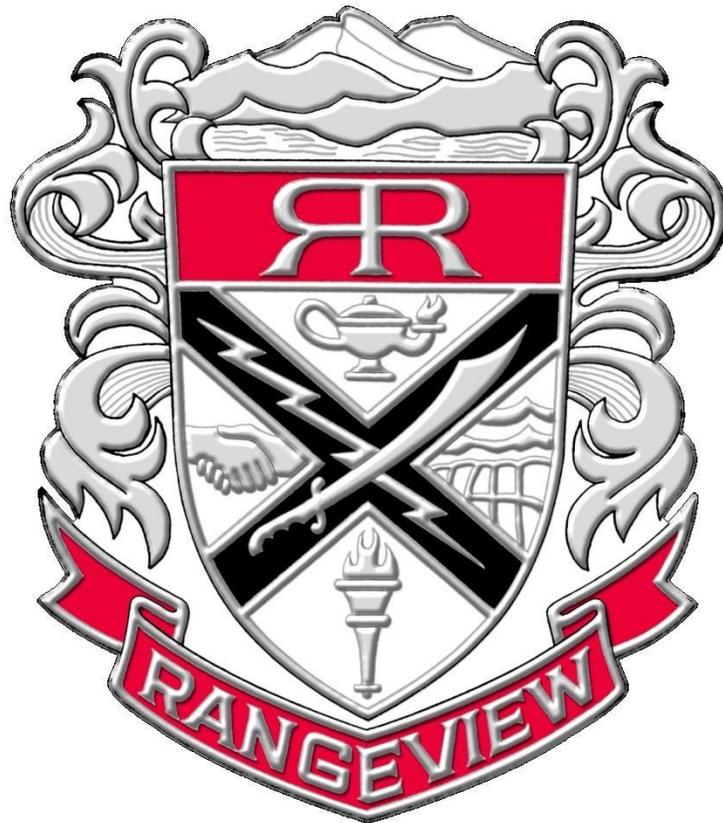


# Rangeview High School



**2016-17**

Parent-Student Handbook

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# Rangeview High School

## Purpose Statement



**We develop and honor the curiosity of our students by uncovering their passion and motivation to learn in a fun and relevant environment, creating dynamic citizens who will strengthen their community and add to the narrative of Rangeview High School.**

Rangeview High School has earned Anti-Defamation League “No Place for Hate” designation. All students and staff are provided the opportunity to sign the following Resolution of Respect:

I pledge from this day forward to do my best to combat prejudice and to stop those who, because of hate or ignorance would hurt people or violate their civil rights.

- I will think about specific ways Rangeview can promote respect for people and create a prejudice-free zone.
- I will try at all times to be aware of my own biases and seek to gain understanding of those I perceive as being different from myself.
- I will speak out against all forms of prejudice and discrimination.
- I will reach out and support those who are targets of hate.

## **SCHOOL DESCRIPTION**

### **FACILITIES**

Rangeview High School, located on 32 acres, has 98 teaching stations. There are two soccer, one football, and two baseball fields and one all-weather track to facilitate athletic and other activities as well as a pool and lighted racquetball and tennis courts. A weight room, training room, two gymnasiums, community room, and an auditorium are also available.

### **STUDENT BODY**

Rangeview High School averages 2,400 students in grades 9 - 12. The community supports several businesses, and family incomes range from upper-middle to mid-lower. The student body is approximately 31% Anglo and 70% minority. African Americans make up 24% of the student body, Hispanics 34%, Asian American 5%, Native American .1%, Pacific Islander .1% and two or more races 5%. Columbia and Mrachek are the feeder middle schools for Rangeview High School.

### **ACADEMIC PROGRAMS**

Rangeview offers general education classes, honors and advanced placement courses, post-secondary education opportunities, online classes, a Science, Technology, Engineering, Math pre-engineering program, a Business Pathway, and special education curriculum to meet the educational needs of all students. Honors courses are available in English, math, science, and social sciences. Rangeview also offers AP Language and Composition, AP Literature, AP European History, AP Government and Politics, AP U.S. History, AP Psychology, AP Biology, AP Chemistry, AP Physics, AP Spanish, AP Art, and AP Human Geography.

## GENERAL INFORMATION

### WHERE TO GO FOR INFORMATION

#### MAIN OFFICE – 303-695-6848

General information on Rangeview; Administrative help  
and/or appointments, Bus schedule ..... Main Desk, ext. 27622

Information pertaining to student schedules; Concerns  
pertaining to learning and classroom performances ..... Administration, ext. 27601

Activities, clubs ..... Athletic/Activities Office, ext. 27629

Athletics ..... Athletic/Activities Office, ext. 27629

Calendar, use of building after hours ..... Athletic/Activities Office, ext. 27629

Reporting absences, pre-arranging absences,  
lost and found, homework requests, admit to class..... Deans' Office, ext. 61676

School fees and/or fines..... Bookkeeper, ext. 27620

Theft and vandalism reports ..... Deans' Office, SRO, ext. 27631

Information and assistance concerning medical questions  
and/or problems; 504s ..... Nurse, ext. 27604

Report cards, transcripts, permanent records,  
student schedules, withdrawal from school ..... Records Office, ext. 27626

#### COUNSELING OFFICE

Appointments with counselors, information pertaining to class schedules,  
course offerings, college or vocational planning, scholarships,  
graduation, parent appointments with teachers, social  
and/or personal problems, job referrals ..... Counseling Office, ext. 27652

# Rangeview High School



## “Expectations – Excellence” The Rangeview Challenge

1. EXCELLENCE – the goal which must control our every action as we come together in Rangeview High School.
2. EXCELLENCE – the objective we must achieve in academics, activities, and citizenship as quickly as it is possible to realize it.
3. EXCELLENCE – the challenge given to us by the Board of Education and expected of us by the citizens of the community of Aurora.
4. EXCELLENCE – PRIDE – ACHIEVEMENT – WINNING TRADITIONS! Anything less than “Excellence” is not good enough for the Rangeview Community!

The Rangeview staff believes that achieving Excellence begins with establishing good attitudes, strong self-discipline and appropriate school behaviors. Good discipline at all times during school hours and at school activities is essential and is our highest expectation.

### **Students at Rangeview will be expected to:**

1. Be in all scheduled classes or in an appropriate authorized location at all times while on the campus.
2. Obey all laws of the State of Colorado and follow all policies of Aurora Public Schools and Rangeview High School at all times.
3. Treat the facility and all supplies, equipment and materials of Rangeview High School as you would your most valuable personal possession.
4. Honor the rights and possession of your fellow students by giving them the respect you in turn deserve from them.
5. Represent families, the school, and the community with appropriate good citizenship at all time when acting in the name of Rangeview High School.

### **While in classes at Rangeview High School student will be expected to:**

1. Be in assigned seats ready to work when the bell rings to signify the beginning of the class period.
2. Bring paper, pencils, books and completed assignments every day.
3. Keep hands, feet, books, and objects to oneself.
4. Avoid use of vulgar language and all forms of bullying.
5. Follow directions of the teacher and school supervisors.

**In pursuing academic endeavors, students will be expected to:**

1. Complete all assignments on time.
2. Make all written assignments attractive and easy to read.
3. Complete all assignments with correct spelling, designated format, and proper English.
4. Maintain academic honesty in all assignment, avoiding plagiarism while documenting sources of information the correctly.
5. Accomplish extensive reading and writing assignments on a regular basis to develop these skills to the student's potential.

**While participating in school activities, students will be expected to:**

1. Follow all policies and regulations of the Aurora Board of Education, Rangeview High School Handbook, and the individual coaches and sponsors.
2. Conduct oneself with standards of good sportsmanship and excellence citizenship in all intra and inter school competitive events.
3. Give 100% personal effort to endeavors undertaken in the school program.
4. Participate in varied activities to develop personal, cultural, physical, social skill to a high level of competence.
5. Contribute constructive ideas through Student Council/Student Leadership activities to promote high peer standards of achievement among students.

\*Based on the original expectations of Rangeview High School written by its first principal Joe Flierl in 1983.



# Rangeview Raider Expectations



Be on time!

Say “please” and “thank you.”

Cover up the 3 B’s.

Be honest!

Clean up after yourself.

Own your mistakes – we all make  
them.

Be kind to everyone!

Work hard to play hard.



# When or Where can a Rangeview Raider...



Use Profanity	Nowhere, since Raiders do not use profanity.
Eat & Drink	Commons Only (water is ok everywhere)
Listen to music *	Commons & Hallways (* 1 headphone/earbud only, please!)
Be late to class	Never, since Raiders are never late!
Use my phone	Commons & Hallways (Teachers will let you know if/when to use them in class)

# Rangeview High School Song

“Go mighty Raiders  
put them to the test  
With our colors flying  
Red and Black will be the best  
GO FIGHT WIN  
We have the power  
and we have the might  
We’ll never stop  
till we get to the top  
Rangeview Raiders win this fight”

## BELL SCHEDULE

### Rangeview High School 2016-17 Bell Schedule

Periods	Mon, Tues Thurs, Fri	Wed
		Teacher Prof. Dev. 7:25 to 8:55
Period 1	7:30 to 8:28	9:00 to 9:45
Period 2	8:33 to 9:31	9:50 to 10:35
Period 3	9:36 to 10:34	10:40 to 11:25
Lunch A Period 4	10:39 to 11:09 11:14 to 12:12	11:30 to 12:00 12:05 to 12:51
Period 4 Lunch B	10:39 to 11:37 11:42 to 12:12	11:30 to 12:16 12:21 to 12:51
Period 5	12:17 to 1:15	12:56 to 1:41
Period 6	1:20 to 2:18	1:46 to 2:31
Period 7	2:23 to 3:21	2:36 to 3:21
	(58 minute periods)	(45 minutes periods)

### What lunch do I have?

**A Lunch:** If your 4<sup>th</sup> period class is **Business, Language Arts, Performing Arts, Social Studies** or **World Language**

**B Lunch:** If your 4<sup>th</sup> period class is **Art, Physical Education, Science, Student Services** or **Math**

## ENROLLMENT

Students who reside with their parent or legal guardian in Rangeview's attendance area have an entitlement to attend Rangeview.

