estudiantiles y archivos del personal. Este acuerdo previene también las actividades ilegales en línea incluyendo la intimidación, el apostar, buscar, guardar o propagar la pornografía.

Todo estudiante necesita habilidades y conocimiento para ser exitoso como ciudadanos, trabajadores y líderes efectivos. El ambiente de aprendizaje del siglo 21 incluye todo tipo de recursos y dispositivos informáticos. Recursos digitales y herramientas de web 2.0 pueden incluir registros o diarios de web (conocidos como "blogs"), sitios informativos ("wikis"), otras aplicaciones en línea, y aplicaciones de comunicación por correo electrónico ("email"), redes sociales, mensajes instantáneos, conferencias por video y otras formas de comunicación electrónica directa. Los estudiantes tienen acceso a dispositivos informáticos incluyendo, pero no limitado a, computadoras de mesa, computadoras portátiles, libros electrónicos ("ebooks"), reproductores de música "ipods", teléfonos celulares u otros mecanismos digitales. El uso de aplicaciones de computadoras, recursos y mecanismos en línea apoya el currículo y los estándares de las Escuelas Públicas de Aurora.

El Distrito cumple con la ley de protección del Internet para niños (de nombre en inglés, *Children's Internet Protection Act*, o conocida por sus iniciales, CIPA)* y usa medidas de protección de tecnología para bloquear o filtrar, hasta una magnitud práctica, acceso a representaciones visuales por medio de la red que son *obscenas, pornográficas y dañinas a menores*. El Distrito se reserva el derecho de monitorear las actividades en línea de los usuarios y tener acceso a, revisar, copiar y guardar o borrar cualquier comunicación electrónica o expedientes y revelarlas a los padres de familia, tutores, maestros, administradores o autoridades de la policía si así lo encuentra necesario. Los usuarios no deben de tener la expectativa de privacidad en relación a su uso de la propiedad del Distrito, la red y/o acceso al Internet o expedientes, incluyendo correo electrónico. Este acuerdo cumple con todas las leyes asociadas con obstruir contenido que es peligroso o inapropiado para menores.

Usos responsables de la red computarizada de APS o del Internet

El tener acceso a la red computarizada de APS y al Internet es de alta importancia para todas las funciones de trabajo de APS y el éxito estudiantil de hoy. Todos los estudiantes deben de obtener una firma de sus padres o tutores en este acuerdo y el Distrito lo guardará archivado en el expediente del estudiante. Una vez firmado, el permiso o autorización se mantendrá efectivo hasta que el estudiante pierda el privilegio de usar la red del Distrito debido a una violación de este acuerdo o el estudiante deja de estar matriculado como un estudiante de APS. Aún sin la firma, todos los usuarios deben de cumplir con esta política. Se les requiere a todos los usuarios (como son definidos en el primer párrafo) a seguir este acuerdo y reportar cualquier mal empleo de la red o del Internet a un maestro, supervisor o personal apropiado del Distrito. Si un usuario no está seguro de que algún uso en particular es aceptable o apropiado, él o ella debe de consultar con un maestro, supervisor u otro empleado apropiado del Distrito. **Al usar la red, los usuarios han aceptado este acuerdo.**

Usos no aceptables de la red computarizada o del Internet

APS se reserva el derecho de tomar acción inmediata referente a actividades (1) que crean cuestiones de seguridad y/o peligro para estudiantes, empleados, escuelas, recursos de red o computadoras, o (2) que no tiene contenido o propósito legítimo de educación, u (3) otras actividades que son determinadas como inapropiadas por el Distrito.

Algunos ejemplos de actividades inapropiadas pueden incluir, pero no son limitadas a:

- **violar cualquier ley estatal o federal o reglamento municipal, tal y como: acceder o transmitir pornografía de cualquier tipo, representaciones obscenas, material dañino, material que promueva a otros a violar la ley, información confidencial o material con derechos de reproducción;**
- **actividades criminales que pueden ser castigadas por la ley;**
- **vender o comprar artículos o sustancias ilegales;**
- **obtener y/o usar sitios anónimos de correo electrónico; mandar correos no deseados ("spam"); distribución de virus;**
- **causar perjuicio a otros o daño a su propiedad, tal y como:**
 1. usar lenguaje profano, abusivo o descortés; amenazar, acosar o hacer declaraciones perjudiciales o falsas acerca de otros o acceder, distribuir o descargar material ofensivo, hostigador o menospreciante;
 2. propagar falsedades o rumores sobre individuos o grupos de personas en mensajes por correo electrónico o sitios de conexión en red;

3. borrar, copiar, modificar o falsificar los nombres, correos electrónicos, expedientes o datos de otros usuarios; encubrir la identidad propia, hacerse pasar por otros usuarios o mandar correos electrónicos anónimos;
 4. dañar equipo de computadoras, expedientes, datos o la red en cualquier manera, incluyendo el acceder, transmitir o descargar virus de computadora o cualquier otro programa o expediente perjudicial, intencionalmente, o el interrumpir cualquier funcionamiento de un sistema computarizado;
 5. usar una computadora del Distrito para obtener, para tener acceso ilegal a, y/o cambiar cualquier información;
 6. el acceder, transmitir o descargar expedientes grandes, imprimir documentos grandes, incluyendo cartas de una cadena ("chain letter") o cualquier tipo de esquema piramidal ("pyramid schemes").
- **Participar en usos que ponen en peligro el acceso o que llevan al acceso no autorizado a las cuentas de otros o a otras redes computarizadas, tal y como:**
 1. usar la(s) contraseña(s) o nombre(es) identificable(s) de la cuenta de otro;
 2. interferir con la habilidad de otros de tener acceso a su(s) cuenta(s); o
 3. revelar la contraseña de otro a otros o permitirles que usen la(s) cuenta(s) de otro.
 - **Usar la red o el Internet para propósitos comerciales, políticos y religiosos:**
 1. Anuncios personales, promoción o ganancia económica.
 2. Conducir actividades comerciales lucrativas y/o tomar parte en recaudación de fondos con relación no gubernamental o actividades de relaciones públicas tal y como solicitar o cabildear para propósitos religiosos o políticos.

Seguridad de Internet para estudiantes

1. El padre de familia o tutor del estudiante es responsable de monitorear el uso por el menor en casa o fuera de la escuela.
2. Los estudiantes no deben de revelar información personal de sí mismos o de otras personas en el Internet. Por ejemplo, los estudiantes no deben de revelar su nombre, dirección, número de teléfono, número de tarjeta de crédito, o mostrar fotografías de ellos mismos o de otros.
3. Los estudiantes no deben de conocer en persona a nadie que ellos hayan conocido por Internet.
4. Los estudiantes deben de seguir todas las leyes, incluyendo esta Política de Uso Responsable y todas las políticas del Distrito.

Penalidades por el uso inapropiado

El uso de los recursos del Distrito es un privilegio, no un derecho, y el mal uso resultará en la restricción o la cancelación de cuentas y/o equipo provisto por el Distrito. El mal uso también pueden resultar en acción disciplinaria o legal para ambos los estudiantes y empleados, hasta o incluyendo la suspensión, expulsión, terminación de empleo con el Distrito, o procesamiento por las autoridades legales. El Distrito intentará adaptar cualquier acción disciplinaria al caso específico relacionado con cada violación.

Descargo de responsabilidad

El Distrito no hace garantías sobre la calidad de servicios provistos y no es responsable por ningún reclamo, pérdida, daño, costo u otras obligaciones que existan por el uso de la red o por cuentas. Cualquier cargo adicional que un usuario acumule debido al uso de la red del Distrito es responsabilidad del usuario. El Distrito también niega cualquier responsabilidad de la exactitud o calidad de la información obtenida por medio del acceso del usuario. Cualquier declaración, accesible por la red computarizada o el Internet, se tiene por entendido que es el punto de vista individual del autor y no del Distrito, sus afiliados o empleados.

Yo he leído y comprendo, y seguiré las condiciones de la Política de Uso Responsable del distrito escolar de las Escuelas Públicas de Aurora:

Fecha (mes/día/año):	_____	Escuela:	_____
Nombre del estudiante:	_____	Firma del estudiante:	_____
Nombre del padre o tutor legal:	_____	Firma del padre o tutor legal:	_____

Por favor regrese esta forma a la escuela de su hijo/a donde ésta será anotada en el sistema de información estudiantil del Distrito.

