East Middle School

2014-15 Student Handbook

Mr. Fred Quinonez, Principal
Ms. Tonya Thompson, Assistant Principal
Mr. Kevin Green, Dean of Students
Mr. Gabriel Medina, Dean of Students
Mr. Adam Gelman, Dean of Students

1275 Fraser Street
Aurora, CO 80011
Phone: (303) 340-0660
Fax: (303)326-1252
Office Hours: 8:30 a.m. to 4:30 p.m.
http://apscms.net/schools/east

This Handbook belongs to:

Name: ____________________________________________________________

Address: ____________________________________________________________________________

City: ______________________________ State: _______ Zip Code: ______________

Phone: ________________________________

Student Number: ________________________________

Grade: ________________________________ First Period Teacher: ____________________
Dear Parent/Guardian,

The purpose of this Student Handbook is to provide you with information that will help you understand and support our goal of providing a safe and successful middle school experience for your child. Please acknowledge that you have received this summary of policies and regulations by checking the boxes and signing the acknowledgment section of this page. Following this page is the Media Release form and the Internet Agreement form. Please complete and sign both of these forms and return along with this acknowledgment page to your child’s home room teacher during the first week of school.

If you have any questions about the policies, regulations, or information in the 2014-15 Student Handbook, please contact us at (303) 340-0660.

Sincerely,

Fred Quiñonez
Principal, East Middle School

I acknowledge receipt of the policies, regulations, and information provided in the East Middle School 2014-15 Student Handbook.

- Internet Agreement (on the back of this form)
- Media Release Form (on the back of this form)
- Uniform Policy (found on page 5 of the student handbook)
- Discipline Policy (found throughout the East Policies and Discipline Policies of the handbook)

Student Name: ___________________________________________ Grade: _________
Please print (Last) (First) (MI)

Parent Signature: ___________________________________________ Date: __________

Student Signature: _________________________________________ Date: __________

THIS PAGE MUST BE SIGNED AND RETURNED TO STUDENT’S HOME ROOM TEACHER BY AUGUST 15, 2015.
EAST MIDDLE SCHOOL
MEDIA RELEASE FORM

AURORACIÓN PARA EL USO DE NOMBRES Y/O FOTOGRÁFIAS

School  East Middle School  . I hereby give permission for  / Con esta firma, autorizo a que
(Name of Child / Nombre del niño):  __________________________________________________

To be photographed and release the use of his/her name and/or photograph for the mass media and school
district publications about activities in Aurora Public Schools. / sea fotografiado y a que su nombre y/o
fotografía sean utilizados en los diferentes medios de comunicación y en publicaciones del distrito sobre
actividades de las Escuelas Públicas de Aurora.

Signed / Firma: ___________________________________________ Date / Fecha: ______________

I also give permission for his/her name and/or photograph to be used on the APS Web Site. ** / Autorizo
también a que su nombre / fotografía sean usados en el sitio del internet de las Escuelas Públicas de Aurora.**

Signed / Firma: ___________________________________________ Date / Fecha: ______________

**The APS Web Site can be viewed by anyone with access to the Internet anywhere in the world. / **El sitio
del internet de las Escuelas Públicas de Aurora puede ser visto por cualquier persona que tenga access a la red
internet en cualquier parte del mundo.

EAST MIDDLE SCHOOL
INTERNET AGREEMENT FORM

Student Acknowledgment

I understand and will abide by the terms and conditions of the Aurora Public Schools Student Computer,
Network and Internet Acceptable Use Agreement found on page 5 of the student handbook. I further understand
that a violation of these terms and conditions is unethical and may constitute a criminal offense. Should I commit
any violation, my access privileges may be revoked, and the school disciplinary and/or legal action may be taken.

Student Signature: ___________________________________________ Date: ______________

Parent or Guardian Approval

If the student is under 18 years of age, a parent or guardian also must sign this agreement.

As the parent or guardian of the above student, I have read the Computer Network and Internet Acceptable
Use Agreement found on page 6 of the East Middle School Student Handbook. I understand that this access is
designed for educational purposes and that Aurora Public Schools has taken precautions to minimize students’
 exposure to unacceptable and/or inappropriate materials. Aurora Public Schools uses Federally mandated
filtering software, but I recognize that it is impossible for Aurora Public Schools to restrict access to all
unacceptable and/or inappropriate materials. I will not hold the district responsible for materials acquired via
Aurora Public Schools computer, network or Internet resources. Further, I accept full responsibility for
 supervision if and when my child’s use is not in a school setting.

I hereby give permission for my child to have access to the above resources and certify that the information
contained here is true and correct.

Parent/Guardian Signature: ___________________________________________ Date: ______________
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ABSENCE REPORTING PROCEDURE – EAST
A parent/guardian must report a student’s absence by calling the East Middle School attendance line, (303) 326-1652, between 7:00 a.m. and 9:00 a.m. on/or before the day of the absence. The caller should give the student’s name, the reason for the absence, the caller’s relationship to the student and the student’s grade level.
An absence of five or more consecutive days for illness must be accompanied by a doctor’s note in order to be excused. The absence remains unexcused until the school is contacted and the excuse is approved by an administrator.
Unexcused absences are considered truancies. If it is necessary for a student to be excused during the school day, a parent must notify the school and state the specific time span of the absence and the reason for the release. The student must sign out in the attendance office before leaving the school grounds and must sign in at the attendance office upon returning to school.

AFTER SCHOOL DETENTION – EAST
Students are assigned to a supervised detention and given a copy of the referral stating the dates for the detention, which they are expected to show their parent(s). Twenty-four hours notice will be given so the student can make arrangements to attend. Failure to attend detention will result in a more severe consequence up to or including suspension from school. An absence on a “must show” day will extend the detention to the following day.

ATHLETICS AND PHYSICAL EDUCATION – EAST
Physical education classes are provided for all students. The program includes physical fitness training and lifelong recreational activities. Students are required to furnish their own gym clothes. These will be described by the physical education teachers. There may be a possibility that starting during Q2 we will have a gym uniform to be purchased. Information will be sent to parents early during the school year. East Middle School will offer the following sports programs during the school year.
• 7th and 8th grade boys - track, basketball, wrestling and soccer
• 7th and 8th grade girls - track, basketball, volleyball, soccer and swimming
Details can be found under ATHLETICS AND ACTIVITIES later in this handbook.

ATHLETIC ELIGIBILITY PROCESS – EAST
Established for 7th and 8th grade competitive sports

Philosophy
• Athletics participation is a privilege

Goal
• Encourage academic success
• Teach students responsibility
• Prepare students for success in high school athletics
• Encourage "life long learning"
• Teach commitment and accountability

Eligibility
Eligibility will be established after the first week of practice and every Monday thereafter during the athletic season. Students identified as ineligible must attend all practices but cannot participate in games, matches or meets during that week.

1. Academic Eligibility
A student will be placed on probation for one week if he/she has more than one "F" in any academic or exploratory class. The probationary week allows students to improve his/her grades. After the probation week students with more than one “F” are declared ineligible.

2. Behavioral Eligibility
A student will be declared ineligible for the next game, match or meet after returning to school from a suspension or assignment to an option to suspension.

AWARDS – EAST
Honor Roll recognition is awarded at the end of each grading period for students achieving a 3.0 or higher grade point average.

BACKPACKS - EAST
Backpacks and nylon backpack bags may be used to carry items to and from school but may be stored in the student’s locker during the school day.

