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# COLUMBIA

MIDDLE SCHOOL



**STUDENT & PARENT HANDBOOK**  
*2021-22*

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# WELCOME TO COLUMBIA

You and your child are about to embark on one of the most unique experiences in your lives. Middle school is an important transition time. During middle school, students leave childhood and enter adolescence; and they learn valuable lessons, which are essential for success in high school and beyond. Success in middle school is built through positive relationships with every member of the Columbia community. Cooperation and communication with the school is critical as your student leaves behind his or her childhood and begins exploring an uncertain future based on interests and choices. In addition, learning and practicing new problem solving skills are essential to this developmental phase.

Having a successful experience means actively participating in Cougar P.R.I.D.E. This philosophy, when taught, understood and practiced by all members of our community, will ensure the safe, positive, and strong educational experience that we all want for every child.

The Cougar PRIDE Philosophy: All members of the Columbia community will practice **P**erseverance, **R**espect, **I**ntegrity, **D**edication and **E**ngagement to develop and maintain positive and supportive relationships among staff, students and parents in order to achieve academic and social success.

Throughout the middle school years, students move from childhood to young adulthood. This is not only a physical process, but an emotional and cognitive one. This transformation is both incredible and challenging. Our ability to become partners on this amazing journey will help us to persevere through the challenges, respect each other, model integrity and develop a sense of discipline related to the routines that ultimately lead to excellence for a child's future, in both the academic and social aspects of their lives.



**Office Hours: 8:00 AM – 4:00 PM**  
**Student Hours: 8:30 AM – 3:30 PM**

- **1<sup>st</sup> Bell rings at 8:25 AM; Period 1 starts at 8:30 AM**
- **Dismissal bell rings at 3:30 PM; Campus cleared/all kids picked up at 3:35 PM**

## **IMPORTANT NUMBERS**

**Attendance Line: 303-326-1651 (24 hours)**  
**Cafeteria: 303-326-1151**

**Main Office Phone: 303-690-6570**  
**Main Office Fax: 303-326-1251**

**Columbia's Website: [columbia.aurorak12.org](http://columbia.aurorak12.org)**

**VISITORS MUST SIGN IN AT THE OFFICE.**  
**PHOTO ID IS REQUIRED EVERY TIME YOU VISIT.**

## STAFF

Department	Name	Email	Position
<b>Administrators</b>	Craig Lyle	crlyle@aurorak12.org	Principal (7th)
	Adam Hengen	ajhengen@aurorak12.org	Assistant Principal (6th)
	Katie Law-Balding	khlaw-balding@aurorak12.org	Assistant Principal (8th)
<b>Student Support Center</b>	Andre Morton	aamorton@aurorak12.org	7 <sup>th</sup> Behavior Coach
	Anna Colburn	aecolburn@aurorak12.org	8 <sup>th</sup> Behavior Coach
	Tim Ryan	teryan@aurorak12.org	6 <sup>th</sup> Behavior Coach
	Dawn Ganaway	dmganaway@aurorak12.org	8 <sup>th</sup> Counselor
	Katie Humphrey	kahumphrey@aurorak12.org	7 <sup>th</sup> Counselor
	Jason Brown	jrbrown@aurorak12.org	6 <sup>th</sup> Counselor
	Joseph Gonzalez	jomgonzalez@aurorak12.org	Student Liaison
	Christopher Dixon	christopher.dixon@aurorak12.org	Student Liaison
<b>Nurse</b>	Amanda Kennedy	abkennedy@aurorak12.org	School Nurse
<b>Office Staff</b>	Renea James	rrjames@aurorak12.org	Bookkeeper
	Joselynn Campos	jcampos@aurorak12.org	Secretary
	Juana Diaz	jdiaz@aurorak12.org	Registrar
	Jessica Hyatt	jhyatt@aurorak12.org	Attendance Clerk
<b>Special Education Team</b>	Lesley Rhodes	lbrhodes@aurorak12.org	Social Worker
	Katie LaFave	kmlafave@aurorak12.org	Psychologist
	Christina Otto		Speech Language
	Melinda Harshfield	mgharshfield@aurorak12.org	SSN Teacher
	Trio Livingston	telivingston@aurorak12.org	AN Teacher
	Danielle Mangas	dnmangas@aurorak12.org	ESS Mild/Mod-Literacy
	Severiana Jardine	scjardine@aurorak12.org	ESS Mild/Mod-Math
	Mary K. Faller	mkfaller@aurorak12.org	ESS Mild/Mod-Math
	Danielle Watkins	dmwatkins@aurorak12.org	ESS Mild/Mod-Literacy
	Rachel Thompson	rjthompson@aurorak12.org	ESS Mild/Mod-Lit/ELD
<b>English Language Development (ELD)</b>	Kelly DeYoung	kkdeyoung@aurorak12.org	ELD Teacher

### General Roles:

- Administrators** are the primary instructional support leaders to help teachers develop strong engaging learning environments.
- Students Support Center** staff provides programming support aimed at meeting the social/emotional needs of our middle school students and families.
- Nurse** provides for the care, medical, vision and hearing needs of our students
- Office Staff** organizes the community and building communications, record keeping, attendance, registration, etc. for our community and staff.
- Special Education/Exceptional Student Services (ESS) Team** provides a continuum of services for students with a wide range of specific cognitive, affective or physical needs as outlined in the student Individualized Education Plan.
- English Language Development (ELD) Team** supports student's whose primary language is not English with specific English language development.

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# AURORA PUBLIC SCHOOLS

## VISION

Every student shapes a successful future.

## MISSION

In partnership with our community, we accelerate learning for all students to develop the knowledge, skills, and character necessary to shape successful futures.

# COLUMBIA MIDDLE SCHOOL

## **Columbia's Story - Our Beliefs about Student Learning**

*Our job is to accelerate learning for every APS student, every day. We believe that all students will learn and find academic achievement at higher levels. It is our commitment to create an environment in our classrooms and in our building resulting in high levels of performance and growth within our community of learners. We are confident that, with our support, students will master challenging academic material and become empowered learners. We are all accountable for our part in the success of every member of our learning community. We are prepared, dedicated and determined to work collaboratively with students, parents, colleagues and our community to achieve a shared educational purpose that elevates ALL. Our community needs us to do our job!*

**WE are COLUMBIA! WE are SUCCESS!**

**Columbia Learning Community:** A supportive, caring and committed group of staff, students and parents whose primary focus is developing a culture of learning for the children and families within the community.

**Goals:** Columbia will support the overall learning community by focusing on the following three overarching goals:

- Accelerate student achievement throughout the learning community.
- Ensure a safe environment throughout the learning community.
- Ensure clear communications throughout the learning community

## COLUMBIA'S EDUCATIONAL PROGRAM

First and foremost, students attend school to develop their learning skills in a setting with teachers and other students. They should come prepared to learn, ready to ask questions and excited to share ideas with other learners. In addition, today's young people must understand the value of a strong, positive learning environment where it is okay to make mistakes, discover new interests and receive support from adults at school and home whenever needed. Goal number one is getting a great education and goal number two is the development of strong, positive relationships.

Columbia's academic program develops reading, writing, speaking and listening in the contents of literacy, science, and social studies. Special attention is directed toward developing critical thinking skills, challenging every student to support academic arguments through writing and debate while developing reading in the content areas.

*Think of literacy as a spine that holds everything together. The branches of learning connect to it, meaning that all core content teachers have a responsibility to teach literacy. – Bill and Melinda Gates Foundation*

**Authentic Literacy Practice:** This should be done at home and school every time a student is reading for understanding and preparing to debate an important educational point:

- Underline/highlight important text, annotate in margins why the text is important
- Discuss reading with others who have read the content
- Consider questions, points of view, or perspectives to debate
- Use writing to explain text information to others

Math, like literacy, is a subject that requires all students to practice constantly. Students take mandatory academic classes, which include advanced programs for math and literacy, support classes for ELL students and classes for students with special needs. Students who need extra support in reading, math and the English language will have classes scheduled in the intervention program. These classes replace elective classes as needed.