Insert Parent Consent Form Here

Back page of Parent Consent Form

International Baccalaureate Middle Years Programme at Aurora Hills

Aurora Hills is an authorized IB/MYP school. Our school-wide instructional philosophy is designed to provide all students with a challenging and enriching curriculum that:

- Develops critical thinking skills through studies in eight subject areas
- Exposes students to the connections and interrelatedness of the eight curriculum areas
- Encourages the development of intercultural awareness, along with an understanding of our own and others' history and traditions
- Emphasizes the development of both English and a second language (French or Spanish)

All students attending Aurora Hills Middle School are enrolled in standards-based, district approved courses that are organized within Middle Years Program subject areas. MYP disciplines include:

- Language A (English Language Arts)
- Language B (Spanish)
- Individuals and Societies (History and Geography)
- Science
- Mathematics
- Technology
- Physical Education
- Arts (visual, dramatic and performing arts)

To assist students in their academic, intellectual, and social development, the IB/MYP also incorporates five organizing themes known as the Areas of Interaction:

Approaches to Learning – provides students with the tools to enable them to take responsibility for their own learning. *How do I best learn? How do I know? How do I increase my understanding?*

Community and Service – encourages responsible, caring participation in one's local setting and in the greater world. *How do we live in relation to each other? How can I contribute to the community? How can I help others?*

Health and Social Education – concentrates on preparing students for physically, mentally and emotionally healthy life. *How do I think and act? How am I changing? How can I look after myself and others?*

Environment – stresses understanding the importance of conservation and responsibility for caring for the environment. *Where do we live? What resources do we have or need? What are my responsibilities?*

Human Ingenuity – emphasizes an appreciation for the creative and inventive genius of humans and encourages students to be creative; encourages students to consider the impact of our creation on society and the human mind. *Why and how do we create? What are the consequences of our creations?*

Aurora Hills Bell Schedule 2017-18

6th Grade			7th Grade			8 th Grade		
Mustang Morning	MM	8:30-9:00	Mustang Morning	MM	8:30-9:00	Mustang Morning	MM	8:30-9:00
1	Core 1	9:03-10:36	1	Core 1	9:03-10:36	1	Exp 1	9:03-9:48
2			2			2		Exp 2
3	Exp 1	10:39-11:24	3	Core 2	10:39-12:12	3	Core 1	10:39-12:12
Lunch	Lunch	11:27-11:57	4			4		
4	Exp 2	12:00-12:45	Lunch	Lunch	12:15-12:45	5	Core 2	12:15-1:00
5	Core 2	12:48-2:21	5	Core 3	12:48-2:21	Lunch	Lunch	1:03-1:33
6			6			6	Core 2	1:36-2:21
7	Core 3	2:24-3:57	7	Exp 1	2:24-3:09	7	Core 3	2:24-3:57
8			8	Exp 2	3:12-3:57	8		

MIDDLE SCHOOL CURRICULUM

The middle school curriculum consists of two major areas:

- An Academic Block provides instruction in language arts, math, science, social studies, and reading. Special attention is directed toward developing critical thinking skills, and reading in the content areas. Students spend approximately four hours a day in the Academic Blocks.
- The Elective Block includes the areas of AVID, health, physical education, foreign language, music, drama and visual arts. The elective block provide the opportunity to explore new subjects and ideas, an important facet in pre- and early-teen development.

Other middle school programs include intramurals to provide additional sports activities for all interested students; interscholastic sports for seventh and eighth graders; and academic and social clubs developed around student interests and needs.

Aurora Hills Middle School Course Offerings

Academic Course Descriptions

Language A (Literacy):

Literacy is taught daily through an instructional model that supports rigorous intellectual engagement in a Readers/Writers Workshop approach. In reading, students independently read and respond to their reading in increasingly sophisticated ways. In addition, reading instruction is given through small groups and individual conferences, as well as, through reading demonstrations. The goal of all reading instruction is to move students to independence with increasingly complex and challenging text.

Writing is another segment of the literacy block. Students write with increasing independence through writing demonstrations by the teacher, small group writing instruction, and individual writing conferences. In addition, the craft of writing is demonstrated, discussed, and given as models for student writing in the classroom so that students can move to increasingly sophisticated writing during the school year. It is expected that students read/write a minimum of 30 minutes per night to support reading growth and understanding.

Those students who are not proficient in either reading or writing will be given additional support in separate reading and writing courses.

Mathematics:

Mathematics is composed of daily instruction in which the students are assessed to discover what they already know. Teachers use this information to differentiate for each student in order to build a strong math foundation which will help meet the challenges of high school and post-secondary options.

All grades are exposed to integrated mathematics, whether through the Connected Mathematics Program (6, 7, and 8) or CORE 1. The programs allow students to study a variety of mathematical topics which align with State Standards for all three years.

Science:

Students will have a science class for the entire year that includes laboratory and small group experiments. In the 6th grade, students study both earth science and physical science. In the 7th grade, students are introduced to units of study specific to life sciences. The 8th grade students work on an in-depth study of earth and physical sciences.

Science plays a significant part in building authentic math skills and creating understanding of their world and the importance of critical thinking.

Individuals and Societies (Social Studies):

Students will also have a Social Studies class for the entire school year. Social Studies help develop an understanding of the diverse cultures that make up the world and our community. Social studies instruction also helps build literacy skills within the context of history and geography. The IB Technology and Design Cycle will be incorporated into the Social Studies curriculum.

Areas of study for 6th grade Social Studies: Geography, Mesopotamia and Ancient Israelites; Ancient Egypt; Ancient Greece and Ancient Rome.

In the 7th grade, the students will learn about the end of Rome to the Middle Ages, Civilizations of the Americas and the Islam War in Iraq.

The 8th grade students cover US History from early settlement to industrialization.

Elective Classes

Students participate in four different Elective classes throughout the year. The main emphasis is on development of a second language and a combination of the following subjects throughout the year. MYP develops the whole child thus students are exposed to several areas. Note: Students enrolled in Health are also enrolled in Physical Education for the same class period and teacher. Students will receive two grades for the same period. This is done to fulfill IB requirements for Physical and Health education as well as state mandated health education requirements. Curriculum for both subjects will be covered during this class.

AVID:

Advancement Via Individual Determination is an invitation only class to assist students in the development of the skills necessary to be successful in college preparatory classes.

Health:

Students learn about the effects of medicine and illegal drugs, the human body systems and disease and the risks of sexual activity taught through an abstinence-based curriculum.

Physical Education:

Each student is involved in a varied program with emphasis on physical fitness and basic skills of movement. Through participation and instruction comes an increase in ability, coordination, endurance, confidence, neuromuscular control, grace, sense of rhythm and reaction time.

Chorus:

This course is offered to 6th, 7th and 8th grade students. Students will sing choral music especially suited to them. They will learn fundamentals of music, voice production and song literature.

Foreign Language:

This course is designed to develop an awareness and development of a foreign language. Students will see that their own lives are influenced by foreign cultures. Students discover the connection between culture and language. In the 6th grade, students are introduced to oral activities in foreign language. IB emphasizes a student is partially fluent in a second language by the end of the MYP (10th grade). Therefore, Aurora Hills students should be ready for a minimum of 2nd year foreign language when entering high school.

Instrumental Music:

This is an advanced course for both band and orchestra students.

Music Arts:

Students experience simple songs using guitar, keyboard, tone bells and percussion instruments. Students will discover more about music through listening, singing and learning about composers and music history. Students will create their own music.

Visual Arts:

Students gain ability to explain and demonstrate knowledge of techniques, which can be used for the organization of color, line, texture and shape both singly and/or in any combination. Drawing, painting, clay work, fibers, sculpture and printmaking are some of the experiences provided.

Theatre Arts:

Students will explore pantomimes, Shakespeare and the history of drama.

Advisory

Every student will have a grade level advisory class that meets the social, emotional, and academic/career needs. All advisory classes will meet every day. Each morning will begin with advisory in which focused instruction will be given in areas that are relevant to ensure the success of all students at Aurora Hills Middle School.

Multi-Tiered System of Support (MTSS)

Aurora Hills Middle School has a Multi-tiered System of Support process which includes prevention strategies to ensure that all students have the necessary support for achievement. This includes students performing below grade level expectations, and those whose programs should be accelerated. Students at any grade level who are not performing at expected levels, based on data, must be identified. Appropriate instruction must be provided to meet the student's needs. Students who are performing well below expected levels are monitored and receive more intensive interventions.

English Language Acquisition (ELA)

ELA is an instructional program designed to help students learn English as a second language by developing their listening, speaking, reading and writing skills in English. These students have schedules, which may include three different levels of ELA classes, depending on their assessed level of English proficiency.

Adquisición del Idioma Inglés (ELA)

ELA es un programa instruccional diseñado para ayudar a los estudiantes a aprender a inglés como segundo idioma por desarrollar sus escuchar, hablar, leer y escribir habilidades en inglés. Estos estudiantes tienen horarios, que pueden incluir tres niveles diferentes de las clases ELA, dependiendo de su nivel de cuotas de manejo del inglés.

Homework Policy

Teachers will inform students and parents about their homework purposes and expectations through the use of a student planner.

Purposes of homework:

- Develop and refine intellectual skills
- Develop independent learners
- Nurture within students an identity as a successful learner
- Include opportunities for practice, checking for understanding, and the pre-learning process

Teachers will:

- Make specific assignments with complete instructions and expectations
- Differentiate assignments according to the ability and maturity level of the student
- Relate assignments to the course objectives and/or individual project objectives

Homework is not given as a disciplinary measure nor is credit for homework withheld for disciplinary purposes. In general, homework is designed so that the average middle school student may complete each subject assignment in 30 minutes. Homework in academic areas should be assigned on a daily basis. If your student tells you that they do not have homework, please check with their teachers because this is often not the case.

Report Cards

Parents are encouraged to check in with your child's teachers regularly to ensure that he/she is on the right path. Report cards are distributed to all students four times a year. The final report card is mailed home the last week of May. Progress reports are sent home with students between major grading periods. The report card and progress reports are used to communicate academic growth of a student. Parents can always check their child's progress throughout the school year by logging on to APS Parent Portal.

Student Planners

Students are required to have their student planner with them at all times. The planners are used to write down specific assignments and important information pertaining to the school and classroom, and for all passes outside of the classroom with the exception of going to the Nurse's Office. The first student planner will be provided by the school; replacement planners are the responsibility of the student at a cost of \$5.00

DRESS CODE: Aurora Hills Middle School 2017-2018

Aurora Hills Middle School strives to maintain an environment that is safe for all students and is conducive to learning. In order to enhance the learning environment, Aurora Hills has established a dress code. The school shirts display the IB MYP (International Baccalaureate/Middle Years Program) logo. Aurora Hills' attire is an outward indication of the student's desire for success. All students will dress in proper attire while on campus or attending field trips. It is the parent's responsibility to ensure compliance with the dress code.