All families new to Aurora Public Schools and all current families who have changed their address must visit our centralized admissions site to complete admissions forms and/or verify their address.

Enrollment in Rangeview is a simple two-step process:

- **Step 1:** Visit the Aurora Public Schools Centralized Admissions site at 1085 Peoria St. to complete all admissions forms and verify your address. You may register all of your school-aged children into the school district at one time. **Please bring all required documents to the centralized admissions site.** Families who have changed their address and currently have a student enrolled in Rangeview will need only to verify their new address. No appointment is necessary.
  - **Step 2:** Parents and students call Rangeview at 303-695-6848 to schedule an appointment to enroll and obtain class assignments, schedules and other information.
- Any continuously enrolled on-track-to-graduate student who completes the eleventh grade at Rangeview is entitled to complete the senior year and graduate from Rangeview.
  - Any continuously enrolled students who have a change of residence, which takes them out of the Rangeview attendance area during the school year, may continue at Rangeview for the remainder of the year only. If they wish to continue their enrollment at Rangeview beyond that school year, they must apply for open enrollment under the policies of the Board of Education.
  - Students who reside outside of the Rangeview attendance area may apply for open enrollment. These applications will be considered annually on the basis of space, programs, and teachers available only.
  - Students and their parents are required to inform the school district of their true address of residence and any subsequent change of address prior to the move. Students who reside outside of the Rangeview attendance area and/or fail to inform the school of their true address will be required to transfer immediately to the appropriate school for their true residence. They will not be granted continued enrollment under this regulation.

Families who are considering a move, but would like to stay in Rangeview's attendance area, should call the district centralized admission office to confirm that their new address is within Rangeview High School's boundaries. Applications for continued enrollment and for open enrollment are available from the Aurora Public Schools Web site and from the main office at RHS and will be accepted from January 15 through May 1 of the preceding school year.

### **CHANGE OF ADDRESS AND PHONE NUMBER**

When a student has a change of address, records should immediately be changed by visiting the centralized admission office with verification of the new address. No appointment is necessary. Phone number changes can be made at Rangeview's office.

Parents are to notify the Data/Records Office before the date of withdrawal. Students should report before school to the Data/Records Office on the day of withdrawal to pick up the form to take to their teachers, library, bookkeeper and counselor.

## RANGEVIEW CODE OF CONDUCT

For Rangeview to be the kind of place where 2,200 students and 150 staff members can get along safely and happily, it is important for all people to understand what is expected of them. It is equally important for people to understand the consequences of not living up to those expectations.

It is our expectation that students will demonstrate "school appropriate behavior" whenever they are on school property, during school hours, on the way to or from school and at any school-sponsored activity wherever it might occur. The school will respond to a student's behavior no matter **WHERE OR WHEN** it occurs if detrimental to the health, safety or welfare of other students or staff, or if it interferes with the school's ability to educate other students, or to provide a safe and secure environment on campus for all students, staff and visitors.

We recommend that you know your rights, but we also urge you to know your responsibilities as a student at Rangeview High School.

The Aurora Public School Board of Education has adopted a philosophy statement on student discipline and shared responsibilities. **Students and parents are expected to read and adhere to these conduct codes**, giving special attention to policy ADH, ADHA, JK Student Discipline, JKD/JKE Student Suspension and Expulsion and JICI Weapons. These policies are detailed in the *Rangeview High School Student-Parent Handbook* and *Safe Schools Policy and Regulations* handbooks.

## APPROPRIATE LEARNING ENVIRONMENT

### ACADEMIC DISHONESTY:

Academic dishonesty as defined by our safe schools policy is: Untruthful or deceptive behavior in connection with academics, including plagiarism, cheating on test or assignments or changing grades without authorization. Plagiarism is the taking of someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source.

#### FIRST OFFENSE

In the event that a student submits work that has been plagiarized or engages in any form of academic dishonesty, the student and teacher or designated staff member will meet to determine the reason this occurred as well as the appropriate consequence. The next steps are then based on the identified support needed in order for the student to successfully complete the assignment or alternate assignment.

#### SUBSEQUENT OFFENCES

In the event that a student continues to demonstrate academic dishonesty the following may apply:

- Successfully completing the assignment or alternate assignment
- Teacher will not accept the assignment or alternate assignment as a part of the body of evidence
- Conference with teacher, parent, student
- A referral to the Dean for up to two days of out of school suspension

### IMPROPER DRESS

Students at Rangeview High School are expected to dress for academic success. All staff members are requested to strictly enforce the following building dress code policy:

- ❖ **Student ID's must be worn at all times while on APS property.**
- ❖ **No hats, no headgear during the academic day:** to include but not limited to, ball caps, stocking hats, bandanas, do-rags, hair nets, beanies, sweatbands, visors, and any other garment or article that may be worn on the head or around the neck. Exemptions must be requested through the deans' office on a case-by-case basis.
- ❖ **SHORT SHORTS / SHORT SKIRTS more than 3" above the kneecap** may not be worn **unless leggings or tights are worn.** Leggings and tights are considered undergarments and cannot be worn alone.
- ❖ **HALTER TOPS, TUBE TOPS, SPAGHETTI STRAPS, LOW CUT TOPS exposing cleavage, BARE MIDRIFF OR SHOULDERS, PAJAMAS, or LINGERIE are not permitted and applies to both genders.**
- ❖ **Exposed underwear** (boxers, bras, thongs, etc.) is not allowed.
- ❖ **Clothes with offensive puns, language or graphics** (including music groups or product names) or which are alcohol or drug related are not allowed.
- ❖ **Clothes that have gang affiliation** or that are identical or similar to other students - other than school related - are not allowed.
- ❖ **Certain belt buckles**, "dangling" belts, and shaved eyebrows are not allowed.
- ❖ **Sunglasses**, including dangling or on top of the head, may not be worn inside the school building.
- ❖ **Gloves** may not be worn or dangling from pockets, etc. inside the building.
- ❖ Students may wear graphic representations of flags but **may not wear or display flags of any country.**
- ❖ **Students must wear hard-soled, street appropriate shoes.** House slippers regardless of sole are not allowed.
- ❖ **Any attire determined by a staff member to be distracting to the academic environment or pupil behavior in or about the school will not be permitted regardless of current fashion trends.**
- ❖ **These rules apply any time a student is on campus or at any school activity.**

Any clothes *not* listed but deemed inappropriate will not be allowed. Students whose clothing violates these rules will not receive an additional warning, but will be given an appropriate consequence on the first offense. When the third Dress Code violation is reached, students will attend a required seminar that takes place after school and/or on Saturday.

## PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING

- **Fight Encouragement:**

Students will promote non-violent solutions to problems which arise on or off campus. Any student who incites or encourages fighting on school grounds or at school sponsored activities will be suspended. If a conflict appears to be imminent, if at all possible under the circumstances, the student is expected to make all efforts to avoid the conflict and seek the help of an adult.

Students who attend a fight on or off campus involving Rangeview students - **including weekends and vacations** - may be given consequences up to and including suspension or expulsion depending on the nature of the fight and the impact on the learning environment at Rangeview. This includes fights documented using social media or police reports.

- **Fighting with students:**

Students involved in a fight will be suspended for a minimum of three days for the first incident. A second fighting incident will result in a recommended expulsion.

- **Physical aggression toward a staff member:**

A student involved in physical or verbal aggression against a staff member, regardless of the circumstances or intent, will be recommended for expulsion for one full school year. Destruction of an employee's property at any time or place would also be viewed as aggression.

- **Bullying:**

Definition: Any written, verbal or pictorial expression, physical or electronic act or gesture, or a pattern thereof by a student that is intended to coerce, intimidate or cause any physical, mental, or emotional harm to any student. This includes the creation of an intimidating, hostile, or significantly offensive environment that interferes with the learning or performance of school-sanctioned activities of any student.

**Examples of Bullying:**

- Derogatory written or pictorial communications in any media (e.g., letters, notes, cellphones, social networks, voice mail, text messages, pager messages, newspaper articles, invitations, posters, photos, cartoons);
- Derogatory verbal comments (e.g., name-calling, taunting, hostile teasing, spreading rumors, epithets, jokes or slurs);
- Threats of force or violence against a person's body, possessions or residence (e.g., obtaining food or money by threats of force); or
- Physical conduct (e.g., provocative gestures, overly rough horseplay, restricting freedom of action or movement, violence, defacing or destruction of property).

Any student engaged in bullying will face disciplinary action. All concerns of threats or rumors must be reported to a staff member as soon as possible.