BEHAVIOR GUIDELINES FOR STUDENTS – EAST
• BE RESPECTFUL
• BE SAFE
• BE RESPONSIBLE
BICYCLES AND SKATEBOARDS– EAST
Students are not to ride bicycles, roller blades or skateboards on school property. Students are to park their bikes as soon as they arrive at school. A locked, fenced area is provided where bicycles are to be parked. Bike riders must provide a chain, cable or bar and lock for the bicycle even though it is inside the enclosure. Under no circumstances will skateboards or roller blades be stored in lockers.

BREAKFAST/LUNCH PAYMENT– EAST
• Applications for free and reduced lunch are available in the office. These must be completed as early in the year as possible.
• Payment for breakfast/lunch is done electronically. Students are assigned cafeteria identification codes for their personal cafeteria accounts. Money can be deposited in the accounts before school or at lunch time. Upon receiving a breakfast/lunch students punch in their code and the cost is deducted from their account. Students are responsible for maintaining the security of their codes. Payments for lunches can also be made online at www.paypams.com.

BUS PROCEDURES/RULES– EAST
Guidelines:
The SAFE transportation of students to and from school is the primary concern. If a driver is to operate the school bus safely, it is necessary that students behave in a controlled, orderly manner. Transportation is only provided for middle school students living more than two miles from the school.

Transportation responsibilities:
• The passengers provide the driver an atmosphere which will allow the driver to direct full attention to safe driving.
• The driver provides passengers a uniform and fair application of the rules established by the District for transportation services.
• Bus drivers are trained and directed to establish a favorable atmosphere for all passengers. Appropriate student behavior is required to promote this atmosphere as well.

Expectations at the Bus Stop:
• Arrive on time - but not more than 5 minutes early.
• Treat the area residents’ property with respect and consideration.
• Be cautious and have regard for the rights and safety of motorists on the streets.
• No throwing (snowballs, rocks, etc.) or smoking is permitted at the bus stop.

Expectations During Loading and Unloading:
• When crossing the street to a stopped bus, cross only at the driver’s direction, at least 10 feet in front of the bus (NEVER behind the bus!)
• Use the front door - rear exit is to be used for emergencies only
• Wait for an approaching bus at least 10 feet from where the school bus is to come to a complete stop. NEVER rush toward a moving vehicle or crowd and push to board the vehicle.
• Never grab or hang on any part of the outside of the school bus.

Expectations of Passengers:
• Go to their seats without pushing or crowding.
• Do not extend arms, legs or head out the window or throw anything out of the window.
• Do not mar, deface or, tamper with the emergency door, windows, seats, or any other parts of the bus.
• Do not open the windows without the driver’s permission.
• Do not fight or scuffle on the bus or throw any objects.
• Keep books, bags, feet and other objects out of aisles.
• Remain seated until the bus comes to a complete stop for unloading.
• Leave the bus in an orderly manner.
• Enter and leave the bus by the service door which will be opened and closed by the bus driver only. Emergency doors and exits will be used only in the event of a declared emergency.
• Keep their hands to themselves.
• Do not shout, intimidate or use profanity.

In Addition:
• Eating, drinking and smoking are prohibited on the bus.
• Misrepresenting one’s identity to the driver shall constitute
Continued use of loud or inappropriate language shall constitute misconduct.

Referral Process: When a student violates school bus rules, the driver issues a Student Management Report through the transportation office and in most cases the student is given an assigned seat. Upon receiving a Student Management Report, a transportation administrator contacts the parent with the warning that the next offense could result in a loss of bus riding privileges for up to 60 days. Severe violations, such as using the emergency exit door, may result in immediate suspension from riding a bus.

The goal of this system is to provide a "safe" ride, not a "fun" ride. When the only adult supervisor, the driver, is continually distracted with behavior problems, the safety of all passengers is in jeopardy. The school administration will respond promptly and firmly to prevent this from occurring.

CAFETERIA GUIDELINES – EAST
The staff of East Middle School believes that students should have a controlled, peaceful and relaxed lunch period. Inappropriate behaviors including the following will result in restricted lunch:
• Throwing anything
• Using profanity or talking inappropriately
• Cutting in line (places in line cannot be "saved" for friends)
• Stealing food
• Fighting or horseplay
• Littering the cafeteria
• Going in and out of cafeteria (use the restroom and drinking fountain before leaving the cafeteria)
• Having drink or food containers outside of cafeteria
• Being in an "out of bounds" area, i.e. gymnasium, lobby
• Failing to follow directions given by staff or supervising adults

CELL PHONES - EAST
See Aurora Public Schools "Electronic Policy" on page 11.

CHANGE OF FAMILY DATA– EAST
Inform the Central Administration immediately of changes in home or work address or telephone numbers. It is imperative that we have current information so that we can contact parents and guardians in case of emergency. We will not release students to anyone whose name does not appear in the data you have given us.

CLOSED CAMPUS– EAST
East Middle School is a closed campus. Students must stay on school grounds from the time they arrive until dismissal. Parents wishing to take their own student(s) off campus must come to the office to sign out their student and then see that the student signs in at the office upon returning. Friends of the student(s) are not allowed to accompany the parent.

CLUBS AND ORGANIZATIONS– EAST
A variety of extracurricular activities are available to East Middle School students. Participation in these activities is encouraged.

COUNSELING– EAST
East Middle School’s counselor is assigned to assist with personal, education and social concerns. The counselor also assists the classroom teachers in teaching the District’s Life Skills curriculum. Whenever a student wishes to see the counselor the student fills out a form available in the counseling office lobby, cafeteria, or from a teacher, and places the completed form in the collection box nearby. The counselor then calls the student in as soon as possible. Students should not come to see the counselor between classes or without a written pass.

FINES AND FEES – EAST
Students will be required to pay for any lost books, library fines or damaged books. In addition students taking some exploratory classes will be required to pay fees for projects worked on during class time and taken home by the students when completed.

HEALTH OFFICE– EAST
A school nurse is on duty throughout the school day. The office is located in the main office area. The following guidelines should be observed concerning the nurse’s office:
• In case of emergency, a student should report to the nurse. If the nurse is not available, report to the main office.
• If a student becomes ill in the classroom, permission will be given by the teacher to see the nurse. If a student becomes ill anywhere
else on campus, the student should report directly to the nurse.

- Students are not to leave school because of illness without properly checking out with the nurse and attendance office.
- **Students must have a written pass to see the nurse while their classes are in session.** The nurse is available from 8:30 until the end of the day.
- The nurse does not keep any medication in stock. This is a district policy.

**HOMEWORK– EAST**

Homework is the student’s responsibility, not the parents’. The purposes of homework are:

- to give practice in basic skills and outcomes
- to practice good work habits
- to enrich the classroom experience
- to teach proper budgeting of time
- to help growth in responsibility

Parents should expect students to have homework every night, about 1 hour for 6th grade, 1.5 hours for 7th grade and 2 hours for 8th grade students. Students absent three or more days may request make-up homework through the counseling office. Allow one day, 24 hours, for it to be gathered.

**IMMUNIZATIONS - EAST**

Colorado law requires students to have completed the Hepatitis B series of 3 shots. These take a minimum of 4 months to complete. The law also requires a second MMR for 7th graders. The MMR (measles, mumps and rubella) may be given at the same time as any of the Hepatitis shots. Every student in 6th, 7th and 8th grades needs to receive a tetanus booster every ten years. **STUDENTS WILL BE EXCLUDED FROM SCHOOL IF NOT IN COMPLIANCE WITH THE LAW.** You may call the school nurse if you have any questions about any immunizations.