SHIRTS THAT MAY BE WORN:

- Official Aurora Hills Middle School polo shirt with the IB logo stamped on the front of shirt. Official AHMS shirts will be sold at the main office for a cost of \$10.00 per shirt. Purple shirts with the IB Learner Profile and Logo can be purchased for \$12.00. Extra-curricular t-shirts for music, athletics, or different school clubs can be worn on Fridays, our Spirit Days. Any alteration to the schedule must be approved by the Principal.
- A shirt or pullover may be worn under the school shirt, but the school shirt is the outermost garment to be worn for the student to be considered in dress code.
- **No modifications may be made to the school shirt (example: cutting, tearing, writing, knotting or banding of shirt bottom, etc).**
- **Students found out of dress code will be required to wear school issued replacement shirt. Students are responsible for returning the school-issued shirt at end of the day in the same condition it was received.**

PANTS THAT MAY BE WORN:

- No overalls or pajamas are to be worn.
- Sagging pants are not allowed.
- Any pants with holes or cuts must have an underlay such as tights or leggings.
- Follow District Guidelines as outlined in the Safe Schools Policy.
- CAPRIS, SKIRTS, SKORTS AND SHORTS:
- Length (including slits) must be a minimum of finger length with arms hanging at sides even if tights or leggings are worn underneath.

CLOTHING REGULATIONS:

Outside layer must be an official AHMS shirt or an AHMS hoodie while inside the building.

- Students may wear jackets and/or sweat shirts outside at lunch as conditions warrant.
- No jackets or sweatshirts (except AHMS sweatshirts) worn inside building.
- No vulgar symbols, dangling belts, chains, gang related attire, gloves, sagging, hats, picks worn in the hair (metal picks are not allowed at school), slippers or house shoes, or flip-flops.
- No two or more people dressing alike for the purpose of intimidation or gang affiliation.
- All clothing needs to be size-appropriate.

Backpacks and large purses are to be stored in lockers and not carried throughout the day.

Aurora Hills' administration reserves the right to determine if any clothing is inappropriate and change the dress code as deemed necessary as directed by the Safe Schools Handbook. For example: Tights that are too small and too revealing of undergarments and/or body parts, etc.

IDENTIFICATION:

To enhance school safety, each student is furnished a lanyard and ID card to be worn while on school property and at school functions. Any Aurora Hills or APS District staff may ask students to show their identification. Student ID's are required to check out media materials, ride the school bus, for admission to athletic events, etc. Replacement ID's are available for \$5.00 per replacement ID and \$2.00 per replacement lanyard.

DRESS CODE AND IDENTIFICATION MONITORING

Parents, please ensure that your students meet dress code standards each day before sending them to school to help us keep a safe and positive learning environment for them and their classmates.

Código de vestimenta: Secundaria Aurora Hills 2017-2018

Aurora Hills Middle School se esfuerza por mantener un ambiente de seguridad para todos los estudiantes y propicio para el aprendizaje. Con el fin de mejorar el ambiente de aprendizaje, Aurora Hills ha establecido un código de vestimenta. Las camisas de la escuela muestran el logotipo del IB MYP (Programa Internacional de Bachillerato Años / Media). El uniforme de Aurora Hills es una indicación externa de la voluntad del estudiante para el éxito. Todos los estudiantes se vestirán con ropa adecuada, mientras este en el campus o asiste a los paseos escolares. Es responsabilidad de los padres asegurarse del cumplimiento del código de vestimenta.

CAMISAS QUE PUEDEN SER USADAS:

- La camiseta polo oficial de la Secundaria Aurora Hills con el logotipo de IB estampado en el frente de la camisa. Camisetas oficiales AHMS se venderán en la oficina principal por un costo de \$ 10.00 por camiseta. Camisas moradas con el perfil de aprendizaje del IB y Logo se pueden comprar por \$ 12.00.
- Camisetas Extra-curriculares para la música, los deportes, o diferentes clubes de la escuela se pueden usar el 1ero y 3er viernes de cada mes que son los días del Orgullo Mustang. Cualquier modificación con los días debe ser aprobado por el Director.
- Una camisa puede usarse debajo de la camisa de la escuela.
- No se pueden hacer modificaciones a la camisa de la escuela (ejemplo: desgarrarla, escribir sobre ella, anudar la parte de debajo de la camiseta con bandas.)

Pantalones que pueden ser usados:

- No utilizar los pantalones de la pijama.
- Pantalones caídos o aguados no están permitidos.
- Pantalones con agujeros o rotos deben tener una capa interior, tales como mallas.
- Siga las instrucciones del Distrito como se describe en la Política de Escuelas Seguras.
- Capris, faldas, y pantalones cortos
- Lo largo del shorts o la falda (incluyendo ranuras) deben tener un mínimo de largo a la rodilla, incluso si utiliza mallas debajo.

NORMAS DE VESTIR:

La capa externa debe ser una camisa AHMH oficial o una sudadera con capucha AHMH mientras que este en el interior del edificio.

- Los estudiantes pueden usar las chaquetas y / o sudaderas durante el almuerzo según las condiciones del clima.
- No usar chaquetas o sudaderas (únicamente sudaderas AHMS) dentro del edificio.
- No usar símbolos vulgares, cinturones colgantes, cadenas, vestimenta relacionada con pandillas, guantes, la ropa aguada, bandanas, sombrero, o huaraches.
- No debe haber dos personas vestidas igual para intimidar.
- Toda la ropa debe ser de tamaño apropiado.

Las mochilas y bolsas grandes se van a almacenar en los casilleros y no se utilizan durante el día.

La administración de Aurora Hills se reserva el derecho de determinar si la ropa es inapropiada y hacer cambios en el código de vestimenta que se consideren necesarios según las indicaciones del Manual de Seguridad de las Escuelas. Por ejemplo: Prendas de vestir demasiado reveladoras, ropa escotada como blusas o shorts, etc.

IDENTIFICACIÓN:

Para mejorar la seguridad escolar, a cada estudiante se le entrega su tarjeta de identificación y el cordón para ser usados dentro de la propiedad escolar y en actividades escolares. El personal docente de Aurora Hills o del Distrito Escolar puede pedir a los estudiantes que muestre su identificación. La identificación de los estudiantes es requerida para tener acceso a material escolar, para entrar a los eventos deportivos, poder subirse al camión escolar, etc. Reemplazar el ID tiene un costo de \$ 5.00 y \$ 2.00 por el cordón.

CÓDIGO DE VESTIMENTA Y MONITOREO DE IDENTIFICACIÓN:

Padres, por favor asegúrese de que los estudiantes cumplan con las normas del código de vestimenta cada día supervíselos antes de enviarlos a la escuela para ayudar a mantener un ambiente de aprendizaje seguro y positivo para ellos y sus compañeros de clase.

Student Fees and Fines

Aurora Public Schools charges fees for rental and use of musical instruments and participation in athletics. Charges are also made for materials used in Visual Arts and other courses for student projects. Students and/or parents are responsible for instructional materials, books, magazines, athletic uniforms, etc. that are lost, stolen, misplaced or destroyed by their student. Students who have lost a text book must pay the replacement cost prior to being issued another text book. At teacher discretion a new book may be issued to avoid interruption of student instruction and the replacement cost will be added to the student fee/fines record.

Students who vandalize any structure in or outside of the building, will be held responsible for the damages incurred.

Please note: Fees and fines owed to Aurora Hills Middle School can result in limited participation or exclusion from extracurricular activities such as athletics and clubs. Any student who has not paid his/her fee/fine by the last day of school may not be allowed to participate in the end of year celebrations/activities and will not receive final report card until fines are paid in full.

Physical Education Uniforms

All students are required to dress out for their physical education classes. The mandatory uniform will consist of shorts or sweat pants and a plain tee shirt. When enrolled in physical education class participation is required unless excused by written request of the family physician. Our school nurse can only excuse students from PE for up to 3 days with a parent note. If a student is unable to participate in PE for longer than 3 days a doctor's note is required.

Students are to wear their own physical education clothing only. Students who are caught using someone else's clothing will:

- 1) Receive a warning
- 2) Parents will be contacted
- 3) May be required to replace the uniform of the other student

Counseling Program

Aurora Hills' Counseling Program is designed to provide guidance services to students, staff, and parents. Students may have small group activities or meet individually with a counselor either at their own request or by referral from teachers or parents. If a student needs to meet with a counselor, he/she may do so during lunch or any time approved by a teacher or counselor.

ATTENDANCE POLICY FOR MIDDLE SCHOOL STUDENTS

Attendance Policy

Students enrolled in the Aurora Public Schools are required to attend classes, unless excused for a good reason in accordance with the Colorado Compulsory Attendance Law. Absences such as illness or injury, or absences approved by the principal and parents, are regarded as excused absences as long as the meet subsequent guidelines. If a student's absence is not caused by illness or injury or approved by the school principal or designee, the absence shall be considered unexcused. Irregular attendance and/or excessive tardiness may result in poor academic performance, lower grades, and/or an intervention plan to be developed by the parent/guardian and the site administrator, and/or a referral for truancy. Students who are chronically truant, tardy or have serious behavioral issues may lose privileges to participate in sports, clubs and activities during the school year and end-of-year activities.