- **Cyberbullying:**

Definition: Being cruel to others by sending or posting harmful material using the Internet, cell phone, or any social media. Spreading or forwarding rumors or threats or photos via social media is a serious offense.

Any student engaged in cyberbullying will face disciplinary action. All concerns of threats or rumors must be reported to a staff member as soon as possible. Cyberbullying is a criminal offense and police will be notified.

- **Weapons not covered in definition of "Dangerous Weapon":**

The possession of an imitation weapon (i.e. toy guns & knives) **if it has not been used in a threatening manner** will result in a five-day suspension for the first incident. If the student is involved in a second incident, the school will recommend expulsion. The APS Weapons policy provides that dangerous weapons and facsimile weapons are not to be on campus. However, some programs (e.g. ROTC) may legitimately involve the use of such weapons. An exception to the weapons policy may be made by obtaining prior permission from the site administrator for students participating in an authorized program involving the use of dangerous weapons.

Where an exception to the policy is made, staff members supervising the program or activity should work with school administrators about advance arrangements for the bringing, storing, demonstration during the authorized program, and return of the dangerous weapon to the parent/guardian. The permission form can be obtained from the main office.

## PROTECTION OF PROPERTY

- **Theft:** Students are expected to respect the property of others. Those who are involved in theft will be suspended or recommended for expulsion.
- **Gambling:** Gambling is not allowed on campus. Students who are involved in gambling will be assigned consequences depending on the seriousness of the situation.
- **Card Playing** Card playing is prohibited on campus.

## CONTROLLED SUBSTANCES

### **Transactions of drugs or alcohol:**

The school may recommend expulsion in all incidents involving the sale, purchase, distribution or receiving drugs, alcohol, controlled substances or any material which a student has claimed or believes to be one of those substances.

### **Possession, using or being under the influence of alcohol; possession of controlled substance paraphernalia:**

Possession of or being under the influence of alcohol OR possession of controlled substance paraphernalia will result in the following:

- A 5 day out of school suspension, if chosen\*
- a police report
- a parent/student conference.

\*The 5 day out of school suspension can be replaced with a 2 day suspension (1 day out of school, 1 day in-house) and our *Substance Abuse* course. The course includes six 1-hour classes that meet once per week after the school day. The student must complete the classes in six consecutive weeks. Additionally, a parent/guardian/caring adult should attend four of the six sessions with his or her child. A fee is associated with this course.

If the requirements for the *Substance Abuse* course are met and the student does not have a repeat offense for the current school year, the offense will be no longer be considered a suspension, but rather as an "Alternative to Suspension" in the discipline record. If the requirements are not met, then the student will serve the remaining days of the original 5 day out of school suspension.

Please note: If a student serves the 5 day suspension, his or her record will not be changed to "Alternative to Suspension."

A student with multiple offenses may be recommended for expulsion.

### **Possession, using or being under the influence of a controlled substance:**

Possession of a controlled substance or being under the influence of a controlled substance will result in the following:

- An 8 day out of school suspension, if chosen\*
- a police report
- a parent/student conference.

\*The 8 day out of school suspension can be replaced with a 2 day suspension (1 day out of school, 1 day in-house) and a *Substance Abuse* course. The course includes six 1-hour classes that meet once per week after the school day. The student must complete the classes in six consecutive weeks. Additionally, a parent/guardian/caring adult should attend four of the six sessions with his or her child. A fee is associated with this course.

If the requirements for the *Substance Abuse* course are met and the student does not have a repeat offense for the current school year, the offense will be no longer be considered a suspension, but rather as an "Alternative to Suspension" in the discipline record. If the requirements are not met, then the student will serve the remaining days of the original 8 day out of school suspension.

Please note: If a student serves the 8 day suspension, his or her record will not be changed to "Alternative to Suspension."

A student with multiple offenses may be recommended for expulsion.

## OTHER SCHOOL RULES

### CELL PHONES/ELECTRONIC DEVICES/LISTENING TO MUSIC

Cell phones may be used by students in the Commons and hallways. Cell phone usage in the classroom is permitted at the teacher's discretion.

Students are permitted to listen to music through one headphone/earbud while they are in the academic hallways. They are permitted to use both headphones/earbuds in the Commons or outside.

If a student violates the cell phone policy in a classroom, a staff member will confiscate the item and turn it in to the deans' office. The dean will return the confiscated item to a parent/guardian only. Multiple violations will result in more serious disciplinary action.

Rangeview High School is not responsible for lost, damaged, or stolen phones or other electronic devices.

### FINES AND FEES

Fines and fees are payable to the bookkeeper immediately upon assessment. It is a Rangeview High School policy to **withhold grade cards, and transcripts** until fees and fines are paid in full or until a payment schedule has been arranged with an administrator and the bookkeeper or until materials have been returned in an acceptable condition. **You cannot purchase event tickets (dances, plays, games, etc.) if you have \$100.0 or more in outstanding school fines. Caps and gowns will be issued to graduates only when all obligations are met.**

EXAMPLES of but not limited to:

**Fees:** Athletic participation fees, trips, athletic and P.E. locks, P.E. shirt, special class books or workbooks, monies assessed for unreturned and/or damaged books, monies assessed for unreturned and/or damaged athletic equipment, outstanding fund-raiser monies, checks returned for insufficient funds.

**Fines:** Assessed library/media center fines for materials returned late, on-campus parking fines.

### BICYCLES/SKATEBOARDS

Bicycles and/or skateboards must be locked up in a bicycle parking area or skateboard rack, which are located by the building on the west side near the main entrance. The school cannot be responsible for theft or damage to bicycles or skateboards. Skateboards may be used as transportation to and from school but are not to be used on campus. Students must be off their boards when they reach the property. These items must be stored in student lockers during the school day.

### FOOD AND DRINK

**Students are permitted to eat and drink in the Commons or outside of the building only.** Food and drink, with the exception of water, is not allowed in instructional areas or classrooms.

### SMOKING

Smoking is not allowed on campus at any time. Smoking is only allowed in a designated area on Telluride and is open only before school and during lunch. Campus Monitors can deny access to Telluride to students at any time.

### HALL PASSES

Students should not be in the hallways without a pass. Teachers will require students to show their school ID before a pass is issued. Release of students from the classroom is a matter of teacher discretion. Students must show the pass to any authorized Aurora Public School employee upon request. The student is expected to return the pass to the sending teacher upon his/her return to the classroom. Students who misuse hall passes will be placed on the no hall pass list.

### IDENTIFICATION CARD

Each student is furnished a free student I.D. card free of charge when they register. ***Every student is required to wear their ID at all times while on school property during the academic day. Students must also have their student ID with them when attending any school event on or off campus.*** Any authorized Aurora Public School official (administrator, staff member, campus monitor, custodian, or substitute teacher) may ask students for their identification. Such identification must be shown or

that student will be subject to disciplinary action. Students must go to the attendance office to replace a lost I.D. within 24 hours. There is a charge of \$5.00 per I.D. replacement.

### **LOCKERS**

All freshman and sophomore students will be assigned a locker for the storage of books and equipment. Juniors and seniors have the option of having a locker assigned. It is the student's responsibility to see that his/her locker is kept locked at all times. The school is not responsible for loss or theft of items from lockers and reserves the right to search lockers if there is a suspicion of a threat to the health and safety of other students and staff. Most locker thefts occur as a result of students either sharing lockers or not using their assigned lockers.

**Students are also reminded that they are not to switch locker assignments. School I.D. will be required before any locker information or combination is supplied.**

### **LOCKER ROOMS**

Students are not allowed in PE or Athletic locker rooms unsupervised. Students found in locker rooms unsupervised may be suspended.

### **MESSAGES**

Messages to be delivered by the attendance office may only be left by parents or employers. These messages should be of a serious or emergency nature since instruction time is interrupted to deliver them. Questions about the nature of the emergency will be determined by our administration. Flowers and celebratory messages cannot be carried in halls and classrooms and should not be sent to the school for delivery in classrooms.

### **PUBLIC DISPLAYS OF AFFECTION**

Open displays of affection are considered to be inappropriate on a high school campus.

### **TRESPASSING**

Non-Rangeview students are not allowed on campus with the exception of extracurricular events which are open to the public or unless prior arrangements have been made with the front office. Non students found on campus will be ticketed for trespassing. If a Rangeview student is asked to leave campus and refuses to do so, that student will be in violation of the City of Aurora trespassing law and may be ticketed.

## **VEHICLE REGISTRATION/PARKING**

**For safety reasons, all students parking on or near campus must register their car(s).** A registration fee will be assessed as determined by the Board of Education for each car registered. Cars will be registered at student check-in in July. License plate number, make, model and color must be furnished along with a copy of the Colorado Vehicle Registration and proof of insurance and a valid Colorado Driver's License.