The elective program includes the areas of health and physical education, band and orchestra, drama, chorus, advanced chorus, technology and visual arts. The two daily elective periods provide the opportunity to explore new subjects and ideas - an important facet in pre- and early-teen development.

Other school programs include intramurals to provide additional sports activities for all interested students, inter-school sports for 7th & 8th graders, and academic and social clubs developed around student interests and needs.

### **Questions for understanding standards, learning objectives and success criteria:**

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

### **Understanding my work:**

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

### **Practicing to be successful:**

- ✓ I understand how to take and use notes
- ✓ I take notes regularly in class and review them regularly
- ✓ I ask questions in class when I am stuck
- ✓ I stay for extra help and come to study sessions with classmates
- ✓ I help others when I understand my learning to help them understand their learning
- ✓ I **do not** get upset or give up when I get stuck, I know this is part of learning
- ✓ I do my homework

### **Believing in my education:**

- ✓ I believe I will learn
  - ✓ I believe in asking questions when I am stuck and trying until I understand
  - ✓ I believe I am part of a learning community
  - ✓ I believe I am a learner and I believe in myself
-

## GRADING

### **Keep yourself informed: Infinite Campus Parent Portal and Google Classroom**

Parents/Guardians may register to access student information regarding grades, assignments, and schedules through the Infinite Campus Parent Portal. To register parents must contact the main office.

### **The Standards-Based Grading System**

Students will earn scores for achievement in all subject areas as compared to the state standards, which apply in each course. The levels of proficiency are described below:

Grade	Description
A/4	<b>Advanced</b> Demonstrates a thorough understanding of the grade level content/course and consistently applies the benchmarks, and/or concepts, and/or processes/procedures in a variety of contexts.
P/3	<b>Proficient</b> Demonstrates understanding of the grade level content/course and applies the benchmarks, and/or concepts, and/or processes/procedures in a variety of contexts.
PP/2	<b>Partially Proficient</b> Demonstrates partial understanding and application of the benchmarks, and/or concepts, and/or processes/procedures of the grade level content.
U/1	<b>Unsatisfactory</b> Rarely demonstrates understanding and ineffectively applies benchmarks, and/or concepts, and/or processes/procedures of the grade level content.
N/0	<b>No evidence</b>

Homework, class work and other practice assignments are integral parts of a student's ability to achieve a proficient score on state standards. These work habits are scored using the following:



<b>Indicators</b>	<b>4 Consistently (80-100% of the time)</b>	<b>3 Frequently (50-80% of the time)</b>	<b>2 Infrequently (25-50% of the time)</b>	<b>1 Rarely or does not (less than 25% of the time)</b>
<b>Perseverance</b>	<ul style="list-style-type: none"> <li>• Has a positive attitude</li> <li>• Gives best effort</li> <li>• Maintains a growth mindset</li> </ul>			
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Respectful to peers and adults</li> <li>• Cleans up after self in all area of the school</li> <li>• Uses the appropriate voice level</li> </ul>			
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Takes ownership of learning and behaviors</li> <li>• Follows classroom routines, rules, and norms</li> </ul>			
<b>Dedication</b>	<ul style="list-style-type: none"> <li>• Attempts to demonstrate understanding of day’s learning</li> <li>• Completes work on time</li> <li>• Resubmits assignments when appropriate</li> <li>• Completes missing or make-up work</li> </ul>			
<b>Engagement</b>	<ul style="list-style-type: none"> <li>• Engages in goal setting and reflection</li> <li>• Participates in class activities and discourse</li> <li>• Present and prepared for learning</li> <li>• Asks questions when needs help</li> </ul>			

### **Standards Based Grading - Frequently Asked Questions**

**Question: My student is in a class (Math or Reading) that assigns S (Satisfactory) and U (Unsatisfactory) grades, what does the “S” mean?**

Answer: The “S” indicates that the student is making “satisfactory” progress building skills in that class. A “U” in this class indicates that the student is not doing the work necessary for a satisfactory grade and they need to work harder.

**Question: How do I understand what a grade of “A”, “P”, “PP”, “U” means?**

Answer: Ask your child’s teacher to share and explain the “proficiency scale(s)” they use to grade your child.

#### **HOMEWORK REQUESTS**

The majority of classroom and homework assignments can be found online, through an established teacher website or the student’s Google Classroom account. If a student has a planned absence, they may talk with the teacher to get the assignment in advance. If your student will have an extended absence, work can be requested through the teachers and picked up in the main office. Please allow at least 2 days for the work to be collected.

Referencing Google Classroom and Infinite Campus Parent Portal are the quickest ways to see student grades and missing assignments.

## STUDENT EXPECTATIONS AND GUIDELINES

Columbia Middle School's primary responsibilities are to the education and safety of our community of learners. Engaging in a learning environment with over 700 students requires everyone to share, understand and take responsibility for supporting a consistent learning environment. Below is a general set of expectations with more specific information set forward by your child's team of teachers. It is also impossible to predict every potential question when developing expectations and guidelines, therefore the building administration reserves the right to adjust, add or remove specific expectations or guidelines as determined appropriate.

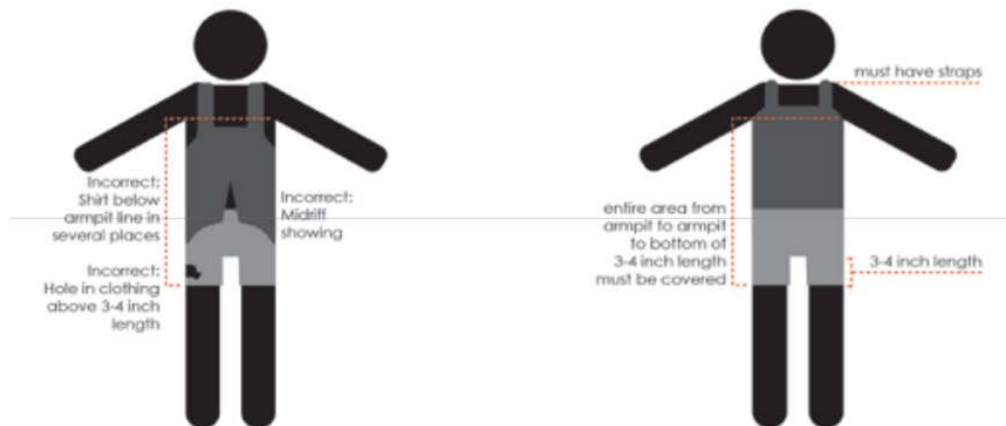
### **CLASSROOM LEARNING**

- Students should engage positively in their learning and ask questions to get the help they need.
- Our classrooms are filled with students whose values, beliefs, languages, and cultures vary widely. It is important that we strive to understand our community of learners while developing a safe and respectful learning environment.
- Be on time! Prompt, regular attendance is the first step to learning success.
- Be prepared to try to know how to ask for help when you are stuck.

### **DRESS CODE POLICY**

#### **Minimum Requirements:**

1. Clothing must cover areas from one armpit across to the other armpit, down to a minimum of 3 inches in length on the upper thighs/inseam (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than 3 inches from the upper thighs/inseam.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.



## Additional Requirements:


1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Clothing and accessories that endanger student or staff safety may not be worn.
6. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

**The administration reserves the right to determine what constitutes appropriate dress.** Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

## PROTECTION OF PERSONAL AND SCHOOL PROPERTY

The school will not be responsible for any of the items listed below if they are lost or stolen.