**INSURANCE– EAST**

Insurance for students not covered by a family policy is made available through the office at the beginning of each year. The policy covers students in school activities as well as going to and from school (up to one hour travel time to and from school). Insurance is not automatically provided for any student. Please note that all students participating in after-school competitive athletics are required to have proof of insurance.

**LOST AND FOUND– EAST**

All lost articles of clothing should be taken to the lost and found area in the counseling office. If a lost article is not at the counseling office the first time a student checks, the student should wait a reasonable time and check again. Lost keys, glasses, books, purses, expensive coats and hats and other valuables should be taken to the main office. Unclaimed articles are given to charity just before Winter Break and again at the end of the school year. Lost and found items may be viewed by parents at any time.

**LUNCH RESTRICTION - EAST**

Students serving office assigned restricted lunch are required to assist with lunchroom clean-up.

**PARENT-TEACHER CONFERENCES– EAST**

Parent-Teacher conferences are scheduled throughout the year. Parents are encouraged to attend these conferences with their student. Our teachers are very interested in the progress of the students and are willing to meet with parents whenever possible. Please call and leave a message requesting a phone or personal conference, since teachers usually are not available to come to the phone during class. Remember: Parent conferences can take place at any time of the school year. We encourage parent concern and involvement in their child’s progress in school.

**PARENT VOLUNTEERS-EAST**

Parent contribution of time and effort to class and school activities is greatly appreciated. Parent participation enhances the educational environment and aids in student success. Please consider volunteering whenever possible.

**PERSONAL PROPERTY– EAST**

Students are not to bring audio equipment, laser pens, pocket knives, cell phones, electronic games, large amounts of money or other valuables to school. **STUDENTS, NOT THE SCHOOL, ARE RESPONSIBLE FOR THEIR PERSONAL PROPERTY.** If a student must bring large amounts of money or a valuable item, it should be left in the main office. It will be kept in the vault and returned to the student at the appropriate time. All valuable items should be permanently marked with the student’s name allowing for easy return in the event they are lost.
Unacceptable items will be confiscated and in some cases will be returned only to parents.

REPORT CARD DISTRIBUTION - EAST
Report cards for each quarter are mailed home to parents. Please check the school calendars, newsletters or website for details about dates for report card distribution.

RULES OF CONDUCT - EAST
Vision Statement
Students of East Middle School will be responsible for the well being of their school community by using responsible, appropriate behavior at all times. Inappropriate behavior will not be tolerated. In choosing to be good citizens, students increase their chances for success. As students learn to monitor their behaviors, the time spent on discipline will be reallocated to quality education that will benefit all stakeholders of East. Because we, the staff of East Middle School, value the education of each child and the rights of each to achieve their education in a safe environment, we adopt the following Rules of Conduct:

Rules
Level I Infractions
• Loitering in hallways or locker areas
• Inappropriate language that is disruptive to the educational process or orderly operation of the school is prohibited
• Dress code violations
• Inappropriate public display of affection (PDA)

Recommended minimum consequences:
• Team referral is written
• Teacher determined consequence
  Lunch/After School Detention

Level II Infractions
• In common areas during class time without a pass that indicates time, date and teacher
• Horseplay (running, chasing, tripping, pushing, slapping, not keeping one’s hands to him/herself)
• Throwing things
• Cell phone use during school hours
• Abuse of school property
• Slamming, kicking or hitting lockers, doors, desks, etc.
• Inappropriate language
• Talking back to any adult in the school
• Gender or ethnic insults
• Profanity
• Sexually explicit comments
• Harassment

Recommended minimum consequences:
• Suspension
• Options to suspension (offered at the discretion of administrator)
  Lunch/After School Detention
  Saturday School

Level III Infractions
• Refusal of a student to identify him/herself to a staff member (false identification included)
• Laser pens
• Vandalism
• Graffiti
• Destruction of school property
• Fighting (real OR play fighting)
• Spitting at or on someone
• Sexual harassment (handled through APS procedure: first offence - written warning/referral; second offence – suspension)

Recommended minimum consequences:
• Suspension
• Options to suspension (offered at the discretion of administrator)
  Lunch/After School Detention
  Saturday School

SATURDAY SCHOOL – EAST
A four hour session (8:00 a.m. - 12:00 p.m.) on Saturday can be assigned by an administrator as a disciplinary consequence.

STUDENT LOCKERS – EAST
Each student is assigned a locker in the main building. In addition, all students taking P.E. will be assigned a gym locker in the P.E. locker room. Periodic inspections may be made by the HOME ROOM teacher or administrator to see that lockers are kept neat and orderly. Students are to use only the locker assigned to them and to keep it locked at all times. All locker problems should be reported to the main office. East Middle School coordinates with the Aurora Police Department in preventing the possession/use of illegal substances. Dogs trained for locating illegal substances are occasionally brought into the school. Things students should remember concerning locks and lockers:
• Keep the lock combination strictly confidential; do not share it with anyone
• Do not share lockers with anyone
• If you forget your combination, it can be obtained from your HOME ROOM teacher or the main office
• Do not leave large amounts of money or valuables in the locker
  bring any excessive money to the office, where it will be kept in the school vault
• Music instruments should be kept in the locked storage area in the music room
• No personal locks are allowed
• Closing the locker door securely is the student’s responsibility
• Immediately inform your home room teacher AND the school office, if your locker is not closing and locking securely
• Locker security is your responsibility
• THE SCHOOL IS NOT LIABLE FOR THE LOSS OR THEFT OF LOCKER CONTENTS.

SUPPLIES– EAST
Students will be given lists by their teams and exploratory teachers about the specific supplies they are expected to bring to class. These may include: pencils, pens, paper (lined and graph), notebooks, small scissors, crayons or colored pencils, ruler, compass and protractor. Every student is expected to come to school every day prepared to learn. Students are responsible for bringing their own pens, pencils and papers to school.

SUSPENSION-OUT OF SCHOOL
The student is informed of being suspended for one to five days. The student’s parent or legal guardian is notified by telephone and/or letter that the student is suspended. A parent is contacted concerning the suspension and is given clear instructions regarding the due process procedure. The due process procedure identifies that the student is aware of the infraction which brought about the suspension, admits guilt or claims innocence, is aware of the available evidence along with the administrator’s decision, and that a parent has been contacted. The suspension does not start until this process has been completed. In the event a parent or emergency contact person cannot be reached, printed notification of the suspension will be sent home with the student. Identical notification will also be sent by mail. In more serious matters, the school can extend a suspension up to 10 days plus an additional 10 days may be granted by the superintendent. Suspension is the automatic consequence of fighting, use of a weapon, verbal or physical abuse of staff, and possession of a deadly weapon, drugs, possession of alcohol or smoking paraphernalia including cigarette lighters or matches. Suspension can also be a consequence for certain behaviors taking place off the school grounds, i.e. vandalism or trespassing at another public school, harassment or fighting on the way home, etc. Any fighting or assault can result in police involvement, generally, if fists are used, an injury results or physical intervention by adults is needed.