### **PARKING LOT PERMITS (for parking in the lot at front of or on the south side of RHS)**

Due to the limited number of parking spaces and in order to prevent unsafe conditions in the parking lot, parking lot permits will be issued to qualified students **whose vehicles have been registered.**

**Reminder: All vehicles must be registered and display the appropriate stickers.**

- Registration Sticker - Lower right front windshield
- Parking Lot Permit - Hanging on rear-view mirror

### **PARKING LOT**

Students are not allowed to loiter around or sit in vehicles during the school day (including on Telluride and Evans). Students who speed, drive recklessly, cruise the parking lot or park in unauthorized areas such as visitor or staff areas may lose their parking privileges. **Vehicles without parking permits will be towed at the owner's expense. The school cannot be held responsible for stolen or defaced property.**

### **PARKING TICKETS AND TOWING (issued for parking lot violators)**

Parking tickets will be issued to cars that are not in an authorized space, do not have a parking permit and/or registration sticker, or are parked in more than one parking space or occupy a reserved space. Fines for parking violations will be as follows:

First offense: Warning issued

Second offense: \$5

Third offense: \$10 fine and possible loss of parking privileges

Fourth offense: \$20 fine, loss of parking privileges and possible suspension

Contact a dean of students with questions.

***\*\*Vehicles may be towed at owner's expense any time they violate any of the parking policies.***

## BEHAVIOR EXPECTED IN SPECIAL AREAS OR SITUATIONS

### ASSEMBLIES

All students will be expected to attend school assemblies and display appropriate behavior. Assemblies are held so students may view performances, listen to guest speakers, and/or to promote school enthusiasm. Student organizations, such as cheerleaders, student government, diversity cadres, and the music department have typically arranged and promoted assemblies. However, other organizations are encouraged to submit ideas to the athletic director or activities director about performances that may benefit Rangeview students. During the playing of the National Anthem, all students are expected to stand and demonstrate respect.

### COMMONS (CAFETERIA/LUNCH ROOM) AND OUTSIDE LUNCH AREA

Students may use the Commons before school, during lunchtime, and during free periods other than the end of their school day. Students using the Commons facility are expected to act in a responsible manner. Cards and dice games, or any gambling, are not permitted. The throwing of articles, such as food or coins, is strictly forbidden both inside and outside of the building. The tables and eating area should be cleaned and all trash placed in trash receptacles. Food must remain in the Commons and may not be taken into academic hallways and classrooms. Additionally, musical instruments cannot be played in the Commons due to the safety concerns it may cause by drawing a crowd of students into one area of the Commons. **Abuse of these rules will result in "restricted lunch," work detail, or possible suspension.**

### DANCES ON CAMPUS

All school rules apply including appropriate dress and public displays of affection. Prom is off campus and the rules applying to attire are relaxed. For instance, girls can wear strapless or backless dresses and gentlemen may wear formal hats. **School rules are enforced at After Prom whether held on or off campus.**

### SENIOR SPLIT

This planned celebration is held for seniors only and even though it is held on campus, participating seniors **are allowed** to wear bathing suits and shorts because of the nature of the event.

### EMERGENCIES

During **FIRE ALARMS**, all students should immediately vacate the building in an orderly manner to a position at least 100 feet from the structure. Students are not to stop at their lockers or the restroom.

During **TORNADO WARNINGS** all students must follow directions from their teacher. Each room has a clearly marked sign giving specific instructions of where to move and what to do.

If a **POWER FAILURE** occurs, students should normally remain in the area where they are currently located with the exception of those in the hallways. Students in the hallway should go to the commons or outside the building.

If a **DISASTER** occurs, students will be directed to safety. Parents will receive a Connect-Ed message with information on where they may pick up their students.

During a **LOCKDOWN** all students must follow directions from their teacher. Each room has a clearly marked sign giving specific instructions of where to move and what to do. Students in the hall when a lockdown is announced should move to the closest occupied room.

**SCHOOL CLOSURE** such as that resulting from adverse weather conditions is announced on a large number of radio stations. Please listen for public service announcements rather than calling the administration building or individual schools.

# ATTENDANCE PROCEDURE

In addition, if there is a school closure or emergency our automated notification system, Connect Ed, will be used to notify each student's primary phone number as listed in Infinite Campus. 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.

Good attendance is of paramount importance to academic performance and overall success of students. Absences, whether excused or unexcused, are detrimental to the learning process. Regular attendance develops habits that are essential for success. It is the joint responsibility of students, parents/guardians and schools to ensure regular attendance. Excessive student absences may be symptomatic of problems which necessitate joint efforts of the school, student, home and community agencies.

Students enrolled in the Aurora Public Schools are required to attend classes, unless excused for good reason, in accordance with the Colorado School Attendance Law (C.R.S. 22-33-101 and Article IX, Section 2 of the Colorado Constitution). Therefore, in cases of excessive absences, the district will utilize community agencies as well as Truancy court, in order to enforce regular attendance when student or parental/guardian responsibility has not been met.

## RESPONSIBILITIES

### STUDENT

- 1) Attend school for all days of the adopted calendar
- 2) Be in class on time, prepared for academic work. Students who are late less than half of the class period will be marked as "tardy." Discipline will be assigned to students who have a pattern of habitual tardiness.
- 3) Contact teachers immediately upon returning from an absence to receive make-up assignments and deadlines for completing them
- 4) Complete work as assigned by the teacher when a pre-arranged absence is required
- 5) Follow the established school procedure when enrolling in or withdrawing from class
- 6) Follow the established school procedure for arriving at school late or leaving early; specifically, you must sign-in at the attendance office when arriving late, and you must be excused through the attendance office or nurse and sign-out if leaving early
- 7) Be conscious of your attendance records and follow-up on needed corrections
- 8) Communicate with your parents so they call to excuse you according to the school's procedures

### PARENT

- 1) Ensure that the student is attending school. We recommend that parents access the Parent Portal on Infinite Campus to frequently check their student's attendance and grades.
- 2) Maintain communication with the student regarding attendance
- 3) Understand that any absence, regardless of the cause, has a detrimental influence on student achievement
- 4) Contact the school (using the appropriate procedure) regarding absences; specifically, call the attendance office **no later than the end of business the day following the absence to excuse your student; only one parent error will be corrected each year.**
- 5) In the case of extended home confinement, request make-up assignments
- 6) Monitor the make-up work of the student who has missed class
- 7) Follow the established school procedure when enrolling or withdrawing a student from school
- 8) Provide the school with the current and accurate telephone number or other means of contacting a parent/guardian during the school day

### TEACHER

- 1) Emphasize the value of regular and punctual attendance and support incentive programs
- 2) **Take attendance daily and maintain accurate records**
- 3) Report absences to the attendance office according to building procedures (i.e. Infinite Campus)
- 4) Check Infinite Campus daily to note truant students; counsel or refer as appropriate
- 5) Notify parents and appropriate school personnel of attendance concerns
- 6) Initiate attendance corrections when errors occur
- 7) Provide make-up assignments and reasonable deadlines for completion

### COUNSELOR

- 1) Provide counseling and support for students regarding attendance
- 2) Make appropriate contacts with students and parents concerning attendance
- 3) Ensure appropriate scheduling for students who are identified with special attendance needs
- 4) Help students identify and make decisions regarding education alternatives

## **OFFICE STAFF**

- 1) Record parent calls to excuse student absences
- 2) Initiate the automatic calling system to notify parents of a student's un-excused absence
- 3) Correct staff errors and **one** student/parent error per school year
- 4) Monitor the sign-in/sign-out sheet

## **DISTRICT ATTENDANCE OFFICER**

- 1) May facilitate attendance review board meetings to address attendance and truancy concerns
- 2) Access community resources as appropriate
- 3) Assist the student and parent/guardian in developing strategies to improve the student's attendance

## **ADMINISTRATORS**

- 1) Notify parents, students and staff of Colorado attendance law, district attendance policy, level regulation, and building procedures at the beginning of each year, or upon enrollment
- 2) Supervise and administer Colorado school attendance laws, district attendance policy, level regulations and building policies, including those pertaining to habitually truant students
- 3) Assist the support staff with the implementation of attendance policy, level regulations, and building procedures
- 4) Collaborate with outside agencies concerning attendance matters
- 5) Work with district truancy specialist

## **NOTIFYING THE SCHOOL OF AN ABSENCE**

Parents are to notify the attendance office on the day of the absence but no later than the end of business the day following the absence. There is an after-hours recorder (303-326-1676) to take calls 24 hours a day, seven days a week.

Students leaving campus before their school day is over must be excused in advance from the attendance office and sign out before leaving school grounds. If students are ill, they must report to the nurse's office before leaving. If the nurse determines the student is ill enough to go home, the nurse will call the parent, notify the attendance office, and excuse the student.

## **SCHOOL NOTIFICATION TO THE HOME**

Rangeview High School will notify parents of a student's unverified absence via a computerized phone message. Parents will be notified on the same day as the absence. Due to program limitations, the message cannot identify the student by name or the period(s) the student was absent. Parents are encouraged to call the attendance office to verify the student's name and the period(s) of absence. Occasionally, the attendance office staff will contact the parent to verify a reported absence.

## **EXCUSED ABSENCES**

The following absences will be considered excused:

- 1) Illness/injury documented by the student's parent/guardian.
- 2) Appointments/serious circumstances which cannot be resolved before or after school hours. To the extent possible, the parent/guardian is encouraged to notify the school in advance.
- 3) 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.
- 4) A student's parent/guardian may request approval for an excused absence to attend to family business/family vacation (e.g. wedding, family trip). This excused absence is not to exceed three days per year and student must be in good academic standing (passing all classes), no unexcused absences, and have four or fewer excused absences in a semester.
- 5) A student's parent/guardian may request approval for an absence to be excused to attend a funeral. This absence shall not exceed three days. Approval shall be left to the discretion of the building administration.
- 6) After three days of consecutive excused absences or in the case of excessive absences, a medical note may be required.