### CELL PHONES AND ELECTRONIC DEVICES SHOULD BE OUT OF SIGHT AT ALL TIMES, unless permitted by a staff member.

1. Out of sight means in a backpack or pocket where the student and staff are not able to see it. All electronics need to be in silent mode for the entirety of the day. Students and parents must remember the school is not responsible for damage or theft of any private property at school. This includes bicycles, electronic devices, backpacks and other school supplies. When in doubt, leave that item at home. It is not the school's responsibility to investigate or to find personal property if it has been lost or stolen. Students should keep books, backpacks and all personal belongings **under their control** at all times, and **never** leave items unattended. 
2. Headphones and earbuds are only allowed to be used when directed by a staff member. When given permission, volume must be at a reasonable level that it does not disturb other students or staff.

**Skateboards, rollerblades, and scooters are not allowed to be ridden on school grounds.**



If a student has an above described item in his possession, it will be taken by any adult staff member **and returned only to the parent**. Even if the student is not using the item in question, if it's in line of sight it can be confiscated. A repeat offense will result in the item being held until the end of the school day when it will only be returned to a parent.

## SAFETY – safety is everyone's responsibility!

- *Aurora Public Schools Safe Schools Policy*: Be familiar with this as it relates to middle school students.
  - ☒ <http://schoolservices.aurorak12.org/school-services/safety-discipline/>
- *Behavior*
  - ☒ Learning to respect each other and work together in a diverse learning community is very important. Be safe, focus on the positive and do not engage in negative drama.
  - ☒ Ask for help when you need it...do not wait.
  - ☒ REMEMBER to A.C.T. –
    - ❖ **ACKNOWLEDGE** a person in need.
    - ❖ **CARE** for them by helping them to be safe.
    - ❖ **TELL** an adult who can help them get the help they need.

## UNSTRUCTURED TIME

- We have passing periods with over 700 kids moving together to their next classes.
  - Move safely, look around corners and watch out for our students in wheelchairs and on crutches. Running inside a building is not safe.
  - Know where you are going and be on time.
  - Help someone who drops stuff...someday you will too.
- We have lunches with over 250 students at a time eating and participating in recess.
  - Be polite to each other and our lunch staff.
  - Pick up/clean up after yourself and throw out your trash.
  - Have PRIDE in your school, halls, outside, etc and keep it clean.

## STUDENT IDs

In addition to the district safety office requiring ID cards (<http://aurorak12.org/pol-reg/SectionE/ecaba.pdf>); Columbia students use them regularly for checking out resources, technology, books, attending athletic events, eligibility, riding buses, lunch identification and so much more. Help your child learn the importance of keeping and carrying proper identification to prepare them later on for other forms of identification including a driver's license. Students must have their ID all the time and if it is lost, they will need to replace it at a cost of \$5.00 for EACH lost ID card.

## DISCIPLINE POLICY

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

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

Depending on the severity of the behavior, the staff response will usually follow the procedure below:

### Responses by teachers and other staff:

1. Verbal warning, student/teacher conf.
2. Parent phone call
3. Behavior contract with student and parent
4. Teacher/parent conference
5. Restorative Justice meetings\*\*
6. Administrative office referral

### Administrative responses can include:

1. Conference w/student and parent/guardian
2. After-school detention & parent contact
3. In-school suspension\* & parent contact
4. Restriction from school activities
5. Behavior plan if appropriate
6. Out of school suspension & parent contact
7. Re-Entry conference
8. Recommendation for expulsion from school

\*In-school suspension is a suspension at school where students are supervised by a staff member throughout the day and given work assigned by their teachers.

\*\*Restorative Justice meetings are mediations run by staff members whereby all parties affected by an injustice have the opportunity to discuss how they have been affected and decide what commitments should be made to repair the harm.

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## ATTENDANCE

### ATTENDANCE PROCEDURES

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

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

When bad weather is expected, Aurora Public Schools will assess weather conditions to determine if the district should delay start times, close schools or proceed with the scheduled school day. If Aurora Public Schools closes schools or delays start times, Aurora Public Schools will share this news with local television and radio stations and will post it on the district Web site, [www.aurorak12.org](http://www.aurorak12.org) and through an automated phone message system.

#### **Delayed start times:**

- If weather or other emergency conditions delay school, the school will begin one hour later. This includes bus pick up times.

#### **School closings:**

- Early dismissal: If early dismissal is necessary, students will be released to individuals identified on the child's Student Verification Form (or demographic page).
- Full-day closures: Classes will not be held and students should stay home for the day.

<b>School begins at 8:30 AM and ends at 3:30 PM</b>
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### NOTIFYING THE SCHOOL OF AN ABSENCE

Parents or legal guardians are to call the attendance line at **303-326-1651** to report student absences. **Calls must be made within 24 hours of the day of absence** for the student to be excused. Spanish-speakers may leave messages in Spanish. The following information is requested when calling in an absence:

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

### SCHOOL NOTIFICATION TO THE HOME

Columbia Middle School will notify parents of a student's unverified absence via our automated phone dialer, which makes phone calls to your home phone number between the hours of 5:00 pm and 8:30 pm. Please make sure your home phone number is correct in our records.

## EXCUSED ABSENCES

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

1. Illness or injury as reported or documented (as needed) by the student's parent/guardian
2. Appointments or *serious* circumstances which cannot be resolved before or after school hours.
3. Principal authorized time for extracurricular experiences, family vacations or other approved family business.

Please note that for those absences requiring principal approval to be excused, the student should be in good academic standing and have a good attendance record for the year. In cases of excessive excused absences, a student may be required to provide documentation for absences.

## UNEXCUSED ABSENCES

Students will be considered truant or unexcused if they are absent from class for any reason other than those listed in the excused absences section of this handbook (see above). The following are examples of items that will generally be considered unexcused in accordance with district policy. This is not an exhaustive list.

1. Car trouble
2. Alarm not going off
3. Missing the school bus or RTD
4. Students who miss more than ½ the class period unexcused (see tardy policy below)
5. Student leaving class without permission
6. Student leaving campus without permission, without the attendance office being notified by a parent/guardian in advance of the student leaving campus, or without signing out before leaving campus
7. Absences not excused within 24 hours by a parent or guardian

## EARLY DISMISSAL/APPOINTMENTS DURING THE SCHOOL DAY

Parents are asked to telephone the school to indicate the reason and the time for early dismissal before the child is picked up. Office staff will do their best to have the student in the office ready to be signed out. Please do not expect your student to walk out of the building on his or her own. Parents/guardians must come inside the main office to show identification when picking up a student early. Do not pick your student up between 3:00 pm & 3:30 pm, unless it is an emergency.

**Parents/Guardians must show photo ID when picking up a student.**

## EXCUSED ABSENCES WHILE AT SCHOOL

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

Students are expected to be in class on time. Tardies will be considered excused or unexcused based on the same guidelines as those outlined above for absences. Additionally, if a student misses more than ½ a class period unexcused, that student is considered to have an unexcused absence for that period, not a tardy. Students may receive consequences for being tardy.

## **PARENT'S MISCELLANEOUS INFORMATION**

### **PARKING LOT**

Our parking lot continues to be very congested immediately before and after school. For the safety of the many students: PLEASE DO NOT ENTER THE STAFF PARKING LOT LOCATED ON DARTMOUTH AVE. TO PICK UP OR DROP OFF YOUR CHILD. You may use the visitor parking slots if you are here for a meeting. We have handicap access parking for visitors in the Columbia Avenue lot near the flagpole, on the north side of the building. Please note: The bus lane on Telluride is reserved for school buses only.

### **PTSO**

The PTSO is an organization of parents, teachers, and students of Columbia Middle School.

The objectives of the PTSO are:

- A. To bring into closer relationship the family and the school so that parents and teachers may cooperate intelligently in educating our children.
- B. To develop between educators and the general members such united efforts as will secure for every student the highest advantages in physical, academic, and social emotional education.
- C. To maintain cooperative relationships with the people and organizations of the larger community.
- D. To strive to encourage enthusiasm and participation among members of the Columbia Middle School community in the school's activities.
- E. To promote effective communication and understanding among parents, teachers, students and school staff.
- F. To raise funds to help subsidize or provide programs and/or activities for the students, teachers and staff of Columbia Middle School.