TARDIES – EAST
School starts for students at 8:30 a.m. every morning. Students are allowed to enter the building at 8:20 a.m. to go to lockers and prepare for the school day. Students arriving after 8:30 must check in at the attendance office before going to class and may be assigned to a restricted lunch. Multiple tardies will be assigned more severe consequences and can be considered truancies.

TEAM REFERRALS - EAST
Teachers at East use a team referral system to track minor student behavior violations. This method allows all teachers to keep track of violations and to notice when a student shows a pattern of behavior. Team referrals will also be used to track uniform dress code violations.

TELEPHONES– EAST
Messages and deliveries of items for students should be left in the office. Students will be called out of class only in an emergency. Office phones are only available in emergencies.

TRUANCY– EAST
A student absent without the permission from a parent or guardian, or out of class without permission, is truant. Class work missed must be made up by the student. Repeated truancies may result in more severe consequences including, parent conferences, assignment to the Community Attendance Review Board and/or legal action in truancy court.
Truancy is when a student:
• Leaves school without signing out in the main office
• Leaves school at lunch without a pass
• Is absent from school without prior permission from a parent or guardian
• Is absent from class without permission
• Obtains a pass to go to a certain place and does not report there before the pass expires (5 minutes).
• Becomes ill and goes home or stays in the restroom instead of reporting to the nurse’s office
• Comes to school but does not attend classes

Dress Code Guidelines
East Middle School has a Dress Code. All students will dress in the proper attire. All students are required to wear their East Middle School ID on a lanyard around their neck. The student’s first ID and lanyard will be provided to students for free. Replacement ID’s will cost $1.50, and lanyards are $2. It is the parents’ responsibility to ensure that the student follows the Dress Code. Administrators reserve the right to determined if any clothing is inappropriate and to ask students to call home for a change of clothing or loan the student a shirt. If a student consistently wears inappropriate clothing, other disciplinary consequences will be enforced.

Tops
Must have sleeves that cover the top of the shoulder (No sleeveless shirts including, but not limited t tank-tops or muscle shirts)
Must not be revealing (No low-cut or midriff baring shirts)

Bottoms
Shorts and skirts must be no shorter than 4 inches above the knee or shorter than the length of the fingertip
No sweat pants, pajama pants or slippers
No SAGGING

No clothing, accessories, paraphernalia, or body adornments that are gang related, unwelcome, offensive, too tight or too sheer that may disrupt the learning environment
No headwear including hats, caps, do-rags or bandanas
Notice of Non-Discrimination

The Aurora Public Schools is committed to the policy that all persons shall have equal access to its programs, facilities, and employment and does not discriminate on the basis of race, age, color, creed, national origin, sexual orientation, disability or sex 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 coordinator for these issues, Aurora Public Schools’ Legal Counsel, 15701 E. 1st Ave., Aurora, CO 80011, 303-344-8060 ext. 28301. This notice is available in alternative formats.

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:

- student's name,
- date and place of birth,
- electronic mail address,
- photograph,
- grade level,
- major field of study,
- participation in officially recognized activities and sports,
- weight and height of members of athletic teams,
- dates of attendance,
- awards received,
- most recent previous educational agency or institution attended by the student or other similar information, and
- 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 School Services, at phone number 303-344-8060, ext. 28025, or write to the 504 Compliance Director, Aurora Public Schools, 1085 Peoria St., Aurora, CO 80011.
For specific information relating to special education services for students with disabilities under the Individuals With Disabilities Education Act, contact the Department of Exceptional Student Services at 15751 E. First Ave., Aurora, CO 80011, 303-340-0510.

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

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

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

Harassment - Racial/Sexual
- The Aurora Public Schools Board of Education believes that all students are entitled to pursue their education in school-related environments that are free of racial and sexual harassment. To this end, the board prohibits the harassment of students through conduct or communications.
- It is the policy of the board that complaints be investigated and offending individuals be dealt with in accordance with state law and district policies. Individuals who wish to file a formal complaint of racial and/or sexual harassment may do so by informing the building principal or by filing a grievance with the Office of Legal Counsel, Aurora Public Schools, 15701 E. 1st Ave., Aurora, CO 80011, 303-344-8060 ext. 28301.
- Please see website www.aurorak12.org; Policy Code JBB.

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

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

No Child Left Behind: Parent’s “Right to Know”

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

Non-Custodial Parent Rights

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

Protection of Pupil Rights Act (PPRA) Notice

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

- PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:
  - Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
    1. Political affiliations or beliefs of the student or student’s parent;
    2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

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

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

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

Aurora Public School District (APS) has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. (APS) will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. (APS) will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. (APS) will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:
  • Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
  • Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
  • Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202
Senate Bill 03-072/Sex Offender List

- A state law (Senate Bill 03-072) passed in 2003, requires all schools to notify parents that they have the right to access law enforcement agency information concerning adult registered sex offenders. Concerned parents may request this list at the local law enforcement office that governs your address or the address of the school your children attend. This could be either the Aurora Police Department or the sheriff’s office in either Adams or Arapahoe counties, depending on your address. You must go to their office in person and show proof of residency.
  - City of Aurora Police Department 303-739-6050
  - Adams County Sheriff’s Department 303-655-3488
  - Arapahoe County Sheriff’s Department 720-874-3875

Special Needs

- Please contact your school or the Aurora Public Schools, Division of Equity & Engagement, 303-344-8060 ext. 28024 and TDD 303-326-1585 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. Stormwater can flow into a storm sewer system or directly into a lake, stream, river, wetland, or coastal water. Anything that enters a storm sewer system is discharged untreated into the waterbodies we use for swimming, fishing, and providing drinking water. Polluted runoff is the nation’s greatest threat to clean water. If you witness illegal dumping on school grounds, please contact the Environmental Compliance Branch immediately.

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

Bus Procedures/Rules

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

- Recording devices are located on APS busses.

  - All general education stop locations are identified by a sign or yellow curbside stencil that contains the school abbreviation. Students should arrive at the bus stop no more than five minutes before the bus is scheduled to depart.

  - The Transportation Department works diligently to ensure that the buses arrive on time to all bus stops, however, occasionally buses may be late because of traffic, vehicle malfunctions or weather conditions.
STUDENT COMPUTER, NETWORK AND INTERNET
ACCEPTABLE USE AGREEMENT

Statement of Purpose
The efficient, legal and safe operation of computer network and Internet resources (hereinafter referred to as computer resources) depends on all users agreeing to and adhering to certain standards of proper conduct.

The use of these resources is a privilege, not a right. If any Aurora Public Schools user (whether student, staff or volunteer) violates any of these guidelines, he/she will be held responsible for the violation and may face disciplinary action and/or loss of access to these resources. Violations will be reviewed on a case-by-case basis.