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

## **NO EXCUSED ABSENCES WHILE ON CAMPUS**

Once students have arrived on campus, they are expected to be at their scheduled class. If students are absent from class and are on campus, they will be considered truant. Only a school administrator, counselor or the nurse can excuse the absence.

This procedure ensures school officials and the parent of the student's whereabouts, makes for good communication with staff and parents and ensures the safety of the student.

## **HABITUAL TRUANCY**

According to Colorado attendance law, students who are truant the equivalency of four school days in any one month or ten school days during any school year are defined as "habitually truant."

### **UN-EXCUSED ABSENCES**

- 1) Students will be considered truant or un-excused if they are absent from class without the prior knowledge and approval of their parent or guardian.
- 2) Students will also be considered truant if they leave school grounds without signing out and without the attendance office being notified by a parent BEFORE the student leaves.
- 3) Students who leave class without the teacher's permission will be considered truant.
- 4) Absences not excused by a parent or guardian before end of business the day following the absence will be considered unexcused. Only one call per parent each year will be accepted beyond this deadline.

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.

### **TARDY POLICY**

Students are expected to be in class on time, prepared to begin work when the bell rings. Students who arrive late will be marked tardy in the teacher grade book and in Infinite Campus. Students who arrive during the first half of the period will be marked tardy. **Students who miss more than half of the period will be marked absent.** A parent must contact the attendance office to excuse a tardy.

The following interventions have been designed to prohibit habitual tardiness:

1. Many teachers have their own tardy policies and will give consequences of their own to students. If a student does not serve the consequences which the teacher assigned them, the student should be referred to a Dean and will then be assigned a consequence.
2. If a student has five tardies in one class, the teacher has the option to refer the student to a Dean and that student will then be assigned a consequence including after-school detention, Saturday School, and/or restricted lunch. If the student does not attend the assigned consequence, the student will be suspended.
3. If the student accumulates five additional tardies in a class, the teacher has the option to again refer the student to a Dean and will then repeat the assigned consequence.
4. If the student has a third referral for tardies in any one class, that student will be assigned to in-house detention until a parent conference is held.
5. Students who accumulate 30 tardies in one quarter will be placed on the no privilege list and will not be admitted to any extra-curricular school activities.

### **PRINCIPAL'S PASSES**

Aurora Public Schools has developed an earned privilege off-campus program that began in the fall of the 2007-08 school year. With this program, all freshmen remain on campus during the entire school day. Sophomores, juniors and seniors may earn a **Principal's Pass** to leave campus using the following criteria:

1. 2.75 grade point average during the previous quarter
2. 93% attendance rate during the previous quarter. Three tardies will equal one absence.
3. No discipline referral during the previous quarter

Students (10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades) will have the opportunity to earn a Principal's Pass quarterly. Fourth quarter from the prior school year will determine eligibility for a Principal's Pass for first quarter the following school year. Once students earn a Principal's Pass, they will receive a color-coded photo ID which must be worn at all times. The color coding will change quarterly. Local law enforcement will be aware of the off-campus program.

Parent/guardians may choose to withhold the privilege of a Principal's Pass by submitting their written request to the principal. The Principal's Pass privilege may be revoked at any time at the discretion of the principal.

Freshmen and students who have not earned a Principal's Pass may bring their lunch or may purchase lunch from the school lunch program. Parking lots will be considered off limits and students may not go to their vehicles during the day.

Students who do not have a Principal's Pass and leave campus will receive a referral to the deans' office and discipline will be administered. This discipline will include work detail after school, restricted lunch, Saturday school, and possible tickets for trespassing. Repeat offenders will face suspension.

### REQUESTS FOR HOMEWORK

Students requiring homework assignments due to extended excused absences (three days or more) should initially contact the attendance office. The attendance office will notify teachers and collect assignments from individual teachers. Assignments should be ready for pick up 24 hours after a request has been made. Please call the attendance office to check homework status.

### MAKE-UP WORK DURING ABSENCES

Any time a student misses a class for any reason, the student will be expected to complete make-up work in order to achieve the learning objective presented to students who were present. This includes field trips, extracurricular activities, in-house and off-campus suspensions, etc. Students who have been absent from class must request make-up work from the teacher no later than the next class meeting. Teachers will determine a reasonable amount of time for make-up work when students are absent, using a two days for every one day absent guideline.

Teachers may provide an "alternative" learning experience for make-up work to any student who requests it upon returning to class.

Teachers will score and provide feedback for all make-up work that complies with the above guidelines. Teachers have the choice whether or not to assign and record marks to the make-up work from an unexcused absence.

### ABSENCES DUE TO SCHOOL ACTIVITIES

The absences for school activities will be recorded as a **school activity**. Absences due to a school activity will not be counted against the student applying for a Principal's Pass. If participation at school-sponsored activities appears to interfere with the student's performance in the classroom, the teacher and coach/sponsor will confer with the student.

When students are to be excused for school sponsored events, in or out of the building, it is the coach/sponsor's responsibility to follow the procedures for field trips and submit to the attendance office in advance a list of participants for these functions.

### EXCESSIVE ABSENCES:

Teachers have a responsibility to notify parents and appropriate school personnel of any student's excessive absences. In order to simplify the policy, remember **an ABSENCE IS AN ABSENCE**. Students who miss class and are excused or unexcused, for field trips, in-house suspensions, out of school suspensions, counselor visits, nurse visits or trips to the office are considered absent. **ALL ABSENCES ARE APPLICABLE TO THE RULES OF MAKE-UP WORK.**

For more information regarding student attendance, please refer to Aurora Public Schools policy JE and regulation JE-R at <http://www.aps.k12.co.us/pol-reg/index.html>

### EARNED ELIGIBILITY

Students with 20 or more unexcused classroom period absences or 30 unexcused tardies during a nine-week quarter will be ineligible to attend extracurricular activities for the following nine-week quarter. This includes athletic events, plays, concerts and dances.

Returning Rangeview students who had 20 or more unexcused classroom period absences during the fourth quarter (March 17-May 22) of the 2013-14 school year will be ineligible to attend extracurricular events during the first quarter (August 5- October 9) of the 2014-15 school year.

The Rangeview administration believes students should have the opportunity to prove they have solved their attendance issues when a new academic year begins.

Therefore, students may regain eligibility if they have **no** unexcused period absences from August 11, 2014 through September 12, 2014. Eligibility will be regained on September 15, 2014, for the remainder of the first quarter allowing a student to regain eligibility and participate in the 2014-15 Homecoming events at Rangeview High School.

Second quarter eligibility for students will be determined at the end of 1<sup>st</sup> quarter.

## **COURSE SELECTION & STUDENT SCHEDULES**

### REGISTRATION AND THE PROGRAM PLANNING GUIDE

During third quarter, students will select courses for the following year. When selecting courses, students should consider high school graduation requirements, their Individual Career & Academic Plan (ICAP), and college entrance requirements. The Rangeview *Program Planning Guide* has been compiled to assist Rangeview students and their parents in planning a program of study for each academic year. Information on such items as graduation requirements, grading system, assessments, pathways, postsecondary opportunities, registration, and course descriptions are included. Counselors will assist students by explaining courses and programs of study which best suit the student's ability and post-high school plans.

The registration process during third quarter is extremely important as student selections will determine the course offerings and the number of sections of a particular course needed for the following year.

### **MINIMUM NUMBER OF CLASSES**

All freshman students must have six classes, with few exceptions deemed appropriate by Rangeview High School administration. Sophomore students must have six classes and all juniors and seniors must enroll in five classes (not including an assistantship) to meet Colorado Department of Education requirements. Seniors are allowed to have an assistantship as a sixth class.

### **CONSECUTIVE SCHEDULING**

An effort is made to ensure that Rangeview students have consecutive schedules with no open periods. However, due to scheduling restraints, students may have "open periods." **All students are expected to leave campus within 15 minutes of their last scheduled class or report to a supervised, scheduled activity.**

### **SCHEDULE CHANGES**

As we begin each year, our goal is to have all students enrolled in the appropriate classes on the first day of school. In most cases it is difficult for students to catch up if they join a class after the first quarter work begins. Therefore, there is a deadline for student initiated schedule changes prior to each semester. After picking up their schedule at check-in, students may request a schedule change according to the announced schedule. Schedule changes will be based on space availability and will not be made to choose teachers, lunch period, or particular period of the day. Students are allowed a maximum of one visit to the counseling office per semester for a schedule change. Through proper planning on the part of the student, very few schedule changes will be necessary. Students must follow their original schedule until the change is **officially** completed.

### **ACCEPTABLE REASONS FOR SCHEDULE ADJUSTMENTS**

The following are the only acceptable reasons for student initiated schedule changes:

- . Drop the class because the student does not meet the prerequisite or does not have a teacher recommendation.
- . Add a class because the student is a senior needing special classes to meet graduation requirements.
- . Drop a class because the student has a physical disability, which would not allow participation in a course. Must provide a doctor's note for physical disability
- . Add a class where space is available without changing other courses.
- . Delete a class because of double scheduling or add a class to create a consecutive schedule.
- . Drop a class because credit was earned in summer school or outside of Rangeview.