All parents, students, and staff are automatically members of the PTSO. There are no membership dues. Everyone is welcome to attend the PTSO meetings. Contact the main office for meeting dates and join the Columbia Facebook page for regular updates.

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## ATHLETICS AND ACTIVITIES

Middle School students have the opportunity to explore a wide variety of activities which include interscholastic athletics, intramurals, clubs and school sponsored activities. Intramurals and clubs are available for all grade levels and will be announced after the school year begins.

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

- Aurora Public Schools Athletic Packet**
- Physical Exam Form signed by a Physician**

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

The athletic fee is \$35.00 per sport. The maximum amount to be paid by a family with two or more athletes in the same school will be limited to \$99.00 per school year. The maximum amount to be paid by a family with one athlete will be \$66.00. Forms and fees will be collected by the coach when each season starts.

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

TRACK	August 12th - October 2nd
WRESTLING	September 5th - November 13th
GIRLS SOCCER	September 5th - November 13th
GIRLS VOLLEYBALL	November 16th - January 6th
BOYS BASKETBALL	January 19th - March 6th
GIRLS SWIM	February 8th - March 5th
GIRLS BASKETBALL	March 22nd - May 7th
BOYS SOCCER	March 22nd - May 7th
BRONCOS FUTURES FOOTBALL (8 <sup>TH</sup> Grade Boys)	<i>TBD</i>

**Student athletes must meet eligibility requirements to participate in games. A student is ineligible if he/she received two or more weekly work habit scores of 0, 1 or 2 or if he/she has been suspended from games/practice due to behavior. Eligibility forms are due to coaches each Wednesday and represent eligibility for the following week (Thursday through Wednesday).**

### **ELIGIBILITY**

In order for students to participate in or be spectators at any activities, they must be eligible. Students participating in athletics or activities at Columbia Middle School are **student athletes/participants**; they are **students first** and athletes/participants second.

#### **Athletic Eligibility**

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

*Academic eligibility* is checked for athletics every week and is determined using work habits scores. **Any student that earns 2 or more 0s, 1s, and/or 2's for work habits is ineligible for the next week.**



Students will pick up Eligibility Forms from the main office on Monday and turn it in to their coach each Wednesday.

1.

### **MEDICAL EXAMS**

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

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

\$50 (inquire about a \$20 off coupon)  
**The Little Clinic**  
303-459-5634  
Inside King Soopers at Smoky Hill/Himalaya  
Monday-Friday 8:30am-7:30pm,  
Saturday 8:30-5:00, Sunday 10:00-5:00  
\$45 – call for promotional pricing

**Rocky Mountain** (Urgent Care)  
303-695-1338  
Mississippi and Potomac  
Open daily 8am-9pm

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

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## **HEALTH NOTES**

### **SCHOOL HEALTH OFFICE**

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

### **MEDICATIONS AT SCHOOL**

Prescription and non-prescription medications may be administered during the school day by district personnel according to the procedure outlined in School Policy JLCD and JLCD-R. Limited over-the-counter medications (Tums, Ibuprofen, Tylenol, Benadryl) will be available to students who have an infrequent need for them. These medications require parent authorization either verbally or on the online registration. All prescription medications and over-the-counter medications provided by the parent require parent/guardian and physician signature on the medication administration authorization form. Prescription medication supplied by the student's parent or guardian must be in the original container from the pharmacy with a label that includes student name, drug name, dose specific to weight or age, time interval, route (ie., by mouth, injection, etc.) and specific indications. Non-prescription medications must also be in the original labeled container and should also be labeled with the student's name. No medication may be carried by any middle school student with the exception of cough drops and emergency medication (with parent/guardian/physician signature and signed self-carry contract).

### **HEALTH PROBLEM NOTIFICATION**

It is extremely important for parents to advise the school health office staff if a child has health problems

or allergies. The school must be notified when a child is diagnosed with a communicable disease such as COVID, measles, pertussis (whooping cough), mumps, chicken pox, etc. It is highly recommended that a student with a serious health problem (examples include diabetes, seizures, etc.) have an individual health plan, written by the school nurse, on file before attending school.

## **INSURANCE**

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

## **MEDICAID**

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

## **PE EXEMPTION**

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

## **REQUIRED STUDENT IMMUNIZATIONS**

Our School Nurse will contact you if your student is non-compliant with state required immunizations. Please call our main office and ask to speak with the nurse should you have any questions or concerns.

### **Required Middle School Student Immunizations**

#### **6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grades (dosage – vaccination)**

- 5 – Td/Dt/DTP\*
- 1 – Tdap
- 4 - Polio\*
- 2 - MMR\*\*\*
- 3 - Hepatitis B (Hepatitis B)
- 21 - Varicella (or history of disease)

\*A child who began immunizations at an older age may be certified with fewer doses. Check with your school nurse or physician regarding exceptions.

\*\* Tdap (one dose is required for 6th grade entry, even if they are under 11 years of age)

\*\*\*Measles, Mumps and Rubella combination

Immunizations may be obtained through your personal physician or at the following locations:

**Tri County Health Dept.** – call for an appointment at 303-451-0123

**Every Child Pediatrics/School Based Health Centers**- Call ahead for an appointment

**Crawford** (303)326-2090 1600 Florence Street Aurora, Colorado 80010

**Laredo** (303)326-1953 Laredo Elementary School 1420 Laredo Street Aurora, Colorado 80011

**Olympian Wellness Center** (303) 326-2088 Gateway High School 1300 S Sable Blvd Aurora, CO 80012

**Trojan Wellness Center** (303)326-1570 Aurora Central High School 11700 E 11th Ave Aurora, CO 80010

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## STUDENT SUPPORT CENTER - SSC

The Student Support Center at Columbia Middle School is a comprehensive program of support aimed at meeting the affective needs of our middle school students. As our students move from childhood to young adulthood, we strive to build strong, positive relationships with all Columbia stakeholders with the ultimate goal of academic success for each student.

### Team Members:

Tim Ryan, 6<sup>th</sup> Grade Behavior Coach  
Andre Morton , 7<sup>th</sup> Grade Behavior Coach  
Anna Colburn, 8<sup>th</sup> Grade Behavior Coach

Jason Brown, 6<sup>th</sup> Grade Counselor  
Katie Humphrey, 7<sup>th</sup> Grade Counselor  
Dawn Ganaway, 8<sup>th</sup> Grade Counselor

Joe Gonzalez, Student Liaison

Chris Dixon, Student Liaison

### Mission Statement

Columbia counselors, student liaisons, and student advisors work with students, teachers, and parents to assist students in having a positive and productive middle school experience and to help address the changing needs of our students. Students are supported by a variety of services provided by the SSC: individual and group meetings, progress-monitoring, collaboration with teachers and parents, classroom lessons, new student orientations, etc.

### Specific Programs of Support

Middle school is a time of tremendous transition for students. The middle school student is growing physically, emotionally, and intellectually. For this reason, social-emotional support is extremely important during this time.

#### **Counseling**

Counselors are available to students throughout the school year to provide services that support student's academic, career and social/emotional needs. Counselors provide transitional programs of support specific to each grade level to help students successfully transition from elementary to middle and middle school to high school.

#### **Student Liaison Support**

Student liaisons mentor students in different capacities based on their needs. They identify specific roadblocks to students' education and create supports that empower them to begin to problem solve on their own and excel in school.

#### **Behavior Coaches (Formerly Deans of Students)**

Behavior Coaches are the administrators in charge of the Student Support Center. Our comprehensive behavior management system is their primary individual focus with the safety and security of all students and staff at the forefront of all of their administrative work.

### How does a student obtain support from a Student Support Center member?

Students must request an appointment by completing an online google form found in the counseling google classrooms. A teacher may refer a student to the SSC, but **a student should never walk out of**

**class to go see a member of the SSC without permission.** Parents may also contact the SSC staff directly to request support and share ideas around the needs of their students.

Due to the volume of requests or unforeseen emergencies, the main office and SSC members will prioritize based on need and/or order of date the request was received.