Makeup Work for Excused Absences

Students with excused absences will be given two days to do makeup work for every day missed. Excused absences include suspensions.

Reporting Student Absences and Tardies

A parent or guardian must report a student's absence by calling Aurora Hills Middle School 303-341-7450 before 9:00 a.m. on the day of the absence. There will be a recorder number in operation from 4:30 p.m. until 8:00 a.m. the following morning to receive messages about student absences. **The recorder number is 303-340-0614.** The information that needs to be given to the office:

1. Student's name
2. Student's grade level
3. Reason for the absence or tardy
4. Name of the person calling

AFTER 24 HOURS, AN ABSENCE OR TARDY IS AUTOMATICALLY RECORDED AS UNEXCUSED.

HAND WRITTEN NOTES ARE NOT ACCEPTED TO EXCUSE ABSENCES OR TARDIES. A CALL FROM PARENT OR GUARDIAN MUST BE MADE.

Tardy Policy

Significant instruction occurs at the beginning of each class period. Therefore students are required to be in class, in their seats, ready to start at the designated times. This shows respect for others and the learning environment. Teachers will issue appropriate consequences, which could include lunch or after-school detention and/or parent phone call, for students not arriving to class on time. Parents will receive a 24-hour written notification if a student must attend an after-school detention for being tardy.

An unexcused tardy includes, but is not limited to, the following:

- Oversleeping (parent or child)
- Missed bus (school or RTD)
- Locker problems
- Family problems
- Car problems or traffic issues
- Delays from lunch

****Continual and excessive tardiness will result in more severe consequences such as Saturday School, attendance contracts, and notice to Truancy Court, etc.**

Early Dismissals From School During The Day

Parents are requested to telephone the school to indicate the reason and the time for an early dismissal. **BEFORE LEAVING** school the student must sign out at the main office. Upon **RETURNING** to school the student must sign in at the main office.

School Closings

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 or delays start times, Aurora Public Schools will share this news with local television and radio stations and will post it on the District Web site, www.aps.k12.co.us. Parents should listen to television and radio for announcements about Aurora Public Schools.

Delayed Start Times:

- If school must be delayed, transportation will begin one hour later than normally scheduled.
- 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 a parent or guardian, or individuals that parents have identified as emergency contacts.

IMPORTANT STUDENT / PARENT INFORMATION

Lockers and Desks

Each student will have a general locker and may have a P.E. locker. **STUDENTS SHOULD NOT GIVE THEIR COMBINATIONS TO ANYONE.** Students should make sure all belongings are inside their locker and it is locked when closed. Additionally, the following guidelines are to be followed:

- Student lockers and desks are the property of Aurora Public Schools.
- Student lockers and desks remain under the control of Aurora Public Schools at all times.
- Students are expected to assume full responsibility for their school locker, including all items that have been placed in them.
- Students are NOT allowed to share lockers and the school is not responsible when other students know a student's combination.
- Valuables should not be stored in lockers and the school is not responsible for lost or stolen items.
- Each grade level pod determines when students will have access to their lockers.

The school system retains the right to inspect student lockers or desks for any reason, at any time without notice, without student or parent consent and without a search warrant.

Search Policy

- Students can be searched by the principal, a member of the administrative staff, APS Security Personnel or by law enforcement officers if any administrator has reasonable suspicion. This does not require student or parent consent.
- The principal, member of the administrative staff or APS Security Personnel can search a locker, desk or storage area and its contents when there is reasonable suspicion.
- The student will be accorded no property interest or privacy in any locker, desk or storage area.
- Anything found in the course of a search, which is in violation of student regulations, may be seized, destroyed or turned over to a law enforcement officer.

Student Valuables

Students are cautioned *not* to bring valuables to school. Money should not be left in lockers. Lockers are not a safe place to store valuable items. Students must not share their locker combinations with friends or pre-set their lockers. If students wear glasses, watches or jewelry they should keep track of them at all times. Students are responsible for their own personal property. Aurora Hills will not be responsible for lost, misplaced or stolen valuables. **Aurora Hills reserves the right not to investigate loss or theft of any portable electronic device, i.e. cell phones, video games, head phones, tablets, etc., since we ask students not to bring these items to school.** A Lost-and-Found for valuables is located in the main office and a Lost-and-Found for clothing is located in the World Cafe. Clothing items that are not claimed will be donated.

Cell Phones – Electronic Devices

Aurora Public Schools believes in “providing environments that optimize learning and teaching, and are safe, secure and well-maintained.” As such, and except for approved educational purposes that enhance learning, all personal electronic devices shall not be seen, used, nor heard during the instructional school day on Aurora Public School property by students grades K-12. Electronic devices are defined as cell phones, iPods, players, PSPs, Blackberries, cameras, electronic games, or any associated electronic accessories, etc. External speaker devices are not allowed on school grounds at any time. APS Code: JK.1-R <http://www.aps.k12.co.us/district-info/safe.pdf>

Confiscated Items (Cell Phones, iPods, etc.)

Any non-educationally related item may be confiscated if that item is determined to have interfered with school safety or the educational process of any school day. Materials confiscated for the 1st time will be turned into the Main Office immediately and may be picked up by the student after school. On the 2nd offense, a parent must come to school to pick the item up. Staff may not accept a phone call to release a

confiscated item. On the 3rd offense the item will be held at the school until the end of the school year. Additionally, items such as hats, jackets or other apparel which are worn or displayed in consistent violation of APS or Aurora Hills dress code are also subject to the confiscation policy.

Saturday School

Saturday School is disciplinary option for students who refuse to follow school rules or have inappropriate behavior.

Some of the infractions for which a student could receive Saturday School would include, but are not limited to the following:

- Tardiness: refusing to serve the detention at the appropriate time and having to be called to the office for not showing up to serve the detention.
- Referrals for, but not limited to:
 - Classroom disruptions
 - Being disruptive during lunch
 - Inappropriate behavior
- Truancy
- Dress Code violations
- Failure to appear for after-school detentions
- Repeated offenses

Expectations at Saturday School:

- The student should bring a book to read and any assigned homework along with school supplies to complete the work (paper, pencil, etc.)
- If the student chooses not to bring work, he/she will have to sit quietly. Absolutely no talking or making noise of any kind will be allowed.
- The student should eat breakfast before arriving at Saturday School. Students are not allowed to bring electronic devices to Saturday School.
- Students will not be allowed to sleep during Saturday School.
- Students should wear athletic shoes and clothing appropriate for weather conditions including warm coat, hat and gloves. Students attending Saturday School may be outside as APS weather guidelines permit.

Parents will be notified in advance of any assigned Saturday School so arrangements can be made. If a student does not attend Saturday School on the assigned date, further action could be taken such as suspension, required parent shadowing of student during the regular school day, or the student assigned Saturday School on a different day.

Disruptive behavior during Saturday School will result in the student being sent home and Saturday will be reassigned for the next scheduled Saturday School.

*Parent Conferences may be scheduled during Saturday School.

Parent Attendance At School As An Alternative To Suspension

Our policies allow parents to attend class with the student as an alternative to suspension. If a parent is approved to attend classes as an alternative to student suspension, he/she must spend the full day with his/her child. At the start of the day, the parent and child must check in at the main office and receive guidelines on appropriate conduct while attending classes. It is the parent's responsibility to follow all conduct guidelines while on school property. Further action could be taken if proper conduct is not followed in school.

Restorative Justice

Restorative Justice is a process that involves victims, offenders and community members involved in a specific incident of wrongdoing to collectively identify and address harms, needs and obligations in order to heal and put things as right as possible.

Visitors

ALL visitors must check in at the main office to sign in and receive a Visitor Pass and then be escorted to their destination during school hours. Visitor passes must be worn and visible to all staff members.

STUDENT VISITORS ARE NOT ALLOWED AT AURORA HILLS during school hours. Parents may not interact with any other student while on school property. Parents wishing to visit their child's classroom are asked to give 24-hour notice. The office will contact the teachers when a request for parent visit is received.

AHills PEP (Parent Education Partnership)

Aurora Hills has an active parent organization that welcomes additional members throughout the school year. Take time to find out more about Aurora Hills by attending AHills PEP meetings. They meet monthly on the second Tuesday at 6:30 pm in the ILC. Please check the calendar of events found on page 4 or the Aurora Hills website <http://ahills.aurorak12.org/> for more information.

Court Ordered Community Service

Aurora Hills **DOES NOT** provide community service opportunities to students as assigned by the courts. Alternative sites need to be contacted.

Elevator

Only students with assigned elevator keys may ride the elevator (a student may be assigned to assist another student who needs to ride the elevator). Keys are given out by the school nurse for documented medical needs only.

Closed Campus

We are a closed campus. Once students are on school property they are required to stay on the school grounds during the school day, students may not leave school grounds at any time. NOTE: Parents taking their child to lunch need to COME INTO the building and check their student out at the Main Office. Parents WILL NOT BE ALLOWED to take other students to lunch for reasons of liability, etc.

CAFETERIA

Breakfast

Aurora Hills Middle School provides breakfast to all students. Research has shown that students who eat breakfast perform better in the classroom. Data from Aurora Hills has shown that many students are eligible to eat breakfast but have not taken advantage of the opportunity. Breakfast is served to all students and teachers (free/reduced approval is not required) in the classroom at 8:30am.