The registrar will arrange for all new students to meet with counseling staff to develop a schedule. All new 12th graders will develop their schedules with their respective counselors.

### **STUDENT ENROLLMENT DEADLINES**

Students may not add classes after the 5th school day of the semester unless transferring from a similar class. However, transfer students from another school may enroll in a course after the above deadline under credit probation status if a counselor or administrator deems circumstances justifiable.

### **COURSE EXPECTATIONS**

At the beginning of each semester for semester courses and at the beginning of the year for year long courses, teachers will provide written Course Expectations to students. The expectations will include descriptions of the course, the state standard(s) addressed in the class, and the grade requirements. The expectations may also include class policies, a list of needed materials or supplies, a course syllabus or calendar, and a description of instructional methods.

### **PERMISSION TO REPEAT A COURSE**

Students may take a course a second time with permission of their counselor. Students have the option of entering classes and grades on the transcript with both grades being computed in the grade-point average. One class would count as an elective and only one credit can count as required subject area. Students also have the option of expunging a repeated class and grade from the transcript. Students may annually repeat Yearbook, Advanced Journalism, Competitive Speech and any course in instrumental or vocal music.

### **WITHDRAWING FROM OR DROPPING CLASSES**

Students may drop a course during the first five school days of the semester without penalty. After the fifth day when records are finalized, a student will receive W/P (withdrawal passing) if passing the course at the time of withdrawal, or W/F (withdrawal failing) if failing the course at the time of withdrawal. A W/F will result in an F included in the cumulative grade point average. After the 20th school day of the semester, a student will not be allowed to withdraw from a course without receiving an F, even if

the student is passing the class at the time of withdrawal. If a student is withdrawn from a course for reasons beyond the control of the student, such as illness, the student's transcript will reflect no penalty. Students are responsible for turning in all books to the appropriate teacher at the time of withdrawal or a fine may be assessed.

### **ASSISTANTSHIPS**

Students may earn only 1.0 credit toward graduation as a teacher or office assistant based on a pass/fail score. Office assistants may get an application for an assistantship that must be completed and approved. Applications are available through a counselor. Students may be enrolled in only one assistantship at any one time. Unless you are a senior, assistantships do not count toward the minimum number of classes students must have each semester.

### **INDEPENDENT STUDY**

Under certain circumstances, students may take certain courses as independent study. Prior approval must be obtained. Independent study is allowed only if a teacher agrees to supervise the study and administrative approval is obtained. See a counselor for the form.

### **JULY CHECK-IN**

At July check-in, students receive their class schedule, have their picture taken for their student identification card and the yearbook, pay school fees and assessments, register their cars, are assigned lockers, and receive information about the school lunch program and bus schedules. Students who are unable to attend the designated check-in days must call the school or they will be dropped from the rolls causing them to re-enroll and re-register on the first day of school.

### **END OF YEAR**

Report cards, transcripts and all records will be held if students do not clear all fines and assessments and return all library and text books at the end of the year.

## **SPECIAL PROGRAMS**

### **EDUCATION 2020**

High School courses can be taken online through the ED2020 program with parent and counselor approval. Seniors needing recovery credits are given first priority in online classes, and spaces are limited by the number of ports available per class period. See your counselor for more information.

### **PATHWAYS/INSTITUTES**

- Rangeview High School currently offers three pathways, STEM, Arts and Business. The STEM Pathway is an exciting four-year program for students who have an interest or strength in science, technology, engineering, and math. The Business Pathway consists of two institutes, Business Marketing and Business Management. The Marketing Institute will focus on the fundamentals of marketing with the option to complete the Business Marketing Certificate at CCA.
- Business Management will develop student skills to successfully manage and operate a business and complete CCA certification. See your counselor for more information.

### **CONCURRENT ENROLLMENT AND DUAL CREDIT OPPORTUNITIES**

Students who are on track to graduate and meet eligibility requirements may take classes at Community College of Aurora or available dual credit courses on the RHS campus. Students receive both college **and** high school credit for these courses. For additional information see your counselor.

### **RANGEVIEW ACADEMY**

Rangeview Academy is an alternative program that operates on the Rangeview campus in the afternoon and early evening. The Academy serves students who are voluntarily seeking educational improvement and advancement to graduate from high school on time, to enhance their employability skills, and to realize their potential goals of specialized post-secondary education. There are opportunities for individualized learning in smaller, focused classes. Students must apply to enter this program, and priority is given to Rangeview juniors and seniors. See your counselor for more information.

### **PICKENS TECHNICAL COLLEGE**

The Pickens Technical College offers a variety of vocational programs for students in grades 10 through 12. Students who are interested in career/tech education may apply to a program by visiting with a counselor. As a general rule, students should enroll

for the upcoming year during spring registration, although there are some programs that will allow students to enroll at the beginning of the second semester.

## **GRADE PLACEMENT**

Students are assigned to a grade level based on the number of years of high school enrollment rather than the number of credits earned. Students will be categorized as “on track” or “not on track” to graduate based on earned credits. As a general rule, “on track” students should have earned:

- 6 credits by the end of the 9<sup>th</sup> grade
- 12 credits by the end of the 10<sup>th</sup> grade
- 17 credits by the end of the 11<sup>th</sup> grade
- 22 of the required APS credits by the end of the 12<sup>th</sup> grade

## **CREDITS EARNED OUTSIDE REGULAR HIGH SCHOOL PROGRAM**

### **CORRESPONDENCE SCHOOLS & COLLEGE CLASSES**

Credit from correspondence courses and courses at community colleges other than Community College of Aurora must have prior approval from the principal and the appropriate counselor. Records from correspondence courses often take four to six weeks after tests/projects are submitted. Rangeview must receive official grades and transcripts before credit may be granted and counted toward graduation.

One credit a year may be earned from an outside agency such as BYU for students who need to complete graduation requirement credits. Students enrolled in outside courses will be charged a fee by the outside agency. Students should discuss this with their counselor before enrolling in these courses.

### **CREDIT FROM OTHER HIGH SCHOOLS**

Credits from schools other than Rangeview High School are accepted upon verification by an official transcript furnished by the previous school attended.

### **GENERAL EDUCATION DEVELOPMENTAL CERTIFICATE (GED)**

A student who has withdrawn from high school and is at least 17 years of age is eligible to take the General Education Development Test in order to earn the certificate. APS houses a GED Testing Center at Pickens Technical College. Call the information line at 303-326-1081 or visit the Web site at <http://aurorak12.org/community/ged/> for more information.

# GRADING SYSTEMS

## **STANDARDS-BASED GRADING**

Aurora Public Schools is a standards-based grading district. The primary goal of SBG is to better communicate what each student knows and is able to do according to state standards. SBG removes extraneous factors and focuses on what students know and can demonstrate.

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

<b>Grades</b>	<b><i>Grade book marks are converted to a single letter grade for eligibility and quarterly reports. Grades are recorded on an official student transcript.</i></b>
A	The student consistently and independently demonstrates proficient and advanced understanding in course concepts and skills in a variety of assessments.
B	The student independently demonstrates proficiency in course concepts and skills in a variety of assessments.
C	The student demonstrates proficiency in course concepts and skills with teacher and peer support.
D	The student demonstrates limited understanding and application of course content and skills and is making progress toward proficiency.
F	The student has shown insufficient evidence to gauge understanding or progress.
I	Incomplete.

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

### **Body of Evidence:**

There are two types of assessment in a teacher's grade book, formative and summative.

Formative (assessments for learning) provide direction for improvement for the student and adjustment of instruction for the teacher e.g. observation, quizzes, homework, discussion, drafts, etc. These assessments are identified by lower case letters in the teacher grade book.

Summative (assessment of learning) provide information to be used in making judgments about a students achievement at the end of a sequence of instruction, e.g. final drafts, tests, assignments, projects, performances, etc. These assessments are identified by capital letters in the teacher grade book.

<b>Marks</b>	<b><i>Marks indicate levels of proficiency on individual assessments and are recorded in the teacher grade book. Capital letters indicate summative assessments. Lower case letters indicate formative assessments.</i></b>
Adv/adv	Advanced
P/p	Proficient
PP/pp	Partially Proficient
U/u	Unsatisfactory
M/m	Missing

## PROGRESS REPORTS & PARENT / TEACHER CONFERENCES

### PROGRESS REPORTS

Teachers will enter current grades and comments which relate to student progress. Parents may access their student's grades using the Infinite Campus Parent Portal. See page 29 for more information about the IC Parent Portal.

### PARENT / TEACHER CONFERENCES

Parents have an opportunity to receive updates on their student's academic progress during twice yearly Parent / Teacher Conferences. Parents are invited to pick up their student's progress report and then conference with any or all of their student's teachers. No appointment is necessary and students are encouraged to attend with their parents.

Teachers will share information about the student's progress and skills as well as work habits such as attendance, participation, and effort on homework, as well as suggested next steps for improvement or advancement. It's a good opportunity for parents to collect information and work collaboratively with the teacher.

## REPORT CARDS & HONOR ROLL POLICY

### REPORT CARDS

Report Cards showing the grade achievement of each student will be mailed at the completion of each quarter.

### HONOR ROLL POLICY

The honor roll for Rangeview High School will be divided into four parts:

I.	3.00 - 3.49	<u>Honors</u>	III.	3.75 - 3.99	<u>Academic High Honors</u>
II.	3.50 - 3.74	<u>Academic Honors</u>	IV.	4.00 - 5.00	<u>Academic Highest Honors</u>

Students meeting the above listed Grade Point Average and the following criteria will be eligible for the honor roll listing at Rangeview High School.