## Community Resources and Partnerships

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

**Aurora Community Connection Family Resource Center** - 9801 E. Colfax Ave, Ste. 200, Aurora, CO 80010 720-975-0147

Aurora Community Connection (ACC) family resource center has been committed to serving families in the North Aurora community since 2008, providing high-quality programs in English and Spanish that every member of the family can benefit from.

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

**Aurora Mental Health** - 11059 East Bethany Drive, #200, Aurora, Colorado 80014 (303)617-2300

Aurora Mental Health Center, located in Aurora, Colorado, just south of Denver, is a private, nonprofit community mental health organization serving people with a wide range of mental health needs.

**Buckley Field Young Marines** - 55 S. Potomac St. Aurora, CO 80012 (720)588-BFYM (2396)

A youth education and service program for boys and girls, ages 8 through completion of high school. The Young Marines promotes the mental, moral, and physical development of its members. The program focuses on character building, leadership, and promotes a healthy, drug-free lifestyle. The Young Marines is the focal point for the U.S. Marine Corps' youth Drug Demand Reduction efforts.

**Comitis Crisis Center** - 2178 Victor Street, Aurora, CO 80045 (720) 975-0155

Services homeless Veterans, runaway/homeless youth and homeless families. Aurora's homeless shelter, with over 44 years of experience.

**Judi's House** - 1741 Gaylord St. Denver, CO 80206 (720)941-0728

Provides grief counseling for children, teens and young adults (ages3-24) and their families through individual and group counseling.

**Juvenile Assessment Center (JAC)** - 7375 S. Potomac St, Centennial, CO 80112 (720)874-3381

The Juvenile Assessment Center (JAC); a 501(c)(3) not for profit youth serving organization in Colorado, **providing no cost risk and need assessment services coupled with mental health and substance abuse screening to youth residing in Arapahoe, Douglas, Elbert and Lincoln counties.** The program believes in a "no wrong door" approach and accepts referrals from parents, schools, the Department of Human Services, Probation, Courts, other youth serving organizations, and law enforcement agencies.

## CAFETERIA GUIDELINES

The staff at Columbia wants to be sure that students have a clean, safe, and inviting atmosphere during their breakfast and lunch. Each grade level has its own lunch/recess time and we split each lunch by team. Students in one team eat during the first half of the allotted time while students in the other team go outside for recess activities. Students will rotate this process of eating and recess times each quarter. These procedures have resulted in less time standing in line and sufficient space to comfortably seat all students.

Remember to follow P.R.I.D.E. in the cafeteria and when at recess.

### **IMPORTANT:**

- Students are not allowed to have fast food brought into the cafeteria due to federal lunch guidelines. Parents are always welcomed to take their student out to lunch.
- Students CAN NOT ORDER FOOD for delivery from a restaurant. Restaurant deliveries, for students, will be turned away by the main office.
- Food is not allowed to be in hallways or in classrooms without prior permission from teachers or administrators.

### **COMPUTERIZED LUNCH PROGRAM**

The computerized meal program allows students to key in their 4-digit keypad number on a keypad. The current money balance in the student's meal account will be shown on the register screen. If an account has enough money, the transaction will be processed, but if there is not enough money a "beep" will sound and the cafeteria cashier will handle the situation.

All students are assigned a number to participate in the lunch program.

Payment into an account can be for one or more meals, but you are encouraged to prepay for a number of meals at once to reduce frequent deposits and cash handling. Cash or checks will be accepted for deposits. Checks should have the student's name and meal account number noted.

The prices for meals are:

	<u>One Meal</u>
Full Paid Breakfast	\$ 1.60
Full Paid Lunch	\$ 2.90
Adult Breakfast	\$ 2.45
Adult Lunch	\$ 3.90

Different children in the same household cannot share an account balance. Payments must be received during the school's scheduled time to ensure placement into the student's meal account. Please remember that the student meal account number issued belongs to your son or daughter. This meal number is confidential and should not be shared with other students or family numbers. A student number can be used for only one lunch per day.

Some families may qualify for the federal free meal program. Nutrition Services has centralized the processing of free meal applications for the school year. A new application must be completed each summer for the upcoming school year. You can now complete an application online by going to [www.myschoolapps.com](http://www.myschoolapps.com). All completed applications go to the nutrition services office. They will process the applications and inform the families of their status. **Questions regarding this application process should be directed to nutrition services at 303-343-0295**

## AURORA PUBLIC SCHOOLS ANNUAL NOTIFICATIONS

### **Vision Statement**

Every student shapes a successful future.

### **Mission Statement**

In partnership with our community, we accelerate learning for all students to develop the knowledge, skills and character necessary to shape successful futures.

### **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 (which includes transgender), conditions related to pregnancy or childbirth, disability, religion, ancestry, sex or need for special education services, or genetic information for employment 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](mailto:dsmith@aps.k12.co.us), or designee and Marcelina Rivera, Chief of Staff (all other complaints), 15701 East 1st Avenue, Suite 206, Aurora, CO 80011, phone: (303) 344-8060, [mrivera@aps.k12.co.us](mailto:mrivera@aps.k12.co.us), or designee. This notice is available in alternative forms.

For more information, please see Board of Education Policy AC. To view the resolution, please follow the link below:

[http://www.boarddocs.com/co/aurora/Board.nsf/files/ANKRRH6F3F3F/\\$file/Resolution%20to%20ReAffirm%20APS%20Inclusive%20Practices.pdf](http://www.boarddocs.com/co/aurora/Board.nsf/files/ANKRRH6F3F3F/$file/Resolution%20to%20ReAffirm%20APS%20Inclusive%20Practices.pdf)

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

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

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

As required by the Asbestos Hazard Emergency Response Act (AHERA), Aurora Public Schools has conducted an extensive asbestos survey of all the district buildings. Based on the findings of these



inspections, a comprehensive management plan has been developed for each school. Each plan identifies locations and types of asbestos-containing materials in the building and details the district's ongoing effort to maintain or remove those materials. The plans are continually updated with documentation of asbestos related work performed at each site.

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

### **Critical Information**

**It is critically important that parents provide the school with updated home and work telephone numbers. It is equally important parents update their physical and/or mailing addresses, throughout the school year through the online "Change of Address Tool."** 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 Marcelina Rivera, Chief of Staff, 15701 East 1st Avenue, Suite 206, Aurora, CO 80011, phone: (303) 344-8060, [mrivera@aps.k12.co.us](mailto:mrivera@aps.k12.co.us), or designee.

Please see policy JBB, Sexual Harassment at:

<https://drive.google.com/file/d/0B3lfiadqXmnec2Q4M0VoWDFKdE0/view>.

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

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

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

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

### **Every Student Succeeds Act: Parent's "Right to Know"**

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

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

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

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

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

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

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](http://www.aurorak12.org) (go to "Parents" then click on "Legal Rights").

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

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

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

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

1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect* upon request and before administration or use –
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

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

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

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

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

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

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

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

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

### **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 Stormwater Management program intended to reduce nonpoint source pollution into the local waterways. As stormwater 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 Supervisors at 303-326-1986.

- 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.