Computer Resource Etiquette, Responsibility and Security Guidelines
1. Aurora Public Schools students will not be granted access to district-owned computer resources until the Internet Use Agreement has been properly completed and is on file with the school. If the parent(s) and/or guardian(s) deny Internet access for their student(s), that denial shall also be on file with the school.
2. The use of computer resources must be supportive of educational standards in Aurora Public Schools and will be consistent with and enhance the overall mission and educational objectives of Aurora Public Schools.
3. Students do not have e-mail accounts and are prohibited from using chat lines or similar resources while at school.
4. All users who have access to computer resources will abide by local, state and federal regulations, including copyright laws, licensing laws, privacy laws, school board policies, and local school and district guidelines.
5. Computers not owned or managed by Aurora Public Schools are NOT allowed to connect to the network in accordance with Aurora Public Schools policies and guidelines.
6. Use of computer resources will be made in accordance with generally accepted rules of etiquette and law. Violations include, but are not limited to, accessing downloading, uploading, receiving, or sending defamatory, vulgar, sexually-explicit, racist, sexist, violent or threatening content.
7. Users will be held responsible for malicious or intentional damage done to computer resources, software, data, user accounts or hardware. Users are not allowed to make changes to the hardware and software configurations and settings.
8. Aurora Public Schools accepts no liability or responsibility for cost related to commercial services accessible on the Internet or any other costs that may be related to online computer access.
9. Aurora Public Schools accepts no responsibility for material that is accessible on the Internet or for the improper use of the Internet or the district network by anyone accessing the network at a district site or from a remote location. Parents are responsible for monitoring their student(s)’ use of the Internet away from school.
10. Attempts to gain access to restricted-use computers, user accounts, software applications or computer services by guessing at user names and passwords or using software or hardware tools to reveal account and password information will be grounds for disciplinary action and possible denial of access to computer resources.
11. Any Aurora Public Schools user who becomes aware of a computer security violation is obligated to report it to their teacher or supervisor, to include access by an unauthorized user, sharing of passwords, software problems, etc.
12. Be polite. Do not write or send abusive or offensive messages. Do not spread untruths or rumors about individuals or groups of people. Use appropriate language. Messages
sent using Aurora Public Schools computer resources reflect on the respective school and the district.

13. Downloaded materials should be scanned for viruses. Do not allow any unauthorized persons to use your user name and password to access computer resources. Do not create or share computer viruses or in any way attempt to damage another person’s data or files.

14. Users may not get from or put information that encourages illegal activity, infringes on the rights of others or is disruptive to the education process on to the network.

15. Users may not get from or put any copyrighted material, including software or material that is considered defamatory, obscene, lewd vulgar, profane, sexually oriented, racist or offensive on to the network.

16. Do not give out personal information, such as your home address, home telephone number, social security number, credit card number, etc., or those of another person.

17. Do not arrange a face-to-face meeting with a person or persons you only know from online contact.

**Student Acknowledgment:**

I understand and will abide by the aforementioned terms and conditions. I further understand that a violation of these terms and conditions is unethical and may constitute criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary and/or legal action may be taken.

*Your signature on the Acceptable Use Agreement is legally binding and indicates that the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance. Please return this form with the required information and signatures to your school. Access to computer, network and Internet resources will be withheld until this acknowledgment is returned.*

**Parent or Guardian Approval:**

*If the student is under 18 years of age, a parent or guardian also must sign this agreement.*

As the parent or guardian of the above student, I have read the Computer, Network and Internet Acceptable Use Agreement. I understand that this access is designed for educational purposes and that Aurora Public Schools has taken precautions to minimize students’ exposure to unacceptable and/or inappropriate materials. Aurora Public Schools uses federally mandated filtering software, but I recognize that it is impossible for Aurora Public Schools to restrict access to all unacceptable and/or inappropriate materials. I will not hold the district responsible for materials acquired via Aurora Public Schools computer, network or Internet resources. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting.

Log onto the APS website at [http://www.aps.k12.co.us](http://www.aps.k12.co.us) for complete District Policies and Regulations and find e-mail addresses for schools, athletic schedules, school calendars, safety information, Aurora Education Foundation updates, minutes and agendas from Board of Education meetings and much more.

**ATTENDANCE POLICY**

Students enrolled in the Aurora Public Schools are required to attend classes, unless excused for good reason in accordance with the Colorado Compulsory Attendance Law. Absences such as illness or injury, or absences approved by the principal and parents are regarded as excused absences. If a student’s absence is not caused by illness or injury or approved by the
school principal, the absence shall be considered unexcused. Irregular attendance and/or excessive tardies may result in poor academic performance, lower grades, and an intervention plan being developed by the parent/guardian and the site administrator, and/or a referral for truancy. For official district policy code see pages 12-26.

OPEN ENROLLMENT

Students who live within the attendance boundaries of a school will be given the first priority to enroll in that school, followed by students who live within the Aurora Public Schools boundaries but not within the attendance boundaries of the school in which they wish to enroll (intra-district.) If the school still remains below its program capacity after these students have had the opportunity to enroll, students who do not live within the Aurora Public Schools boundaries will be considered (inter-district.) Open enrollment is based on program building capacity. Approval is granted or denied at the end of the first two weeks of school for both intra and inter-district applicants and again at the beginning of the second semester for intra-district applicants. An application must be completed every year for continued open enrollment. Approval is for ONE YEAR ONLY and may not be granted in successive years if the school requested for open enrollment reaches capacity or if capacity is redefined. The final decision for granting open enrollment is made by the principal of the requested school.

SCHOOL CLOSINGS

Weather-Related Delays or Closures
When bad weather is expected, Aurora Public Schools staff members assess weather conditions to determine if the district should delay start times, close schools or proceed with the scheduled school day.

Communicating Delays or Closure Information
If Aurora Public Schools closes 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.aps.k12.co.us. Parents should listen to television and radio for announcements about Aurora Public Schools.

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

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

MIDDLE SCHOOL CURRICULUM

The middle school curriculum consists of two major areas:
- An Academic Block provides instruction in language arts, math, science, social studies and reading. Special attention is directed toward developing basic skills, critical thinking skills, and reading in the content areas. Students spend approximately four hours a day in the Academic Block.
• An Exploratory Block includes the areas of health, physical education, foreign language, computers/keyboarding, music, drama and visual arts. The Exploratory Block provides the opportunity to explore new subjects and ideas, an important facet in pre- and early-teen development. Students spend approximately two hours a day in the Exploratory Block.

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

PROMOTION/RETENTION

Every school must have prevention strategies in place to ensure that all students have the necessary support for achievement. This includes students performing below grade level expectations and those whose progress should be accelerated. Students at any grade level who are not performing at expected levels, based on data, must be identified. Appropriate instruction must be provided to meet the students’ needs.

Students who are performing well below expected levels are monitored and receive more intensive interventions.

HEALTH SERVICES INFORMATION: HEALTH, IMMUNIZATIONS, MEDICAID, AND MEDICATION

Health

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

Immunization

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

Medicaid

Our district participates in the School Medicaid Program, which allows 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, (like 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.
Medication

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

For all non-prescription medications, a student's parent or guardian shall make a written request for school personnel to administer medications by providing a completed medication administration authorization form. For all prescription medications, both parent/guardian and physician signature are required. At the elementary level, all medication must be administered through the school health office. Middle school students may carry one day’s worth of non-prescription medications for self-administration during the school day when developmentally appropriate. High school and postsecondary students may carry one day’s worth of prescription or non-prescription medications for self-administration during the school day when developmentally appropriate.

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 (e.g., 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.

MULTI CULTURAL EDUCATION

It is important that students understand that in a diverse society, the knowledge of one’s own culture and of the cultural groups in the school, community, state, and nation can assist in awareness, respect and understanding of others. Multi cultural education challenges and rejects racism and other forms of discrimination, while accepting and affirming the pluralism (ethnic, racial linguistic, religious, economic, and gender, among others that students, their communities, and teachers represent.