Free and Reduced Lunches

Applications must be renewed every year. If you have a student in the District, apply on line at www.applyforlunch.com

PLEASE NOTE: Using a keypad number that is assigned to another student could result in disciplinary action.

Student Behavior Expectations

- a) After students are dismissed from their classrooms, they will be escorted and seated in the lunchroom. Students will be dismissed by table to go through the lunch line.
- b) Students are to maintain a clean lunchroom. Food is to be kept on the trays and not spilled on the table or floor. Students are not to run, throw food or cause a disturbance during or after lunch.
- c) **All lunch litter is to be deposited in the wastebaskets. Milk or juice must be discarded in a designated container other than wastebaskets. Students will clean their area before being given permission to go outside.**
- d) No food or drinks are allowed outside on the playground during lunch.
- e) All students are to be prepared to go outside after eating lunch. Students are to go to their lockers for their coats BEFORE going to the lunchroom.
- f) Students must be in the World Cafe during their assigned lunch. If a teacher needs a student during lunch, a pass is required.
- g) Students are to participate in safe activities on the playground. NO tackle football or similar games (two-hand touch only), NO fighting, running into others, etc. NO throwing objects of any kind (i.e. rocks, snowballs, etc.)
- h) Students will respectfully follow the directions of all school personnel at all times.
- i) Aurora Hills is a no hot (red) chips school. **Students are not allowed to bring hot (red) chips such as Takis, hot Cheetos or Doritos because of stain damage caused to carpet, school books and supplies. Such items will be confiscated and only returned at the end of the school day one time.**

HEALTH/ IMMUNIZATION/ MEDICATION

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 contracts 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 nurse, in place before attending school.

All students must show proof of immunization upon enrollment. Failure to meet Colorado immunization law will result in suspension from school until there is compliance with the law. As provided by law, a child may be exempted from immunization with a doctor's certificate or a written statement signed by a parent or guardian stating opposition based on religious beliefs or personal beliefs.

Prescription and non-prescription medications may be administered during the school day by district personnel according to the procedure outlined in Policy JLCD and JLCD-R.

For all non-prescription medications, a student's parent or guardian shall 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. At the elementary level, all medication must be administered through the school health office. Middle school students may carry one day's worth of non-prescription medications for self-administration during the school day when developmentally appropriate. High school and postsecondary students may carry one day's worth of prescription or non-prescription medications for self-administering during the school day when developmentally appropriate.

Prescription medication supplied by the student's parent or guardian must be in the original pharmaceutical container with a label that includes student name, drug name, dose specific to weight and age, time interval, route (e.g., by mouth, injection, etc.) and specific instructions. Non-prescription medications must also be in the original labeled container and should be labeled with the student's name.

ATHLETICS AND ACTIVITIES

Athletics

Sports Offered for 7th and 8th grade students:

Basketball (Boys and Girls)	Track (Boys and Girls)
Soccer (Girls and Boys)	Volleyball (Girls)
Swimming (Girls)	Wrestling (Boys)

6th grade students have the option to participate in Intramural Activities at Aurora Hills Middle School.

Eligibility:

Team members and managers in the Athletic Program are limited to 7th and 8th grade students. Each school has individual weekly eligibility requirements. The weekly eligibility requirements for Aurora Hills are based on the belief that representing your school is a privilege. Therefore, all students representing Aurora Hills must be in good academic and behavioral standing. All students participating in the Athletic Program must: (1) Have no unexcused absences and no more than two tardies for the week; (2) Maintain strong Work Habits scores. No scores of 0's or 1's and no more than one work habit score of a 2; (3) Have no disciplinary referrals during the week. It is important to remember that academics come first.

**** STUDENTS IN IN-SCHOOL SUSPENSION OR AFTER-SCHOOL DETENTION MAY NOT PARTICIPATE IN ANY AFTER-SCHOOL SPORTS, ACTIVITIES OR CLUBS ON THAT DAY.**

Participation:

In order to participate on any athletic team, the student must have the following on file BEFORE participating in practice (Athletic Participation Permit and Medical Examination Forms are available in the Main Office):

- A) A form indicating a physical examination has been performed, signed by a physician or nurse practitioner, indicating the student is able to participate.
- B) A parent permission form signed by the student's parent(s) or legal guardian giving authorization for the student to participate in the athletic program and travel with the team when necessary.
- C) A form signed by the student's parent(s) or legal guardian indicating that the student is covered by a school insurance plan, a military insurance plan or a family insurance plan.
- D) Remittance of a participation fee for each sport. The fee is for equipment, buses, practices, and game days. The middle school athletic fee is \$33.00 per sport. The maximum amount to be paid by a family with one athlete will be \$66.00 per school year.

For a list of specific fees and fines, please visit the District's Web site at www.aps.k12.co.us/pol-reg and look for the JQ policy on student fees in Section J: Students.

Sportsmanship:

Students participating in the Athletics Program must be good role models for all to follow. Each student athlete must conduct himself / herself in a respectful professional manner at all times on and off the playing area. Students who are not involved in sports, family members, and spectators are also expected to conduct themselves in such a manner as to reflect the value of all players, coaches, officials, and fans involved. Students, parents, or spectators who harass players, referees, coaches or other fans will be asked to leave the event and may be asked not to attend future events.

Student Accident Insurance

For those families who do not have health insurance, Aurora Public Schools offers a low cost Student Accident Insurance Plan. Information on this plan is available in the Main Office. Additional information can be obtained by contacting the APS Risk Management Department at 303-365-7816.

Activities/Clubs

At Aurora Hills, there are many different clubs and activities for students to get involved in. Some examples may include:

*National Junior Honor Society
*Student Council

*Rocketry Club
*Environmental Club

A more complete list will be available during the first month of school. Please listen to school announcements for further details about the Aurora Hills Activities and Clubs offerings.

Students participating in certain activities and clubs must meet the same requirements as students participating in the Athletics Program. In order for students to participate in certain activities and clubs, they must be in good academic and behavioral standing. See the section on Athletics for specific eligibility requirements.

****STUDENTS WITH IN-SCHOOL SUSPENSION OR AFTER-SCHOOL DETENTION MAY NOT PARTICIPATE IN ANY AFTER-SCHOOL SPORTS, ACTIVITIES OR CLUBS ON THAT DAY****

PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING

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, dsmith@aps.k12.co.us, or designee and William Stuart, Deputy Superintendent (all other complaints), 15701 East 1st Avenue, Suite 206, Aurora, CO 80011, phone: (303) 344-8060, wmstuart@aps.k12.co.us, 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 the student or other similar information, and
- l. other similar information.

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

Annual Notice To Parents: Disability Discrimination

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

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

- For specific information relating to special education services for students with disabilities under the Individuals With Disabilities Education Act, contact the Department of Exceptional Student Services at 15751 E. First Ave., Aurora, CO 80011, 303-340-0510.

Asbestos Management Plan Designed For School Safety

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

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

Critical Information

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

Harassment - Racial/Sexual

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

Homeless Children & Youth - McKinney-Vento Act

- If a student meets the federal definition for homeless, the parent(s) and the student(s) have the right to enroll in the student's designated attendance area and to fully participate in any school programs offered to students, for which they meet eligibility requirements. Homeless students are not required to attend a separate school for homeless youth and will not be stigmatized by school personnel. Homeless parent(s) and student(s) do not need to provide school documents, proof of residence or immunization records when enrolling. Schools may assist parents with information on clinics for immunization or with requesting school documents. Homeless students will be provided comparable services including transportation, education and meals. If a parent is denied enrollment they may appeal the decision for non-enrollment to the district's homeless liaison. Upon review of the situation, the district's homeless liaison will make a final decision on the enrollment of the student.
- If a family or youth becomes homeless during the school year, parent(s) may request assistance with transportation for their child to continue attendance at the school of origin. This request is only applicable if the family or youth needs to move to a location outside of the school's attendance area. This assistance with transportation to the school of origin will be provided for the balance of the current school year. In determining transportation options, the homeless family liaison will consider the hardship of the student if transportation is deemed too long for the student to ride on the bus or if the time involved would also cause some hardships for the student and their family.
- For more information on homeless and the rights of homeless parents and youth, please contact the Metro Migrant Education Program, Aurora Public Schools, at 303-344-8060 X28426.

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

- The federal law called the "No Child Left Behind Act" requires that all public schools inform parents whose children participate in Title I programs of the professional qualifications of their teachers. Aurora Public Schools will provide this information to you upon request.
- Should you wish to acquire information regarding the license and degrees held by Title I classroom teachers, please complete a Title I Teacher Qualification Request Form. This form may be obtained by writing to the Division of Human Resources located at 1085 Peoria Street, Aurora, Colorado 80011 or by calling 303-344-8060. All written requests will be processed by the Division of Human Resources. Within 30 days of receiving a request, you will be provided written information by mail. Human Resources staff **will not** provide information over the telephone.

Non-Custodial Parent Rights

- By law the district is required to allow non-custodial parents (those who do not have legal custody of their children) access to all records concerning their children unless there is a court order denying them access to such records or, in rare cases, where the district believes the children could be in danger. This means that if you are divorced, separated or for some other reason not living with the parent of your child, and the non-custodial parent asks the school for any records concerning your child, the school is required to provide the records to him/her, unless there is a court order which says they are not entitled to such records. Please note that school records include names and addresses of students.
- It is the responsibility of the parent who has custody of a student to provide the district with a copy of the most recent court order related to custodial rights and any order relating to the right of the non-custodial parent to have access to records involving a student. Such a court order must be provided as close as possible to the time of registration of the student or to the time the court issues the order. If there is no court order on file with the school, the school will assume that none exists.