1. All classes taught by Aurora Public Schools will be used to determine honor roll status.
2. The honor roll will be determined within the first two weeks after the date report cards are issued.
3. The honor roll will be posted in the high school and sent to the Chief Communication Officer for the school district.
4. The honor roll will be based on a 4.0 system with any weighted grades included in the calculations.
5. Quarter grades will be used to determine honor roll status for each quarter marking period.

### REQUIREMENTS FOR ACADEMIC LETTERING

To qualify for an academic letter a student must have at least a 3.66 accumulated GPA for the previous school year. It must be accumulated during the 1st and 2nd semester of the school year.

### WEIGHTED GRADES

Weighted grades are used to determine class rank, valedictorian, salutatorian, and honor graduates. Copies of this policy and regulation are available on the district Web site ([www.aps.k12.co.us/sectionI/ikaf.pdf](http://www.aps.k12.co.us/sectionI/ikaf.pdf)).

### GRADE POINT AVERAGES AND HONORS AT GRADUATION

The student's grade point average appears on the grade report at the end of first semester. At the spring commencement, those students who have achieved a grade point average of 3.5 or higher at the end of the first semester of their graduating year shall receive academic honors. Those students who have achieved a grade point average of 3.75 or higher at the end of the first semester shall receive academic high honors. Valedictorian(s) and salutatorian(s) will be named. A student must take a minimum of nine credit hours at Rangeview to be eligible to be ranked in the top ten.

### CHANGING GRADES & GRADE APPEALS

If a student feels a mistake has been made in a grade he/she should first discuss it with the particular teacher involved. If it is discovered that a mistake was in fact made, the teacher should complete a "Permanent Record Change Request" form. The teacher and an administrator must sign the form before the new grade can become official.

If a student feels their grade in a class was unjustified, they may pick up a grade appeal form from the assistant principal in charge of instruction. Grade appeals must be filed by the end of the following quarter.

## COUNSELING SERVICES

	Counselor	Alphabet	Counselor
Alphabet			
A – Cn	Kyle Hirsch	Lb – O	Ann Atencio
Co – Go	Dave West	P - Sm	Celeste Lee
Gp – La	Linda Moriarity	Sn - Z	Arlene Lanier

### **COUNSELING SERVICES OFFERED**

Academic Achievement Support	ACT/SAT Information
Career Exploration/Speakers	Peer Counselors
Crisis Intervention	Post Graduate Resources (Scholarships)
Equity	Student Employment
Executive Internship	Military
Registration/Orientation	Naviance
College Representative Visits	

All students must check with their counselor to assure their plan of study (i.e., choice of classes) fulfills the graduation requirements. Refer to the **Rangeview High School Program Planning Guide** for the specific requirements.

### **REQUESTS FOR HOMEWORK**

Students requiring homework assignments due to absences should contact their teachers. Absences due to suspension are coordinated through the attendance office.

### **HOMEBOUND STUDY PROGRAM**

If a student is unable to attend the regular high school due to physical or psychological disability for a minimum of three weeks (with physician or psychologist recommendation), a homebound referral is made. The resource for referral is through the school nurse and the referral can be made at any time during the school year when the need is indicated.

## COLLEGE PLANNING

### **POST GRADUATE CENTER**

College, Scholarship and Vocational information is available to interested students throughout the school day. Many computer-based programs are available for students to access this information. Weekly scholarship updates are published for seniors.

Parents should encourage their students to check this list weekly. Please note that scholarships are not all academic. Any student could qualify for some type of scholarship, financial aid or loan.

### **ACT AND SAT TEST DATES**

Most colleges require the ACT or SAT for admission. Institutions within the state of Colorado prefer the ACT. If a student plans to attend a college out-of-state they should check with their counselor to determine which test the institution prefers. If you are not sure where you are going at this time, you may want to take both tests.

The ACT and SAT test registration forms are available in the counseling office and it is the student's responsibility to mail them directly to the addresses provided. Both College Board and ACT prefer online registration. Students may log on to their Naviance account for quick access to both Web sites.

The following are dates for taking ACT and SAT tests. Take notice of registration deadlines. The registration forms are available in the counseling office. Also, every 11<sup>th</sup> grade student will be required to take the State of Colorado mandated ACT exam in April of each school year. \*\*\*\*

### COLLEGE ADMISSIONS - "WHEN DO I APPLY?"

Applying for admission to two-year and four-year colleges generally begins in the early fall of a student's senior year. Since application deadlines vary, check with the Post Graduate Center in the counseling center or the college of your choice to obtain information for each institution. Students may also access this information through Naviance. The earlier you submit your application, the easier it is to be accepted. Schools tend to be more selective as classes begin to fill up. For assistance regarding admissions or any other post-secondary plans, please see your counselor or go to the Post Graduate Center for more information. Please see your counselor to activate your Naviance account. An e-mail account is necessary to utilize this online service.

### FINANCIAL AID

Anyone who expects to receive financial assistance from an educational institution or federal funding must complete the Free Application for Federal Student Aid (FAFSA). The applications will be accepted after January 1 of the year you graduate from high school. Financial Aid can include scholarships, grants, loans, and work-study. The amount of aid you qualify for depends on your family's income from the previous year. To begin this process, go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and apply for a PIN.

Many institutions require you to complete a separate financial aid application and have Web sites that describe their scholarship opportunities. These sites frequently have links to additional financial assistance sites. Check your college Web site for individual deadlines since they are sometimes due before applications for admissions.

Please look for information regarding a financial aid workshop that will be hosted in January by Rangeview High School. A financial aid expert will be available to answer any and all questions regarding the FAFSA form and will have numerous publications for your reference.

### REQUIRED COURSES

College admissions requirements vary from school to school for incoming freshmen. Look in your High School Program Planning Guide for course sequence options. Students should consult college Web sites for specific admission recommendations. Counselors will give assistance to students in obtaining desired college information.

### TRANSCRIPTS

Colleges, scholarships, and NCAA applications require an official high school transcript for all students sending applications. Transcripts must be requested by completing a "Transcript Request Form" located in the Post Graduate Center. **All requests for transcripts must be submitted to the counseling secretary no less than five days before an application deadline.** Students who have obtained written permission from a parent may request their transcripts online through their Naviance account.

## HEALTH OFFICE

The Health Office of Rangeview High School is staffed by a registered nurse who will provide minor health care and make health assessments to determine if a student should remain at school, be sent home, or be advised to seek care from an outside healthcare provider. Students may also be assessed for potential substance abuse and/or self-injurious concerns.

- \* Parents/guardians are responsible for notifying the health office of any health conditions their child experiences, medications their child is taking and any changes in their child's health condition.
- \* Students must check into the health office and parental/guardian permissions must be obtained before a child can be dismissed due to illness.

### Immunizations

Colorado State Law requires all students to have completed immunization records on file with the school health office. Students who are not compliant with the state requirements need to have a plan in place or they will be denied entrance according to Colorado Revised Statutes 25-4-902.

1. Students should report to class and obtain the teacher's permission and a hall pass before coming to the health office. Emergencies are exceptions. Students will be sent back to class for a pass if they arrive without one.
2. Acetaminophen (Tylenol) and ibuprofen (Advil, Nuprin) will be available in the health office for occasional use by students. The Health Information card for the current school year must be on file with parental/guardian signatures before these medications can be given. Other over the counter medications may be available as long as parental permission is provided.
3. Prescription medications may be given by the school nurse or designee during the school day providing the medication is in the original labeled container. Medications must be accompanied by a Medication Administration Authorization Form signed by a parent/guardian and medical provider.
4. Physical Education excuses will be provided by the nurse with a note or call from parent stating need to refrain from activity. **Conditions requiring more than two days excused from P.E. must be accompanied by a physician's note.** If a student needs to be out of P.E. more than two weeks he/she will be referred to an assistant principal for a schedule change.
5. When the nurse is out of the health office students should report to the main office receptionist. The nurse carries a radio and can always be reached.
6. Feminine hygiene products are available only at the health office and the women's physical education office. The cost is 25 cents per item.
7. Elevator keys may be obtained from the nurse if a health condition exists which makes using stairs difficult. A \$20.00 deposit is required which will be returned when the key is checked in. An additional fee of \$20.00 will be assessed if the key is not returned.

### RANGEVIEW STUDENT HELP LINES

Rangeview High School	303-695-6848
Rangeview High School Nurse's Office	303-326-1850
Comitis Crisis Center	303-343-9890 (24 hr. Line)
Aurora Mental Health	303-617-2300 (24 hr. Line)
Aurora Presbyterian Behavioral Health Services	303-869-1999 (24 hr. Line)
Children's Hospital Health Line	303-861-0123 (24 hr. Line)
Poison Center	303-629-1123
Rape Hotline	303-322-7273
Gateway Shelter	303-343-1856
MCPN Teen Clinic	303-637-3235
Mobile Health Van	303-360-8111
Planned Parenthood	303-671-7526
Suicide and Crisis Hotline	303-860-1200
Tri-County Health Dept.	720-451-0123
Aurora Police Dept.	911 or 739-6302

## MEDIA CENTER

### GENERAL GUIDELINES

1. All students not accompanied by their teacher must sign in and show a valid Rangeview ID card.
2. Food or Drink is not allowed.
3. All students who use the library are expected to maintain a work /study environment.