## INFORMACIÓN IMPORTANTE EN ESPAÑOL

**Horario de oficina:** 8:00 AM – 4:00 PM  
**Horario estudiantil:** 8:30 AM – 3:30 PM

- La primer campana suena a las 8:25 AM; El 1<sup>er</sup> periodo empieza a las 8:30 AM
- La campana del final del día suena a las 3:25 PM; Niños deben de ser recogidos no más tarde de las 3:35 PM

### NÚMEROS IMPORTANTES

**Reportar ausencias:** 303-326-1651 (24 horas)      **Número de la oficina:** 303-690-6570  
**Cafetería:** 303-326-1151      **Número de Fax:** 303-326-1251  
**Oficina de consejería:** 303-326-1897 (Número directo)

**Página de Internet de Columbia:** [columbia.aurorak12.org](http://columbia.aurorak12.org)

Departamento	Nombre	Correo Electrónico	Posición
<b>Administradores</b>	Craig Lyle	crlyle@aurorak12.org	Director
	Adam Hengen	ajhengen@aurorak12.org	Asistente al director 7
	Katie Law-Balding	khlaw-balding@aurorak12.org	Assistant Principal
<b>Centro de Apoyo Estudiantil</b>	Andre Morton	aamorton@aurorak12.org	Decano -8vo grado
	Anna Colburn	aecolburn@aurorak12.org	Decana- 7mo grado
	Tim Ryan	teryan@aurorak12.org	Decano – 6to grado
	Dawn Ganaway	dmganaway@aurorak12.org	Consejera- 8vo grado
	Katie Humphrey	kahumphrey@aurorak12.org	Consejera- 7mo grado
	Jason Brown	jrbrown@aurorak12.org	Consejero- 6to grado
	Joseph Gonzalez	jomgonzalez@aurorak12.org	Student Liaison
	Christopher Dixon	christopher.dixon@aurorak12.org	Student Liaison
	Amanda Kennedy	abkennedy@aurorak12.org	Enfermera
<b>Enfermera</b>			
<b>Oficina</b>	Renea James	rrjames@aurorak12.org	Tenedora de libros
	Joselynn Campos	jcampos@aurorak12.org	Secretario
	Juana Diaz	jdiaz@aurorak12.org	Inscripciones
	Jessica Hyatt	jlhyatt@aurorak12.org	Asistencia
<b>Equipo de educación especial</b>	Lesley Rhodes	lbrhodes@aurorak12.org	Trabajadora social
	Janice Burns	jmburns@aurorak12.org	Trabajadora social
	Katie LaFave	kmlafave@aurorak12.org	Psicóloga
	Christina Otto		Lenguaje del habla
	Melinda Harshfield	mgharshfield@aurorak12.org	Maestra SSN
	Trio Livingston	telivingston@aurorak12.org	Maestra AN
	Danielle Mangas	dnmangas@aurorak12.org	ESS Mild/Mod- Alfabetización
	Severiana Jardine	scjardine@aurorak12.org	ESS Mild/Mod- Matemáticas
	Mary K. Faller	mkfaller@aurorak12.org	ESS Mild/Mod- Matemáticas
	Danielle Watkins	dmwatkins@aurorak12.org	ESS Mild/Mod- Alfabetización
	Rachel Thompson	rjthompson@aurorak12.org	ESS Mild/Mod- alfabetización, inglés
<b>Equipo del aprendizaje del idioma inglés</b>	Kelly DeYoung	kkdeyoung@aurorak12.org	Maestra de inglés

# ASISTENCIA ESCOLAR

La escuela comienza a las 8:30 AM y termina a las 3:30 PM

## **REPORTAR AUSENCIAS A LA ESCUELA**

Los padres o tutores legales deben llamar a la línea de asistencia, 303-326-1651, para reportar ausencias. **Las llamadas deben de ser hechas dentro de 24 horas del día de la ausencia para que el estudiante sea justificado.** Padres pueden dejar su mensaje en español. La siguiente información es necesaria cuando llamen para reportar la ausencia:

1. Nombre del padre o tutor legal llamando para justificar la ausencia
2. Nombre del estudiante, deletrear el apellido
3. Grado del estudiante
4. Razón por la ausencia
5. Duración de la ausencia. Si no sabe cuántos días va a estar fuera el alumno, tiene que llamar a diario.
6. Número de teléfono del padre o tutor legal, en caso de que tengamos preguntas sobre la ausencia.
7. Las ausencias de más de 3 días consecutivos requiere una nota del médico o algún tipo de documentación sobre la emergencia o la razón por las ausencias.

## **AUSENCIAS JUSTIFICADAS**

Las siguientes razones serán consideradas para justificar una ausencia de acuerdo al reglamento del distrito escolar:

1. Enfermedad o lastimadura, al ser reportada o documentada por el padre o tutor legal del estudiante.
2. Citas o circunstancias de seriedad que no pueden ser resueltas antes o después del horario de clases.
3. El Director debe autorizar ausencias relacionadas con experiencias extracurriculares, vacaciones familiares, u otros asuntos personales/familiares.

Por favor tome nota que para esas ausencias que requieren aprobación del director para ser justificadas, el estudiante debe tener buen estatus académico y debe tener también buen record de asistencia durante el año escolar. En caso que el estudiante tenga un número excesivo de ausencias justificadas, será requerido que provean documentación para toda ausencia.

Ausencias no **justificadas**

## CALIFICACIÓN

**Manténgase informado:** Portal para padres de Infinite Campus y Google Classroom

Los padres / tutores pueden registrarse para acceder a la información de los estudiantes con respecto a las calificaciones, las asignaciones y los horarios a través del Portal para padres de Infinite Campus. Para registrarse, los padres deben comunicarse con la oficina principal.

El sistema de calificación basado en estándares

Los estudiantes obtendrán puntajes por logros en todas las materias en comparación con los estándares estatales que se aplican en cada curso. Los niveles de competencia se describen a continuación:

Grado	Descripción
A/4	<b>Avanzado</b> Demuestra una comprensión completa del contenido / curso del nivel de grado y aplica consistentemente los puntos de referencia, y / o conceptos, y / o procesos / procedimientos en una variedad de contextos.
P/3	<b>Competente</b> Demuestra comprensión del contenido / curso del nivel de grado y aplica los puntos de referencia y / o conceptos y / o procesos / procedimientos en una variedad de contextos.
PP/2	<b>Parcialmente competente</b> Demuestra comprensión parcial y aplicación de los puntos de referencia y / o conceptos y / o procesos / procedimientos del contenido del nivel de grado.
U/1	<b>Insatisfactorio</b> Rara vez demuestra comprensión y aplica de manera ineficaz puntos de referencia y / o conceptos y / o procesos / procedimientos del contenido del nivel de grado.
N/0	<b>Sin evidencia</b>

La tarea, el trabajo en clase y otras asignaciones de práctica son partes integrales de la capacidad de un estudiante para lograr un puntaje competente en los estándares estatales. Estos hábitos de trabajo se califican de la siguiente manera:

Indicadores	4 Consecuentemente (80-100% de el tiempo)	3 Frecuentemente (50-80% de el tiempo)	2 Con poca frecuencia (25-50% de el tiempo)	1 Rara vez o no (menos del 25% del tiempo)
<b>Perseverancia</b>	<ul style="list-style-type: none"> <li>• Tiene una actitud positiva</li> <li>• Da el mejor esfuerzo</li> <li>• Mantiene una mentalidad de crecimiento</li> </ul>			
<b>Respeto</b>	<ul style="list-style-type: none"> <li>• Respetuoso con sus compañeros y adultos</li> <li>• Limpia después de sí mismo en todas las áreas de la escuela</li> <li>• Utiliza el nivel de voz apropiado</li> </ul>			
<b>Integridad</b>	<ul style="list-style-type: none"> <li>• Se apropia del aprendizaje y los comportamientos</li> <li>• Sigue las rutinas, reglas y normas del aula</li> </ul>			
<b>Dedicación</b>	<ul style="list-style-type: none"> <li>• Intenta demostrar comprensión del aprendizaje diario.</li> <li>• Completa el trabajo a tiempo</li> <li>• Vuelve a enviar las asignaciones cuando sea apropiado</li> <li>• Completa el trabajo perdido o recuperado</li> </ul>			
<b>Compromiso</b>	<ul style="list-style-type: none"> <li>• Participa en el establecimiento de metas y la reflexión</li> <li>• Participa en las actividades y el discurso de la clase.</li> <li>• Presente y preparado para aprender</li> <li>• Hace preguntas cuando necesita ayuda</li> </ul>			

### Calificación basada en estándares: preguntas frecuentes

**Pregunta:** Mi estudiante está en una clase (matemáticas o lectura) que asigna calificaciones S (satisfactorio) y U (insatisfactorio), ¿qué significa la "S"?