Protection of Pupil Rights Act (PPRA) Notice

- Under the federal PPRA, parents have the right to prior notice of (1) any activities involving the collection or disclosure of personal student information for marketing purposes; (2) the administration of any survey designed to gather private student information (including information about political affiliation, family income, mental problems, illegal behavior, sexual behavior and attitudes and religious beliefs); and (3) any 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.

Storm Water Management Program

- Aurora Public Schools has developed a Storm Water Management program intended to reduce nonpoint source pollution into the local waterways. As storm water flows over driveways, lawns, and sidewalks, it picks up debris, chemicals, sediment, and other pollutants. Storm water can flow into a storm sewer system or directly into a lake, stream, river, wetland, or coastal water. Anything that enters a storm sewer system is discharged untreated into the waterbodies we use for swimming, fishing, and providing drinking water. Polluted runoff is the nation's greatest threat to clean water. If you witness illegal dumping on school grounds, please contact the Environmental Compliance Branch immediately.
- The program is available for review at the Environmental Compliance Branch at 1369 Airport Boulevard. Questions are welcomed and should be directed to the Environmental Compliance Branch Manager at 303-367-3000 ext 28685.

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, Celia Leibson (Spanish speaking) extension 28863 or Sally Judd 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.

AVISO DE NO-DISCRIMINACIÓN

Las Escuelas Públicas de Aurora (Aurora Public Schools, o APS) están comprometidas a la política que indica que toda persona tendrá acceso equitativo a sus programas, instalaciones y empleo, sin importar su raza, edad, color, creencia, nacionalidad, orientación sexual, discapacidad, religión, ascendencia, género o su necesidad de recibir servicios de educación especial, y proporciona acceso equitativo a los *Boy Scouts* y otros grupos de jóvenes nombrados. Las oportunidades de educación técnica y de carreras serán ofrecidas sin importar estas clases protegidas. Al cumplir con esta política, las Escuelas Públicas de Aurora cumplen con el *Title IX of the Education Amendments of 1972* (Título IX de las Enmiendas de Educación de 1972), la *Americans with Disabilities Act* (Ley para Personas con Discapacidades), la *Section 504 of the Rehabilitation Act of 1973* (Sección 504 del Acta de Rehabilitación de 1973), la *Age of*

Discrimination Act (Ley Contra la Discriminación por Edad) y *Title VI* (Título VI) y *Title VII* (Título VII) de la *Civil Rights Act of 1964* (Ley de Derechos Civiles de 1964).

Las preguntas, quejas o solicitudes de información sobre estas leyes o cuestiones relacionadas a la discriminación (incluyendo información sobre cómo reportar una queja, si cree que usted ha sido víctima de discriminación) deben ser dirigidas al coordinador de cumplimiento para estos asuntos, Damon Smith, Director del Personal, 1085 Peoria Street, Aurora, CO 80011, número telefónico (303) 344-8060, dsmith@aps.k12.co.us; o su designado y William Stuart, Vice-Superintendente (todas las otras quejas), 15701 E. 1st. Avenue, Suite 206, Aurora, CO 80011, número telefónico 303-344-8060, wmstuart@aps.k12.co.us, o su designado. Éste aviso está disponible en formatos alternativos.

Acceso a la Información estudiantil/Expedientes estudiantiles: Derechos y Privacidad

De vez en cuando, el personal de las Escuelas Públicas de Aurora recibe peticiones para compartir información estudiantil con alguien que no es el padre o tutor del estudiante. Las Escuelas Públicas de Aurora no pueden compartir ésta información porque es ilegal, de acuerdo a la ley federal *Family Educational Rights and Privacy Act* (Ley de Derechos y Privacidad Educativa de la Familia). Hay algunas excepciones, incluyendo peticiones de información por medio de un citatorio, información clasificada como “información del directorio” (tal como una dirección de correo electrónico, fecha de nacimiento y la fotografía), y la información que se comparte con otra escuela en donde el estudiante está tratando de inscribirse o cuando el consentimiento de uno de los padres es otorgado.

La Ley de Derechos Educativos y Privacidad Familiar (FERPA, por sus siglas en inglés) ofrece a los padres y estudiantes de 18 años o más (“estudiantes elegibles”) ciertos derechos con respecto a los expedientes académicos del estudiante. Estos derechos son:

- 1. El derecho a inspeccionar y revisar los expedientes académicos del estudiante, dentro de los 45 días después del día en que la escuela reciba una solicitud de acceso.***

Los padres o estudiantes elegibles deben presentar al director de la escuela, o al funcionario escolar apropiado, una solicitud por escrito, que identifique los expedientes que deseen inspeccionar. El funcionario escolar hará arreglos para el acceso y notificará al padre o estudiante elegible del tiempo y lugar donde los expedientes pueden ser inspeccionados.

- 2. El derecho de solicitar la corrección de los expedientes académicos del estudiante que el padre o estudiante elegible crea que son incorrectos, malinterpretados, o que de otra manera estén en violación de los derechos de privacidad del estudiante bajo la ley FERPA.***

Los padres o estudiantes elegibles que deseen pedir a la escuela que corrija un expediente, deben escribir al director de la escuela (o al funcionario escolar apropiado), claramente identificar la parte del expediente que ellos quieren cambiar y especificar por qué debería ser cambiado. Si la escuela decide no corregir el expediente como fue solicitado por el padre o estudiante elegible, la escuela notificará al padre o estudiante elegible, de la decisión y le notificará de su derecho a una audiencia con respecto a la petición para la corrección. La información adicional, con respecto a los procedimientos de audiencia, será proporcionada al padre o estudiante elegible cuando le sea notificado del derecho a una audiencia.

- 3. El derecho de proporcionar consentimiento por escrito, antes que la escuela divulgue información personal identificable (PII, por sus siglas en inglés) de los expedientes académicos del estudiante, excepto en la medida en que FERPA autoriza la divulgación sin consentimiento.***

Una excepción, que permite la divulgación de información sin consentimiento, es la divulgación de información a los funcionarios escolares con intereses académicos legítimos. Un funcionario escolar es una persona empleada por la escuela como un administrador, supervisor, maestro o miembro del personal de apoyo, (incluyendo personal de salud o médico, y personal de un cuerpo de la agencia de seguridad), o una persona que sirve en el consejo directivo de educación. Un funcionario escolar también puede incluir un voluntario o una persona o compañía que la escuela ha contratado para realizar un servicio institucional de la función por la cual la escuela, de otra manera, usaría sus propios empleados y quien está bajo el control directo de la escuela con respecto al uso y mantenimiento de PII de los expedientes académicos, tal como: un abogado, auditor, consultor médico o terapeuta, un padre, estudiante voluntario que sirva en un comité oficial, tal como un comité disciplinario o de queja; o un padre, estudiante u otro voluntario que ayuda a otro funcionario escolar en la realización de sus tareas. Un funcionario escolar tiene un interés académico legítimo, si el funcionario necesita revisar un expediente académico para cumplir su responsabilidad profesional.

Al recibir una petición, la escuela divulga los expedientes académicos sin consentimiento, a los funcionarios de otro distrito escolar en el cual un estudiante busca o intenta inscribirse, o donde ya está inscrito, si la **divulgación** es para propósitos de la inscripción o transferencia del estudiante.

- 4. El derecho de reportar una queja al U.S Department of Education (Departamento de Educación de los EE.UU) con respecto a presuntas fallas por parte de la escuela para cumplir con los requisitos de FERPA. El nombre y dirección de la oficina que administra FERPA es:**

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

La Ley de Derechos Educativos y Privacidad Familiar (FERPA), es una ley federal que requiere que las Escuelas Públicas de Aurora, con ciertas excepciones, obtenga el consentimiento de usted por escrito antes de la divulgación de información personal identificable de los expedientes educativos de su hijo. Sin embargo, las Escuelas Públicas de Aurora pueden divulgar “información del directorio” adecuadamente indicada, sin consentimiento por escrito, a menos que usted haya notificado al distrito de lo contrario, de acuerdo con los procedimientos del distrito. El propósito primordial de la información del directorio es permitir al distrito de las Escuelas Públicas de Aurora incluir este tipo de información de los expedientes académicos de su hijo, en ciertas publicaciones de la escuela. Los ejemplos incluyen: un cartel mostrando el papel de su hijo en una producción teatral; el anuario; el cuadro de honor u otros listados de reconocimiento; los programas de graduación; y las hojas de actividades deportivas, tal como lucha libre, mostrando el peso y altura de los miembros del equipo.

La información del directorio, la cual es información que generalmente no es considerada nociva o una invasión de la privacidad si es divulgada, puede también ser divulgada a organizaciones externas, sin el consentimiento previo por escrito de uno de los padres. Las organizaciones externas incluyen, pero no se limitan a compañías que fabrican anillos de graduación o publican anuarios.

Si usted no quiere que las Escuelas Públicas de Aurora divulguen información del directorio que está en los expedientes académicos de su hijo sin su consentimiento previo por escrito, usted tiene que notificarle al distrito por escrito dentro de los 15 días de inicio de la escuela, o dentro de los 15 días de recibo de este aviso, para aquellos padres del estudiante que no inicia el año en las Escuelas Públicas de Aurora. Las Escuelas Públicas de Aurora han designado la siguiente información como información del directorio:

- a. nombre del estudiante,
- b. fecha y lugar de nacimiento,
- c. dirección de correo electrónico,
- d. foto,
- e. grado,
- f. área de especialización de estudio,
- g. participación en actividades y deportes oficialmente reconocidos,
- h. peso y altura de los miembros de equipos deportivos,
- i. fechas de asistencia,
- j. premios recibidos,
- k. la agencia o institución académica a la que el estudiante asistió más recientemente, u otra información similar, y
- l. otra información similar.