ENGLISH LANGUAGE ACQUISITION (ELA)

ELA is an instructional program designed to help students learn English as a second language by developing their listening, speaking, reading and writing skills in English. These students have schedules which may include three different levels of ELA classes as well as ELA Social Science depending on their assessed level of English proficiency. As they become more proficient, sheltered classes are provided in reading and writing, social sciences, sciences and algebra. Instructors are ELA trained teachers and classroom teachers trained in sheltering techniques. This model was developed to provide grade level content at the same time students are becoming proficient in English.

SPECIAL NEEDS

Please contact your school or the Aurora Public Schools, Office of the Superintendent (303) 344-8060 ext. 28004 TDD (303) 340-1584 if, because of a disability, you require special assistance.
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.

**STUDENT ACCIDENT INSURANCE**

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

**TECHNOLOGY**

The technology revolution of the past few decades has changed the way individuals and organizations can access information and communicate with people and organizations. These outside sources of information and communication will be used to support district curriculum and/or enrich classroom assignments. The staff will take reasonable precautions and use reasonable procedures to assure that the information, communication, and materials to which a student is exposed are appropriate. If a student deliberately seeks exposure to inappropriate information and material, and uses electronic technologies inappropriately or illegally, he or she will be subject to school and/or legal disciplinary actions.

For additional information related to Electronic information and communications please contact the student’s principal.

**ATHLETICS AND ACTIVITIES**

**Aurora Middle Schools are:** Aurora Hills, Mrachek, South, Columbia, North, East, Murphy Creek K-8, Aurora Frontier K-8, and Aurora Quest Academy K-8, Vista Peak Exploratory P-8, AWCPA 6-12

**Activities:**

Middle school students have the opportunity to explore a wide variety of activities which include Interscholastic Athletics, Intra murals, Clubs and Hobbies and Social Activities.

**Sports Offered:**

Basketball (Boys and Girls), Track (Boys and Girls), Soccer (Boys and Girls-Co-Ed), Volleyball (Girls), Swimming (Girls), Wrestling (boys)

**Eligibility:**

Team members and managers in the Athletic Program are limited to 7th and 8th grade students.

Each school has individual weekly eligibility requirements which may include progress grades and citizenship requirements.

**Participation:**

In order to participate on any athletic team, the student must have the following on file before participating in practice:

A form indicating a physical examination has been performed, signed by a physician or nurse practitioner, indicating the student is able to participate.
1. A parent permission form signed by student’s parent(s) or legal guardian giving authorization for student to participate in the athletic program and travel with the team when necessary.

2. A form signed by the student’s parent(s) or legal guardian indicating that the student is covered by a school insurance plan, a military insurance plan or a family insurance plan.

The Aurora Public Schools may charge fees and fines to students for specific classes, use of instructional materials, rental of equipment and participation in activities. Students may be assessed fines or other penalties for lost, damaged, or defaced books, materials or equipment. Students shall not be denied participation due to indigence in any class, program or sport for non-payment of fees. The principal may waive payment of fees upon verification that the family is eligible for aid to dependent children or where the student is judged to be indigent.

For a list of specific fees and fines, please visit the district’s Web site at www.aps.k12.co.us/policy and look for the JQ policy on student fees in Section J: Students. A copy of the fee schedule may also be obtained from the school office.

**ELECTRONIC POLICY**

Aurora Public Schools believes in "providing environments that optimize learning and teaching and are safe, secure and well maintained." As such, and except for approved educational purposes, all personal electronic devices* shall not be seen, used, nor heard during the school day on Aurora Public School property by students K-12.

*Cell phones, IPODs, CD players, PSPs, Blackberries, cameras, electronic games, etc.

**INTERSCHOLASTIC ACTIVITIES/ATHLETIC PARTICIPATION FOR STUDENTS IN HOME-BASED EDUCATION, PRIVATE SCHOOL AND CONTIGUOUS PROGRAMS**

Home-based education students may participate in interscholastic activities/athletics if they meet the following requirements:

The parent/guardian has submitted written notification to the school district of the establishment of a home-based education program for the student.

The student resides in the attendance boundary of the school and is eligible to enroll by virtue of age and academic preparation.

All non-enrolled students participating in activities/athletics must meet all of the school and the district eligibility requirements in the interscholastic activities/athletics.

Home-based education students must submit, in writing, to the middle school principal, a list of all classes being taken. Each week, on a day designated by the school, the parents/guardians must submit to the middle school principal a note indicating the student is eligible to participate.
All non-enrolled students must meet all citizenship, behavior and performance requirements and fulfill the same responsibilities, including related classroom or practice requirements, as other students participating in the interscholastic activity/athletics of the team, squad or group.

Non-enrolled students must meet the same previous semester eligibility requirements as enrolled athletes.

Non-enrolled students will be given the same opportunity as other candidates for a spot on the activity group/team but is not guaranteed a position.

Non-enrolled students will be expected to pay appropriate fees.
STUDENT ATTENDANCE
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Attendance Expectations and Procedures

According to state law, it is the obligation of parents to ensure that every child under their care and supervision receives adequate education and, of compulsory attendance age, attends school.

Parents/guardians shall be provided written attendance expectations and procedures for district and for the building in which their child is enrolled. This information shall be located in newsletters, student handbooks, the school Web site, or other means of written communication at the beginning of the school year or as students enroll during the school year.

Notifying the School

Parents/guardians are to notify the school attendance office in a timely manner regarding a student’s absence. After-hours school phone recorders are available to take this information.

District Attendance Officer The attendance officer for Aurora Public Schools shall provide training and ongoing support for building personnel on attendance and truancy processes and issues. The attendance officer may facilitate attendance review board meetings to address attendance and truancy concerns, access community resources as appropriate, and assist the student and parent/guardian in developing strategies to improve the student’s school attendance.

Building Procedures

All school sites are expected to follow district policy, regulations, procedures and the truancy reduction program protocols to accurately document student attendance.

All teachers are expected to record accurate daily attendance for their students. Teachers shall enter unverified absences and tardies into the district student information system. The school attendance office will also utilize the student information system to indicate those absences for which parents/guardians have called to verify that the student will not be in school. When a parent/guardian has not made the required contact with the school, the school shall notify the parent/guardian by a recorded phone message or a personal phone call of the student’s absence.
If the school is unable to reach the parent by phone a letter shall be sent.

Teachers and attendance personnel will monitor the student’s excused and unexcused absences and/or tardies. When a pattern of unexcused absences and/or unexcused tardies occurs, the student will be identified as habitually truant, based on district protocol and state law. Colorado State Law 22-33-107 defines the habitual truant as a student of compulsory attendance age who has “four unexcused absences in any one month or 10 unexcused absences during any school year.” The teacher or school attendance office shall contact the parents/guardians to discuss issues related to attendance. Excessive excused absences or tardies will also result in parent/guardian contact.

If the student’s school attendance does not improve, school personnel will make every effort to schedule a conference with the student and the parent/guardian to develop an attendance improvement plan. An attendance improvement plan shall be developed for a student who has been declared or who is at risk of being declared habitually truant, the goal of which is to assist the student to remain in school, maintain regular attendance, and obtain a quality education. This plan will also develop improvement goals, with the expectation that all parties will work together to assist the student in meeting attendance requirements.

If the student’s school attendance continues to be a concern, the school may refer the student to an attendance review board or file a truancy petition in court. One outcome of the attendance review board is to complete an attendance contract which defines the expectations and responsibilities for the student, parent/guardian and school. If the parent/guardian and/or student fails to attend the attendance review board meeting or attendance does not improve after the meeting, proceedings may begin for filing the truancy case in Arapahoe or Adams County Truancy Court.