Respuesta: La "S" indica que el estudiante está haciendo un progreso "satisfactorio" en el desarrollo de habilidades en esa clase. Una "U" en esta clase indica que el estudiante no está haciendo el trabajo necesario para obtener una calificación satisfactoria y necesita trabajar más duro.

**Pregunta:** ¿Cómo entiendo lo que significa una calificación de "A", "P", "PP", "U"?

Respuesta: Pídale al maestro de su hijo que comparta y explique las "escalas de competencia" que utilizan para calificar a su hijo.

### SOLICITUDES DE TAREA

La mayoría de las asignaciones para el aula y las tareas se pueden encontrar en línea, a través de un sitio web para maestros establecido o la cuenta de Google Classroom del estudiante. Si un estudiante tiene una ausencia planificada, puede hablar con el maestro para obtener la tarea con anticipación. Si su estudiante tendrá una ausencia prolongada, se puede solicitar trabajo a través de los maestros y recogerlo en la oficina principal. Por favor, espere al menos 2 días para que se recoja el trabajo.

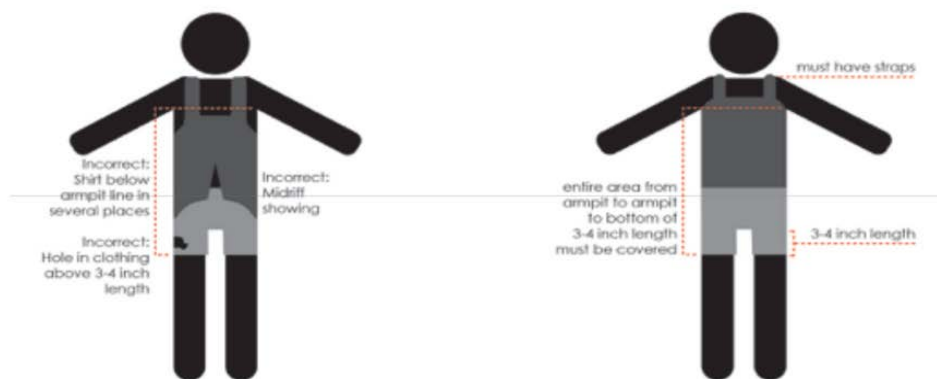
**Hacer referencia a Google Classroom e Infinite Campus Parent Portal son las formas más rápidas de ver las calificaciones de los estudiantes y las tareas faltantes. ment en la escuela**



## CÓDIGO DE VESTIMENTA

Requerimientos mínimos:

1. La ropa debe cubrir áreas desde una axila hasta la otra axila, hasta un mínimo de 3 pulgadas de largo en la parte superior de los muslos / entrepierna (vea las imágenes a continuación). Las blusas deben tener tirantes en los hombros. Las roturas o roturas en la ropa deben estar a menos de 3 pulgadas de la parte superior de los muslos / entrepierna.
2. Los zapatos deben usarse en todo momento y deben ser seguros para el ambiente escolar (no se deben usar pijamas, zapatos de dormitorio o pantuflas, excepto para las actividades escolares aprobadas por el director).
3. No se deben usar prendas transparentes o de malla sin la cobertura adecuada debajo que cumpla con los requisitos mínimos del código de vestimenta.
4. Los sombreros y otros accesorios para la cabeza deben permitir que la cara sea visible y no interferir con la línea de visión de ningún estudiante o personal. Las sudaderas con capucha deben permitir que la cara y las orejas del estudiante sean visibles para el personal.
5. Los cursos especializados pueden requerir vestimenta especializada, como uniformes deportivos o equipo de seguridad.



**Requerimientos adicionales:**

1. La ropa no puede representar, implicar, publicitar o defender una conducta ilegal, violenta o lasciva, armas o el uso de alcohol, tabaco, marihuana u otras sustancias controladas.
  2. La ropa no puede representar ni implicar pornografía, desnudez o actos sexuales.
  3. La ropa no puede mostrar ni implicar lenguaje o imágenes vulgares, discriminatorias u obscenas.
  4. La ropa no puede indicar, implicar o representar discursos / imágenes de odio dirigidas a grupos basados en raza, etnia, género, orientación sexual, identidad de género, afiliación religiosa o cualquier otra clasificación protegida.
  5. No se puede usar ropa y accesorios que pongan en peligro la seguridad de los estudiantes o del personal.
  6. Se prohíbe la ropa, las joyas, los accesorios, los tatuajes o la manera de arreglarse que, en virtud de su color, arreglo, marca registrada o cualquier otro atributo, denote membresía en una pandilla que defienda el comportamiento ilegal o perturbador.
- La administración se reserva el derecho de determinar qué constituye vestimenta apropiada. Los estudiantes que no se adhieran a estas pautas no podrán asistir a clases. Se llamará a los padres si no hay ropa adecuada disponible o si el estudiante se niega a usar ropa apropiada según el código de vestimenta.

## DEPORTES Y ACTIVIDADES

Los estudiantes de secundaria tienen la oportunidad de explorar una variedad de actividades que incluyen los deportes inter-escolares, actividades y clubs organizados por la escuela. Solamente estudiantes de 7mo y 8vo grado pueden participar en deportes competitivos contra otras escuelas del distrito. Clubs y actividades escolares están disponibles para estudiantes en todos los grados y serán anunciados poco después de que empieza el año escolar.

Los estudiantes que participen en los deportes competitivos deben llenar y entregar las siguientes formas:

- € **Paquete de formas atléticas de APS**
- € **Forma para examen médico**

Todas las formas pueden ser localizadas en la página de internet <http://columbia.aurorak12.org/parent-resources/activities/> o en la oficina de la escuela. Un estudiante debe de haber sometido ya un examen físico e información sobre seguro médico para accidentes antes de comenzar cualquier práctica. No hay ninguna excepción a este requisito. Por favor note que las temporadas de natación para niñas y pista y campo comienzan la primera semana de escuela en agosto.

La cuota para participar es de \$33.00 por deporte. La cantidad máxima que pagará una familia con 2 o más atletas en la misma escuela será limitada a \$99.00 por año escolar. La cantidad máxima que pagará una familia con un solo atleta es de \$66.00. Las formas y la cuota serán colectadas por el entrenador al comienzo de cada temporada.

Abajo están las fechas de comienzo y fin de los deportes disponibles. Un itinerario detallado de las fechas y los horarios de los partidos será distribuido a los estudiantes durante el año.

PISTA	12 de agosto - 2 de octubre
LUCHA	5 de septiembre - 13 de noviembre
FÚTBOL PARA NIÑAS	5 de septiembre - 13 de noviembre
VOLEIBOL PARA NIÑAS	16 de noviembre - 6 de enero
BALONCESTO PARA NIÑOS	19 de enero - 6 de marzo
NATACIÓN PARA NIÑAS	8 de febrero - 5 de marzo
BALONCESTO PARA NIÑAS	22 de marzo - 7 de mayo
FÚTBOL PARA NIÑOS	22 de marzo - 7 de mayo
FÚTBOL AMERICANO - BRONCOS FUTURES (Niños de 8. ° grado)	<i>SERA DETERMINADO</i>

Los estudiantes participando en deportes deben de llenar los requisitos de elegibilidad para poder participar en partidos. Un estudiante deja de ser elegible si él/ella recibe dos o más calificaciones de hábitos de trabajo de 0, 1 o 2, o si él/ella ha sido suspendido de la práctica o juegos debido a su comportamiento. Un estudiante no elegible para participar en deportes debe de trabajar con el (la) maestro(a) necesario para hacer trabajo faltante y/o hacer lo necesario para ser elegible a participar.