Los números de teléfono y dirección del estudiante no serán divulgados en conformidad con ésta sección.

Aviso anual para los padres: Discriminación por discapacidad

En cumplimiento con la ley federal conocida como *Section 504 of the Rehabilitation Act of 1973* (Sección 504 del Acta de Rehabilitación de 1973), el distrito de las Escuelas Públicas de Aurora proporcionará a cada estudiante protegido por la ley y que tiene una discapacidad, sin discriminación o costo para el estudiante o la familia, esos servicios de apoyo suplementario o adaptaciones que son necesarios para proporcionar oportunidad equitativa de participar en y obtener los beneficios del programa y las actividades extracurriculares de la escuela, al máximo nivel apropiado para las habilidades de la persona. Para calificar como estudiante protegido por la ley y que tiene una discapacidad, el niño tiene que cumplir con la siguiente definición: él o ella tiene que estar en edad escolar y tener una discapacidad física o mental que lo limite sustancialmente en una o más actividades de la vida (tal como el aprendizaje), o que le impida la participación o el acceso en algún aspecto del programa escolar. Además, alguien que en el pasado haya tenido tal discapacidad o que para otros parezca tener tal discapacidad, también puede ser protegido por la ley, en contra de la discriminación basada en la discapacidad.

- Incluso los estudiantes que no tienen derecho a recibir servicios de acuerdo a los programas tradicionales de educación especial, los cuales son provistos por medio de la *Individuals with Disabilities Education Act* (Ley para la Educación de los Individuos con Discapacidades), pueden tener derecho a recibir apoyo, servicios y adaptaciones, suplementarios, siempre y cuando califiquen para la definición de discapacidad mencionada arriba.
- Para mayor información sobre los procedimientos de evaluación y estipulaciones de servicios otorgados a estudiantes con discapacidades, comuníquese con el coordinador del distrito encargado de *Section 504 Compliance* (Cumplimiento de la Sección 504), en el departamento de *Health Services* (Servicios de Salud) al número (303) 344-8060, ext. 28511, o escríbale al: 504 Compliance Director, Aurora Public Schools, 15700 East 1st Ave., Aurora, CO 80011.

- Para información específica relacionada con los servicios de educación especial para estudiantes con discapacidades de acuerdo a la *Individuals with Disabilities Act*, comuníquese con el *Department of Exceptional Student Services* (Departamento de Servicios para Estudiantes Excepcionales), en el 15751 E. 1st Avenue, Aurora, CO 80011, 303-340-0510.

Plan de administración del asbesto, diseñado para la seguridad de las escuelas

La seguridad de los estudiantes y empleados de todas las instalaciones las Escuelas Públicas de Aurora son la prioridad principal para la Environmental Compliance Branch (Departamento de Cumplimiento Ambiental). Nuestros procedimientos para tratar el asbesto son el reflejo de dicha prioridad.

- Como es requerido por la ley *Asbestos Hazard Emergency Response Act (AHERA, por sus siglas en inglés)* (Ley de Respuesta a Emergencias por Riesgos de Asbesto, las Escuelas Públicas de Aurora han hecho una inspección extensa de asbesto en todas las instalaciones del distrito. Basado los resultados de estas inspecciones, se ha desarrollado un plan de administración extenso para cada escuela. Cada plan identifica los lugares y tipos de materiales que contienen asbesto en el edificio, y detalla el esfuerzo constante del distrito para mantener o remover estos materiales. Los planes son continuamente actualizados con documentación del trabajo rendido en relación al asbesto en cada plantel.

Información crítica

- **Es sumamente importante que los padres de familia faciliten a la escuela números telefónicos actualizados del hogar y del trabajo, al igual que la dirección postal, durante todo el año escolar.** Además, la escuela debe de tener el nombre de un adulto para contactar en caso de una emergencia, por si no pudiéramos comunicarnos con uno de los padres. Si no podemos comunicarnos con alguien, la policía será contactada. Es también importante que los padres revisen con sus hijos planes auxiliares, en caso de que pase algo inesperado (salida temprana, retraso de los padres, etc.)

Acoso: Racial y sexual

- El Consejo Directivo de Educación de las Escuelas Públicas de Aurora, reconoce que todos los estudiantes tienen el derecho de buscar su educación en ambientes escolares que estén libres de acoso racial y sexual. Con este fin, el consejo directivo prohíbe el acoso de los estudiantes a través de la conducta o las comunicaciones.
- Es política del consejo directivo que cualquier queja sea investigada y que los culpables sean tratados de acuerdo a la ley estatal y las políticas del distrito. Los individuos que deseen formalmente entregar una queja de acoso racial y/o sexual, lo pueden hacer comunicándose con el director de la escuela o enviando su queja a William Stuart, Vice-Superintendente, 15701 East 1st Avenue, Suite 206, Aurora, CO 80011, número telefónico: (303) 344-8060, wmstuart@aps.k12.co.us, o a su designado.
- Por favor visite el sitio web: www.aurorak12.org; busque el código de política JBB.

Niños y jóvenes sin hogar: La ley *McKinney-Vento Act*

- Si el estudiante reúne los requisitos de la definición federal para personas sin hogar, el padre(s) y el estudiante(s) tienen el derecho de inscribirse en la escuela del área a la que pertenecen y participar por completo en cualquiera de los programas ofrecidos a los estudiantes, siempre y cuando reúnan los requisitos de elegibilidad. A los estudiantes sin hogar no son obligados a asistir a una escuela separada para jóvenes sin hogar y no serán estigmatizados por el personal escolar. El padre(s) y el estudiante(s) sin hogar no necesitan proporcionar documentos escolares, comprobantes de domicilio, o expedientes de vacunas para inscribir al estudiante. La escuela les puede ayudar a los padres con información sobre clínicas para vacunación o pidiendo expedientes escolares por ellos. A los estudiantes sin hogar se les proporcionará los servicios comparables, incluyendo transporte, educación y comidas. Si a un padre se le niega la inscripción de su hijo, él/ella puede apelar la decisión con la persona de enlace familiar para las familias sin hogar del distrito escolar. Después de analizar la situación, la persona de enlace familiar tomará la decisión final, sobre la inscripción del estudiante.

- Si alguna familia o algún joven queda sin hogar durante el transcurso del año escolar, el padre(s) puede pedir ayuda con el transporte para que su hijo continúe asistiendo a la escuela original. Esta petición solo se aplica si la familia, o el joven, tiene que mudarse a una dirección fuera del área de asistencia que corresponde a la escuela. Esta ayuda con el transporte se otorgará por lo que reste del año escolar actual. Al determinar las opciones de transporte, la persona de enlace familiar para familias sin hogar considerará las necesidades del estudiante y si el viaje en el autobús es muy largo o si el tiempo que éste requiera causaría momentos difíciles para el estudiante y su familia.
- Para más información sobre a los estudiantes sin hogar, o los derechos de los padres y jóvenes sin hogar, por favor comuníquese con el Metro Migrant Education Program, Escuelas Públicas de Aurora, al 303-344-8060 x28426.

Que Ningún Niño se Quede Atrás: El “Derecho de saber” de los Padres

- La ley federal llamada “Que ningún niño se quede atrás” requiere que todas las escuelas públicas les informen a los padres cuyos niños participan en programas de *Title I* (Título I) de las cualificaciones profesionales de sus maestros. De ser solicitada, Las Escuelas Públicas de Aurora le proporcionaran esta información.
- Si usted deseara obtener información sobre la licencia y los títulos de los maestros de clase bajo el Título I, por favor llene el formulario “*Title I Teacher Qualification Request Form*”. Este formulario se puede obtener solicitándolo por escrito al *Division of Human Resources* (la División de Recursos Humanos) ubicada en el 1085 Peoria Street, Aurora, Colorado 80011 o llamando al 303-344-8060. Todas las solicitudes enviadas por escrito serán procesadas por el *Division of Human Resources*. Dentro de 30 días de haber recibido su solicitud, se le proporcionara la información por escrito a través del correo. El personal de Recursos Humanos **no proporcionara** información por teléfono.

Derechos de los padres sin la custodia legal de sus hijos

- Por ley, se exige que el distrito permita a los padres que no tienen la custodia legal de sus hijos, acceso a todos los expedientes académicos concernientes a sus hijos, a menos que exista una orden de la corte que les niegue el acceso o, en casos raros, cuando el distrito crea que el niño pudiera estar en peligro. Esto significa que si usted está divorciado, separado o por alguna otra razón no está viviendo con el padre de su hijo, y el padre que no tiene la custodia solicita a la escuela cualquier expediente concerniente a su hijo, la escuela tiene la obligación de dárselos, a menos que haya una orden de la corte que diga que no tiene derecho al acceso de tales expedientes. Por favor, tome nota que los expedientes escolares incluyen nombres y direcciones de los estudiantes.
- Es responsabilidad del padre que tiene la custodia del estudiante, proporcionar al distrito la copia de la orden más reciente de la corte, relativa a los derechos de la custodia, esto incluye al derecho de los padres sin custodia a tener acceso a los expedientes del estudiante. La orden de la corte deberá presentarse lo más cerca posible a la hora de inscripción del estudiante o al momento en que la corte haya expedido dicha orden. Si la escuela no tiene la orden de la corte en sus archivos, la escuela asumirá que dicha orden no existe.