**Excused Absences**

To excuse a student, a parent shall notify the school in a timely manner via telephone, written notification or through other verifiable documentation as required by the school administration.

The district may require suitable proof regarding excused absences, including written statements from medical sources. When a student has excessive excused absences due to reported illness, the building administrator may require a written medical excuse from the family physician. If a family indicates they have no physician or medical source available for this purpose, the school nurse is
authorized to make a determination if a student is, indeed, ill. The school nurse may also refer families to appropriate medical resources when needed to substantiate the illness.

The following absences shall be considered excused:

A. Illness/injury Absences by a student who is temporarily ill or injured are excused if such illness/injury is documented by the student’s parent/guardian.

B. Appointments/serious circumstances Absences shall be excused on a case-by-case basis if a student has an appointment or a circumstance of a serious nature, which cannot be resolved before or after school hours. To the extent possible, the parent/guardian is encouraged to notify the school in advance regarding appointments/serious circumstances.

C. Extracurricular experiences which have been approved by the school A student's request to participate in extracurricular experiences outside of the school building may be approved for up to five days under certain circumstances and on a case-by-case basis. Any absences beyond the five days shall be treated as unexcused. Approval shall be left to the discretion of the school's principal. The principal may use any of the following criteria or any combination of the following criteria in determining whether a student is permitted to engage in said extracurricular experiences.
   1. The student meets CHSAA general eligibility standards;
   2. The student is in good academic standing (passing all classes with a grade of C);
   3. The student has no unexcused absences;
   4. The student has five or fewer excused absences in a semester or nine or fewer excused absences for the school year;
   5. The student is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

D. Family business/family vacation days which have been approved by the school A student’s parent/guardian may request approval for an excused absence to attend to family business/family vacation (e.g. wedding, family trip). Approval shall be left to the discretion
of the school's principal. This excused absence is not to exceed three days per year if the following conditions are met:
1. Student is in good academic standing (passing all classes with a grade of C);
2. Student has no unexcused absences; or
3. Student has four or fewer excused absences in a semester or seven or fewer excused absences for the school year.

E. Funerals
A student’s parent/guardian may request approval for an absence to be excused to attend a funeral. This excused absence shall not exceed three days. Additional time may be requested on a case-by-case basis. Approval shall be left to the discretion of the principal.

Absences due to suspension are considered to be excused for the purposes of truancy.

Unexcused absences

An unexcused absence is defined as an absence that is not covered in the excused absence section. “Prank” days, “sneak” days and similar activities are not sanctioned, supported or sponsored by the district or individual schools and shall be considered unexcused absences. Each unexcused absence shall be entered on the student’s record. The parent or guardian of the student receiving an unexcused absence shall be notified orally or in writing by the district of each unexcused absence.

Minutes of unexcused tardies shall be combined with unexcused absences to determine the total amount of unexcused absences. In accordance with district policy, the administration may impose penalties which relate directly to classes missed while unexcused. The administration shall also develop appropriate intervention strategies for students who have unexcused absences. The school administration shall develop appropriate intervention strategies to assist the student in changing his/her truancy behaviors. The school shall request a sanction letter be sent to the family by the truancy attorney according to district protocol when the student is at risk of becoming habitually truant or has been determined to be habitually truant.

A court petition may be filed when the student has been deemed to be habitually truant and when
interventions have been unsuccessful at changing the student’s behavior. A judicial officer will take action as he/she deems appropriate. All petitions shall be accompanied by a sworn affidavit by a school person knowledgeable of the child’s record. This affidavit shall inform the court in separate categories of the number of unexcused absences, unexcused tardies, excused absences and excused tardies. All subsequent affidavits shall be broken down in the same manner.

At any truancy hearing the school involved shall have a person present who is knowledgeable about the child in regard to the current unexcused/excused absences, unexcused/excused tardies, grades and behaviors in all classes taken during the school year and a copy of the child’s attendance plan.
ASISTENCIA ESCOLAR DEL ESTUDIANTE
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Expectativas y procedimientos de la asistencia escolar

Según la ley estatal, es la obligación de los padres de familia asegurar que cada niño bajo su cuidado y supervisión reciba una educación adecuada y, de ser de edad de asistencia escolar obligatoria, asista a la escuela.

Se les proveerá a los padres/tutores, por escrito, las expectativas y los procedimientos de la asistencia escolar del distrito escolar y del plantel escolar en el cual su hijo está matriculado. Esta información se encontrará en boletines, manuales para los estudiantes, el sitio Web de la escuela, u otra forma de comunicación escrita al principio del ciclo escolar o cuando los estudiantes se matriculan durante el ciclo escolar.

Informando a la escuela

Los padres/tutores deberán informar al oficial de asistencia escolar en un tiempo oportuno lo de la ausencia de un estudiante. Están disponibles después de las horas de escuela grabadoras para tomar esta información.

Oficial de asistencia escolar del distrito

El oficial de asistencia escolar de las Escuelas Públicas de Aurora proveerá entrenamiento y apoyo continuo al personal del plantel escolar sobre los procedimientos y asuntos de asistencia y ausentismo escolar. El oficial de asistencia escolar puede facilitar reuniones del consejo de asistencia escolar para tratar asuntos de la asistencia y del ausentismo escolar, acceder recursos en la comunidad a medida que sea apropiado, y ayudar al estudiante y el padre/tutor desarrollar estrategias para mejorar la asistencia escolar del estudiante.

Procedimientos del plantel escolar

La expectativa es que todo sitio escolar siga la política del distrito, las reglas, los procedimientos y los protocolos del programa de reducción del ausentismo escolar para documentar con exactitud la asistencia estudiantil.

La expectativa es que todo maestro documente diariamente con exactitud la asistencia escolar de sus
estudiantes. Los maestros registrarán ausencias y llegadas tardes no comprobadas en el sistema de información estudiantil del distrito. La oficina de asistencia escolar de la escuela también utilizará el sistema de información estudiantil para indicar esas ausencias por las cuales los padres/tutores han llamado para verificar que el estudiante no estará en la escuela. Cuando el padre/tutor no ha hecho el contacto obligatorio con la escuela, entonces la escuela informará al padre/tutor lo de la ausencia del estudiante por medio de un mensaje telefónico que es grabado o por una llamada telefónica hecha personalmente. Si la escuela no puede contactar con el padre por teléfono, se enviará una carta.

Los maestros y el personal de asistencia escolar monitorizarán las ausencias y/o llegadas tardes, autorizadas y no autorizadas, del estudiante. Cuando ocurran regularmente ausencias no autorizadas y/o llegadas tardes no autorizadas, el estudiante será identificado como estudiante que habitualmente falta a clase. La ley estatal de Colorado, la "Colorado State Law 22-33-107", define el estudiante que habitualmente falta a clase como un estudiante de edad de asistencia escolar obligatoria quien tiene “cuatro ausencias no autorizadas durante cualquier mes o 10 ausencias no autorizadas durante cualquier ciclo escolar.” El maestro o la oficina de asistencia escolar contactará a los padres/tutores para tratar los asuntos relacionados con la asistencia escolar. Demasiadas ausencias y llegadas tardes autorizadas también resultarán en comunicación con el padre/tutor.