## AVISOS ANUALES DEL DISTRITO

### 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, y no discrimina con base en la raza, edad, color, creencia, nacionalidad, orientación sexual, (que incluye transgénero), condiciones relacionadas a un embarazo o parto, discapacidad, religión, ascendencia, género o su necesidad de recibir servicios de educación especial, o información genética para empleo 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 adicional 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, (empleados), 1085 Peoria Street, Aurora, CO 80011, número telefónico (303) 344-8060, [dsmith@aps.k12.co.us](mailto:dsmith@aps.k12.co.us); o su designado y Marcelina Rivera, Jefa del Personal (todas las otras quejas), 15701 E. 1st. Avenue, Suite 206, Aurora, CO 80011, número telefónico 303-344-8060, [mrivera@aps.k12.co.us](mailto:mrivera@aps.k12.co.us), o su designado. Éste aviso está disponible en formatos alternativos.

Para más información, por favor vea las políticas del Consejo Directivo de Educación AC. Para ver esta resolución, por favor visite el sitio web:

[http://www.boarddocs.com/co/aurora/Board.nsf/files/ANKRRH6F3F3F/\\$file/Resolution%20to%20ReAffirm%20APS%20Inclusive%20Practices.pdf](http://www.boarddocs.com/co/aurora/Board.nsf/files/ANKRRH6F3F3F/$file/Resolution%20to%20ReAffirm%20APS%20Inclusive%20Practices.pdf)

### 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 Educativos y Privacidad 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 mayores ("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 desean 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 aquéllos 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, obtengan 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 escolar,
- 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 a 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 son elegibles para 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.

- De manera adicional, el distrito no discrimina para la admisión, tratamiento, empleo o acceso a sus programas o actividades.
- Para obtener 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 1<sup>st</sup> Ave., Aurora, CO 80011.
- Para obtener 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. 1<sup>st</sup> 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 el *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.

El programa está disponible para su revisión en el *Environmental Compliance Branch* (Departamento de Cumplimiento Ambiental) en 1369 Airport Boulevard. Sus preguntas son bienvenidas y deben ser dirigidas al Director de *Environmental Compliance Branch* (Departamento de Cumplimiento Ambiental) 303-367-3000 ext. 28685.

### **Información crítica**

**Es sumamente importante que los padres de familia faciliten a la escuela los números telefónicos actualizados de su hogar y del trabajo. También es muy importante que los padres de familia actualicen su dirección o direcciones postales, a lo largo del año escolar por medio del sitio de web “*Change of Address Tool*.” (Herramienta de cambio de domicilio en línea).** 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/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 Marcelina Rivera, Jefa del Personal, 15701 East 1<sup>st</sup> Avenue, Suite 206, Aurora, CO

80011, número telefónico: (303) 344-8060, [mriviera@aps.k12.co.us](mailto:mriviera@aps.k12.co.us), o a su designado.

Por favor consulte la política JBB *Sexual Harassment* (Acoso sexual), en el siguiente sitio web: <https://drive.google.com/file/d/0B3lfiadqXmnec2Q4M0VoWDFKdE0/view>

### **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/los padre(s) y el/los 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. 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 proporcionarán 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/los padres(s) pueden 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 dificultades 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 303-365-5817.

### **Plan de Ley Cada Estudiante es Exitoso: El “Derecho de saber” de los Padres (Every Student Succeeds Act: Parent’s “Right to Know”)**

La ley federal llamada “Cada estudiante es exitoso” 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 de *Title 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 proporcionará la información por escrito a través del correo. El personal de Recursos Humanos **no proporcionará** 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 del juzgado 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 dárselo, a menos que haya una orden del juzgado 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 del juzgado, 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 del juzgado deberá presentarse lo más cerca posible a la hora de inscripción del estudiante o al momento en que el juzgado haya expedido dicha orden. Si la escuela no tiene la orden del juzgado en sus archivos, la escuela asumirá que dicha orden no existe.

### **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](http://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. Éstos 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 or un programa del Departamento de Educación de los Estados Unidos:

- Afiliaciones o creencias políticas del estudiante o del padre del estudiante;
- Problemas mentales o psicológicos del estudiante o de la familia del estudiante;
- Conductas o actitudes sexuales;
- Conducta ilegal, anti-social, de auto incriminación o degradante;
- Evaluaciones críticas de otros con quienes los encuestados tienen relaciones familiares cercanas;
- Relaciones privilegiadas reconocidas legalmente, tales como con abogados, doctores o ministros;
- Prácticas, afiliaciones, o creencias religiosas del estudiante o de los padres; o
- 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 colaboración 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 adultos 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. Tienen 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 el administrador de 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 si, debido a una 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.

Ésta 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 cumplimiento de 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 hijo o incidentes que hayan ocurrido en el autobús, por favor póngase en contacto con alguno de los supervisores del Departamento de Transportación al 303-326-1986.

- 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.

**English**  
If you do not speak English and need an interpreter to communicate effectively with your school, interpreter services are available to you at no cost. In addition, free translation of some documents is also available. If you have questions about either translation or interpreter services, please contact either the principal of your school or the Division of Instruction.

**Spanish - Español**  
Si usted no habla inglés y necesita un intérprete para comunicarse con efectividad con su escuela, servicios de interpretación están disponibles para usted sin costo alguno. Adicionalmente, la traducción gratuita de algunos documentos también está disponible. Si usted tiene preguntas sobre cualquier servicio de traducción o interpretación, por favor comuníquese con el director de su escuela o al Departamento de Instrucción.

**Vietnamese – Tiếng Việt**  
Nếu quý vị không nói được tiếng Anh và cần một thông dịch viên để giao tiếp một cách có hiệu quả với trường của quý vị, thì sẽ có dịch vụ thông dịch miễn phí cho quý vị. Ngoài ra, còn có cả dịch vụ phiên dịch miễn phí. Nếu quý vị có thắc mắc gì về dịch vụ thông dịch và phiên dịch, quý vị có thể liên lạc với hiệu trưởng của trường hay một trong số các nơi sau đây Division of Instruction (Phân ban về Chỉ dẫn)

**Korean [한국어]**  
영어를 잘 구사하실 수 없으나, 귀하의 학교 학과 효율적 의사소통을 위해 통역사가 필요 하시면, 무료 통역 서비스를 제공해 드립니다. 또한, 일정 서류의 번역도 무료로 제공해 드립니다. 번역이나 통역 서비스에 대해 질문이 있으시면, 귀하의 학교 교장이나 아래 관계 부서에 연락하시기 바랍니다 지도 부서 [Division of Instruction].

**Amharic - አማርኛ**  
እንግሊዝኛ የማይነጋገሩ ከሆኑና ከትምህርት ቤትም ጋር በሚገባ ለመነጋገር እና ለመግባባት እስተርጓሚ የሚያስፈልግዎ ከሆነ፣ የእስተርጓሚ አገልግሎት ያለ ክፍያ ይቀርብልዎታል። በተጨማሪም፣ የአንገሳገድ ጽሑፎች ትርጉሞችም በገን ይቀርባሉ። ስለ ጸሐፊ ትርጉምም ሆነ ስለ ቃል ትርጉም እንዳገኙ ጥያቄ ካለዎ፣ የትምህርት ቤቱን ርዕሰ መምህር ያነጋግሩ ወይም የትምህርት ክፍሉን

**Nepali - नेपाली**  
यदि तपाइ अंग्रेजी बोल्नुहुन्न भने र विद्यालय संग प्रभावकारी ढंगमा संचार गर्नका लागि तपाइलाई दोभाषे चाहिन्छ भने तपाइको खर्च नलाग्ने गरी दोभाषेको सेवाहरु उपलब्ध छन् । त्यस्को साथै केही कागजातहरु निःशुल्क अनुवाद गर्ने व्यवस्था पनि उपलब्ध छ । अनुवाद वा दोभाषेको सेवाहरुका सम्बन्धमा यदि तपाइका केही प्रश्नहरु छन् भने या त तपाइको विद्यालयको प्राचार्यसँग सम्पर्क गर्नुहोस् वा निर्देशन महाशाखामा सम्पर्क गर्नुहोस् ।