Aviso de la Ley de Protección de los Derechos del Estudiante (*Protection of Pupil Rights Act (PPRA)*)

- Según la ley federal *PPRA*, los padres tienen el derecho a aviso previo de: (1) cualquier actividad que implica la recopilación o divulgación de información personal del estudiante para propósitos de mercadeo; (2) la administración de cualquier encuesta que es diseñada para recopilar información privada del estudiante (incluyendo información acerca de la afiliación política, ingresos de la familia, problemas mentales, conducta ilegal, conducta y actitudes sexuales y creencias religiosas); y (3) cualquier examen físico o evaluación médica, que no sea de emergencia y que sea invasiva, la cual sería requerida como condición de asistencia, administrada por la escuela y programada con

anticipación y que no sería necesaria para proteger en forma inmediata la salud y seguridad del estudiante o de otros estudiantes. Para ver una descripción completa de los derechos indicados en *PPRA*, por favor visite el sitio web del distrito en aurorak12.org (seleccione “*Parents*” y después haga clic en “*Legal Rights*”).

- La *PPRA* proporciona a los padres ciertos derechos en relación a la realización de encuestas, recopilación y uso de información para propósitos de mercadeo y ciertos exámenes físicos. Estos incluyen el derecho a:
 - *Consentimiento* antes que los estudiantes estén obligados a someterse a una encuesta que se refiera a una o más de las siguientes áreas protegidas (“encuesta de información protegida”) si la encuesta es financiada en su totalidad o en parte por un programa del Departamento de Educación de los Estados Unidos.
 1. Afiliaciones o creencias políticas del estudiante o del padre del estudiante;
 2. Problemas mentales o psicológicos del estudiante o de la familia del estudiante;
 3. Conductas o actitudes sexuales;
 4. Conducta ilegal, anti-social, de auto incriminación o degradante;
 5. Evaluaciones críticas de otros con quienes los encuestados tienen relaciones familiares cercanas;
 6. Relaciones privilegiadas reconocidas legalmente, tales como con abogados, doctores o ministros;
 7. Prácticas, afiliaciones, o creencias religiosas del estudiante o de los padres; o
 8. Ingresos, aparte de lo requerido por ley para determinar la elegibilidad del programa.
 - *Recibir notificación y una oportunidad de optar a un estudiante fuera de -*
 1. Cualquier otra encuesta de información protegida, independientemente de la financiación;
 2. Cualquier examen físico, o revisión médica, que no sea de emergencia y que sea invasiva, requerida como condición de asistencia, administrado por la escuela o su agente para proteger la salud y seguridad inmediata de un estudiante, a excepción de revisiones de audición, visión o escoliosis, o cualquier examen físico o revisión permitido o requerido por la ley estatal; y
 3. Actividades que involucren la recopilación, divulgación o el uso de información personal obtenida de los estudiantes para propósitos de mercadeo o su venta, o distribuir la información a otros.
 - *Revisar*, cuando sea solicitado o antes de administrar o usar:
 1. Encuestas de información protegida de los estudiantes;
 2. Instrumentos usados para recopilar información personal de los estudiantes, para cualquiera de los propósitos de mercadeo, venta u otros propósitos de distribución, indicados arriba; y
 3. Material instructivo usado como parte del currículo educativo.

Estos derechos se transfieren de los padres al estudiante que tiene 18 años o menores de edad emancipados bajo la ley estatal.

El distrito escolar de las Escuelas Públicas de Aurora (APS, por sus siglas en inglés) ha desarrollado y adoptado políticas en consulta con los padres, en relación a estos derechos, así como arreglos para proteger la privacidad de los estudiantes en la administración de encuestas sobre información protegida y la recopilación, divulgación o uso de información personal para mercadeo, ventas u otros propósitos de distribución. APS les notificará directamente a los padres sobre estas políticas, por lo menos anualmente, al inicio de cada año escolar y después de cualquier cambio significativo. APS también notificará directamente, como a través del correo o correo electrónico, a los padres de los estudiantes que están programados para participar en las actividades o encuestas especificadas a continuación y proveerá una oportunidad a los padres de optar para que su hijo no participe en la actividad especificada o encuesta. APS hará esta notificación a los padres al inicio del año escolar, si el distrito ha identificado las fechas específicas o aproximadas de las actividades o encuestas, en ese momento. Para las encuestas y actividades programadas después de que haya empezado el año escolar, se les proporcionará a los padres avisos razonables de las actividades y encuestas planeadas y enumeradas abajo; y se les proporcionará una oportunidad de optar para que su hijo no participe en dichas actividades y

encuestas. También se les proporcionará a los padres una oportunidad de revisar cualquier encuesta pertinente. A continuación hay un listado de las actividades y encuestas específicas cubiertas bajo este requerimiento:

- La recopilación, divulgación o uso de información personal para propósitos de mercadeo, ventas u otra distribución;
- La administración de cualquier encuesta de información protegida no financiada en su totalidad o en parte por el Departamento de Educación de los Estados Unidos; y
- Cualquier examen físico o revisión médica, que no sea de emergencia y que sea invasiva, como está descrito más arriba.

Los padres que creen que sus derechos han sido violados pueden presentar una queja a:

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

Proyecto de Ley 03-72 del Senado: Lista de Delincuentes Sexuales (*Senate Bill 03-72/Sex Offender List*)

- Una ley estatal (Proyecto de ley 03-72 del Senado) aprobada en el 2003, requiere que toda escuela notifique a los padres del derecho que tienen para obtener información de ofensores sexuales registrados en las agencias legales. Los padres interesados pueden solicitar esta lista en la oficina de la policía local, que administra su dirección o la dirección de la escuela a la cual sus hijos asisten. Esta puede ser o el *Aurora Police Department* (Departamento de Policía de Aurora) o las oficinas del *sheriff* en los condados de *Adams* o *Arapahoe*, dependiendo de su dirección. Tiene que ir en persona a esta oficina y presentar comprobante de su domicilio.

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

Necesidades Especiales

- Por favor comuníquese con su escuela o con el Director de Servicios de la Salud de las Escuelas Públicas de Aurora al número telefónico 303-344-8060, ext. 28511 o al 303-326-1585 (TDD) si, debido a su discapacidad, usted requiere de asistencia especial para poder participar en una actividad escolar. Se les pide a las personas con dichas necesidades que se comuniquen por lo menos dos semanas antes del evento, si es posible, para permitirle tiempo al personal de coordinar los arreglos necesarios.
- Esta y la mayoría de las otras publicaciones de su escuela, están disponibles en otros formatos (ej. en letra grande, en grabación y en Braille) cuando son solicitadas. Para más información, por favor comuníquese con el director de su escuela.

Programa de manejo del agua producida por una tormenta

- Las Escuelas Públicas de Aurora han desarrollado un programa de manejo del agua producida por una tormenta con la intención de reducir las fuentes de partida de contaminación de los conductos de agua locales. Al correr sobre las vías de acceso, jardines, y banquetas, el agua de una tormenta acarrea desechos, químicos, sedimentos y otros contaminantes. El agua de tormenta puede entrar en el sistema de drenaje pluvial o directamente en un lago, arroyo, río, pantano o agua costera. Cualquier cosa que entra en el drenaje pluvial es desechada, sin tratar, en los mantos de agua que utilizamos para la natación, pesca y provisión de agua potable. El agua residual que está contaminada es la mayor amenaza nacional para el agua limpia. Si usted es testigo de basura ilegalmente dejada en propiedad escolar, por favor comuníquese con el *Environmental Compliance Branch* (Departamento de Cumplimiento Ambiental) inmediatamente.
- El programa está disponible para su revisión en el *Environmental Compliance Branch* en el 1369 Airport Boulevard. Sus preguntas son bienvenidas y deben ser dirigidas al director del *Environmental Compliance Branch*, al 303-367-3000 ext. 28685.

Reglas y procedimientos del autobús

El derecho de cualquier estudiante de viajar en el autobús escolar depende del atacamiento a todas las reglas de seguridad y la demostración de un comportamiento aceptable en todo momento. El *Transportation Behavior Management Department* (Departamento de Transportación - Control del Comportamiento) trabajará con los conductores de autobús para determinar la acción disciplinaria justa y adecuada para las violaciones de estas reglas. En caso de que ocurra una infracción, el departamento notificará a los padres y/o tutor. Si tiene problemas con respecto a su niño o incidentes que hayan ocurrido en el autobús, por favor póngase en contacto con uno de Especialistas en el Control de Comportamiento del Departamento de Transportación al 303-326-1986, Celia Leibson (habla español) extensión 28863 o Sally Judd extensión 28804.

- Hay aparatos de vigilancia en todos los autobuses de APS.
- Todas las paradas de autobús están identificadas con un letrero o están marcadas en la banqueta en color amarillo con una abreviación del nombre de la escuela. Los estudiantes deben llegar a la parada del autobús, no más de cinco minutos antes de la hora de salida programada para autobús.
- El Departamento de Transportación trabaja diligentemente para asegurar que los autobuses lleguen a tiempo a todas las paradas de autobús, sin embargo, a veces los autobuses pueden llegar tarde debido al tráfico, fallas del vehículo o condiciones climáticas.