Si la asistencia escolar del estudiante no mejora, el personal de la escuela hará todo esfuerzo para programar una conferencia con el estudiante y el padre/tutor para desarrollar un plan de mejoramiento de asistencia escolar. Un plan de mejoramiento de asistencia escolar se desarrollará para el estudiante quien ha sido declarado o quien está en peligro de ser declarado un estudiante que habitualmente falta a clase, cuya meta es ayudar al estudiante permanecer en la escuela, mantener una asistencia escolar regular y obtener una educación de calidad. Este plan también desarrollará metas de mejoramiento, con la expectativa que todas partes trabajarán conjuntamente para ayudar al estudiante satisfacer los requisitos de asistencia escolar.

Si la asistencia escolar del estudiante sigue siendo un asunto, la escuela puede mandar el estudiante a un consejo de asistencia escolar o presentar una petición de ausentismo escolar en la corte. Un resultado del consejo de asistencia escolar es de completar un contrato de asistencia escolar que define las expectativas y responsabilidades del estudiante, del padre/tutor y de la escuela. Si el padre/tutor y/o el estudiante no cumplen con asistir a la reunión del consejo de asistencia escolar o la asistencia escolar no mejora después de la reunión, podrían empezar las medidas para presentar un caso de ausentismo escolar en el tribunal de ausentismo escolar del condado de Arapahoe o de
Ausencias autorizadas

Para excusar un estudiante, un padre de familia informará a la escuela en un tiempo oportuno por teléfono, por notificación escrita o por medio de otra documentación verificable, tal como es exigido por la administración de la escuela.

El distrito puede exigir comprobante apropiado en cuanto a ausencias autorizadas, incluyendo declaraciones por escrito de parte de fuentes médicas. Cuando un estudiante tiene demasiadas ausencias autorizadas debidas a una enfermedad reportada, el administrador del plantel escolar puede exigir una excusa médica, por escrito, de parte del médico de cabecera de la familia. Si una familia indica que no tiene un médico o una fuente médica disponible para este propósito, la enfermera de la escuela está autorizada para hacer una determinación de si realmente un estudiante está enfermo. La enfermera de la escuela también puede mandar familias a recursos médicos apropiados cuando sea necesario para confirmar la enfermedad.

Las siguientes ausencias serán consideradas autorizadas:

A. Enfermedad/herida Ausencias por un estudiante quien es temporalmente enfermo o herido son autorizadas si dicha enfermedad/herida es documentada por el padre/tutor del estudiante.

B. Citas/circunstancias serias Ausencias serán autorizadas en base de caso a caso si un estudiante tiene una cita o una circunstancia de naturaleza seria, la cual no se puede resolver antes o después de las horas de escuela. A la medida posible, se le recomienda al padre/tutor informar a la escuela con anticipación lo de citas/circunstancias serias.

C. Experiencias extracurriculares que han sido aprobados por la escuela El pedido de un estudiante de participar en experiencias extracurriculares fuera del plantel escolar puede ser aprobado para hasta cinco días, bajo ciertas circunstancias y en base de caso a caso. Cualquiera ausencias más que los cinco días serán tratadas como no autorizadas. Se dejará la aprobación al criterio del director de la escuela. El director puede
usar cualquier de los siguientes criterios o cualquier combinación de los siguientes criterios al determinar si a un estudiante se le permite o no participar en dichas experiencias extracurriculares.

1. El estudiante reúne los requisitos generales y estandarizados de CHSAA;

2. El estudiante tiene una buena reputación académica (está aprobando todas sus clases con una nota de calificación “C”);

3. El estudiante no tiene ninguna ausencia no autorizada;

4. El estudiante tiene cinco o menos ausencias autorizadas en un semestre, o nueve o menos ausencias autorizadas en el ciclo escolar;

5. El estudiante está asistiendo a cualquier actividad patrocinada por la escuela (o actividades patrocinadas por la escuela) de naturaleza instructiva con la aprobación previa de la administración.

D. Días de asuntos de la familia/de vacaciones de la familia que han sido aprobados por la escuela El padre/tutor de un estudiante puede pedir la aprobación de una ausencia autorizada para asistir a un asunto de la familia/unas vacaciones de la familia (p. ej: boda, viaje de la familia). Se dejará la aprobación al criterio del director de la escuela. Esta ausencia autorizada no puede sobrepasar tres días por año si se cumplen las siguientes condiciones:

   1. El estudiante tiene una buena reputación académica (está aprobando todas sus clases con una nota de calificación “C”);
   2. El estudiante no tiene ninguna ausencia no autorizada; o,
   3. El estudiante tiene cuatro o menos ausencias autorizadas en un semestre, o siete o menos ausencias autorizadas en el ciclo escolar.

F. Funerales
El padre/tutor del estudiante puede pedir la aprobación de una ausencia para que sea excusado para asistir a un funeral. Esta ausencia autorizada no podrá sobrepasar tres días. Se puede pedir tiempo adicional en base de caso a caso. Se dejará la aprobación al criterio del director.

Ausencias debidas a una suspensión son consideradas autorizadas para los propósitos del ausentismo
ASISTENCIA ESCOLAR DEL ESTUDIANTE
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escolar.

Ausencias no autorizadas

Una ausencia no autorizada se define como una ausencia que no se trata en la sección de ausencias autorizadas. Días de “broma”, días de “escondidas” y actividades similares no son sancionados, apoyados o patrocinados por el distrito o escuelas individuales y serán considerados como ausencias no autorizadas. Cada ausencia no autorizada será registrada en el expediente del estudiante. El padre o tutor del estudiante quien recibe una ausencia no autorizada será informado verbalmente o por escrito por el distrito para cada ausencia no autorizada. Los minutos de llegadas tardes no autorizadas serán contados en combinación con las ausencias no autorizadas para determinar la cantidad total de ausencias no autorizadas.

De acuerdo con la política del distrito, la administración puede imponer castigos que son relacionados directamente con clases que se han faltado mientras la ausencia es no autorizada. La administración también desarrollará estrategias apropiadas de intervención para estudiantes quienes tienen ausencias no autorizadas. La administración de la escuela desarrollará estrategias apropiadas de intervención para ayudar al estudiante cambiar sus conductas de ausentismo escolar. La escuela pedirá que se envíe una carta de sanción a la familia de parte del abogado de ausentismo escolar de acuerdo con el protocolo del distrito cuando el estudiante está en peligro de convertirse en estudiante que habitualmente falta a clase o quien ha sido determinado como estudiante que habitualmente falta a clase.

Se puede presentar una petición en la corte cuando el estudiante ha sido juzgado ser un estudiante que habitualmente falta a clase y cuando intervenciones han sido infructuosos en cambiar la conducta del estudiante. Un/a oficial judicial tomará acción tal como él/ella considere ser apropiado. Todas las peticiones serán acompañadas por un affidavit jurado de parte de una persona de la escuela quien esté informada sobre el expediente del niño. Este affidavit informará a la corte en categorías distintas lo del número de ausencias no autorizadas, llegadas tardes no autorizadas, ausencias autorizadas y llegadas tardes autorizadas. Todo affidavit subsiguiente estará compuesto de la misma manera.

En cualquier audiencia de ausentismo escolar la escuela involucrada tendrá una persona presente quien esté informada sobre el niño en cuanto a las actuales ausencias no autorizadas/autorizadas,
llegadas tardes no autorizadas/autorizadas, notas de calificación y conducta, en todas las clases tomadas durante el ciclo escolar, y una copia del plan de asistencia escolar del niño.