*Please Note:* Students who are unable to adhere to these policies will be asked to leave.

### CIRCULATION POLICY

1. Books can be checked out for school or recreational use for a two week period.
2. Books can be renewed for an indefinite amount of time unless there are staff/students waiting for the book.
3. Students may check out AV equipment (camera's, cassette players, tri-pods and microphones) for use inside or outside the school. All requests for use of audio-visual equipment will be granted provided the student has had their parent complete and sign a permission slip accepting responsibility for proper use, care and liability.

### OVERDUE, DAMAGED, OR LOST MATERIALS

1. Students must return all materials, including calculators, magazines, and books *on time* and must pay if materials are lost or damaged.
2. Students who have overdue materials or outstanding fines will not be allowed to check-out any other materials until the overdue materials are returned or until they start making payments on their fines.

### TECHNOLOGY

1. The library has an automated card catalog called *Destiny* that is available online, and can be accessed both at school and at home.
2. The library computer lab has Internet access and a variety of full-text databases available for student and classroom use.
3. In order to use the Internet, students must have an Internet permission letter signed by a parent/guardian.
4. The library staff will maintain the electronic and networked programs on the library computers. Students are not permitted to alter the computer displays or programs. This includes the background, desktop layout, screen savers, etc.
5. Listening to Music (if sanctioned by the teacher) is permitted on a stand-alone device like an iPod, or MP3 player **ONLY**. *No online music sites are allowed.*
6. Personal E-Mail, Social Network sites, such as Facebook and YouTube, are not permitted in the library unless a student has received prior approval from their teacher and/or library staff. These sites, if approved, should be used for educational purposes only.

*Please Note:* Any student found making changes to the programming, downloading unapproved information, or in any way altering the library computers without prior permission risks losing computer privileges in the library and further disciplinary action. For a more complete understanding of Rangeview's Guidelines regarding computer use, please refer to the GUIDELINES FOR RHS COMPUTER USE section that follows.

### OTHER SERVICES AVAILABLE

The Rangeview Media Center has many more materials and services available to staff and students, including *Online Databases*, and *School Supplies*. For a complete listing of all services, along with our *Mission Statement* and *Contact information*, please go to the *Rangeview Homepage* at <http://rangeview.aurorak12.org> and click on the *Media Center* link.

# GUIDELINES FOR COMPUTER USE

## GENERAL EXPECTATIONS

Computers at Rangeview are available for the use of students, faculty and staff. When using the computer, you agree to comply with conditions stated in the Internet Acceptable Use Policy (AUP) and other guidelines outlined below.

All computers are purchased with public funds, and are intended to be available primarily for student use directly related to course work. Unless you are with a class, you must always ask for permission before working on a computer.

Individuals using computers may have to sign a user log. Users must identify themselves and/or provide a student I.D. when requested to do so by a member of the lab staff.

An academic atmosphere is to be maintained at all times. Be considerate of other users; a computer work area is not a social club. There will be no excessive, loud or offensive talking. Inappropriate language or behavior will not be tolerated.

School computers do not have space for students to store data files. I. Be sure to backup in your Student User Directory on RHSMEDIA or on flash drives.

All computers at Rangeview are required by law to adhere strictly to copyright and licensing requirements that govern software and hardware use. Any attempt to copy software for personal use or use on other computers is illegal. Materials in the public domain (Freeware) may be copied without cost or penalty, but you must receive permission prior.

Game playing is prohibited at all times. Use of social media during school business hours may result in disciplinary action.

When printing, limit the number of pages to be printed. If a printer does not respond to a print command, do not repeat the command. Contact a lab assistant or adult for help.

Under no circumstances shall any system or program files be altered. This includes the background, desktop layout, screen savers if equipped, etc.

Intentional breakage, misuse, and/or theft of equipment and/or software will result in disciplinary action.

Violations of these regulations constitute cause for the revocation of all user privileges and may result in formal disciplinary action by Rangeview administration and/or restitution for any damages to equipment or software in the lab.

Cyber bullying is the act of being cruel to others by sending or posting harmful material using the Internet, cell phone, or any social media. Any student engaged in cyber bullying will face disciplinary action. Cyber bullying is a criminal offense and police will be notified.

## USER GUIDELINES

- Users may use the computers, printers, and other features to complete course work.
- All hardware will be operated properly and not abused in any way. Users will not disconnect or connect peripheral devices, external storage devices of any kind, power cables or network cables to or from lab machines. You must save your work, complete any printing, and clean up your workstation at least five minutes prior to the end of the class period.
- Cyber bullying – Use of social media during school business hours may result in disciplinary action. Cyber bullying is being cruel to others by sending or posting harmful material using the Internet, cell phone, or any social media. Any student engaged in cyber bullying will face disciplinary action. Cyber bullying is a criminal offense and police will be notified.
- 
- As a user of the technology resources at Rangeview, you may NOT:
  - load privately-owned or acquired software or fonts on computers
  - reconfigure any software without the approval of the Technology Manager
  - attempt to subvert or bypass software protection installed on computers
  - unplug cables, move equipment, clear paper jams, etc. while working
  - remove the cover of any equipment or attempt to make any repairs
  - run any software that requires a modification to the system configuration

## INTERNET STUDENT INFORMATION SYSTEM

### Infinite Campus

**Infinite Campus Parent Portal** is an online communication tool to provide parents an opportunity to partner with their student's teachers and school staff and help promote student academic achievement. It will provide up-to-date information about their student. Via the Web-based Parent Portal tool, parents can see their student's demographic and contact information along with attendance, grades, and schedule information. Fee and transcript information is also available to parents of high school students. The Parent Portal may be accessed through the Rangeview Web site at <http://rangeview.aurorak12.org>. Rangeview's Technology Manager, will be available to assist parents interested in establishing an account at Back-to-School Night and Parent Conferences as well as during the school day.

## STUDENT ORGANIZATIONS AND CLUBS

### CLUB PARTICIPATION

Clubs are open to any student who would like to become an active member. There will be a Club Open House after school early in the school year. Students who are interested in joining a club should attend this event. For more information about clubs and activities contact Mr. Strouse in the Activities and Athletic Office.

# ATHLETICS AND ACTIVITIES

## INTERSCHOLASTIC ATHLETICS

### **Philosophy of Athletics**

The athletic program of the Aurora Public Schools is an integral part of the school curriculum. Participation in athletics is designed to promote school spirit, provide a healthy outlet for energy, improve student morale, and increase community involvement and support. Program goals include enjoyment by the participant, enhancement of health and fitness, and avoidance of injury. Coaches will provide our students with the opportunity to develop their athletic skills and to compete at a level that will allow them to reach their potential.

Participation in interscholastic activities as a part of Rangeview High School's educational program is a privilege and not a right. Students wishing to participate are required to meet standards of personal behavior that are rationally related to school purposes. In order to maximize the effectiveness in serving and fostering the education of the students so entrusted to us and in promoting and supplementing the regular curriculum, it is the duty of all concerned with our athletic program to establish high standards of behavior.

We are committed to keeping our athletic program at perspective. Our participants are students first and athletes second. Our coaches are teachers first and a possible winner of championships second. We will strive to get the best athletic performance out of a team, or individual, in a manner that increases the maturity of students and makes their participation worth remembering.

### **Goals**

1. Develop an appreciation for physical well-being.
2. Develop attitudes of sportsmanship and respect for others' feelings and attitudes.
3. Teach the student-athlete to be competitive within a given set of rules.
4. Provide the opportunity to help the student-athlete seek socially acceptable forms of recognition.
5. Provide an atmosphere where the student-athlete can learn determination and perseverance.
6. Teach the student-athlete to be loyal to a particular situation, cause or school.
7. Teach the constructive release of energies and ways to contain these energies until mental control is achieved.
8. Learn the importance of self-discipline at physical and mental pursuits.

## LEAGUE AND ASSOCIATION AFFILIATION

Rangeview is a member of the East Metro Athletic Conference and the Colorado High School Activities Association.

### **Schools represented in the EMAC are:**

Adams City  
Aurora Central  
Brighton  
Gateway  
Hinkley

Northglenn  
Prairie View  
Rangeview  
Thornton  
Westminster

### **Sports Offered**

#### **Fall Season:**

Boys Cross Country  
Boys Golf, Varsity, Junior Varsity  
Girls Cross Country  
Football-Varsity, Junior Varsity, Freshman  
Boys Soccer-Varsity, Junior Varsity, Sophomore

Girls Softball-Varsity, Junior Varsity, Sophomore  
Boys Tennis-Varsity, Junior Varsity  
Girls Volleyball-Varsity, Jr. Varsity, Sophomore, Freshman  
Cheerleading  
Pom Poms

#### **Winter Season:**

Boys Basketball-Varsity, Junior Varsity, Sophomore, Freshman  
Girls Basketball-Varsity, Junior Varsity, Sophomore, Freshman  
Wrestling-Varsity, Junior Varsity, Sophomore/Freshman  
Girls Swimming-Junior Varsity, Varsity

#### **Spring Season:**

Baseball-Varsity, Junior Varsity, Sophomore, Freshman  
Girls Golf - Varsity, Junior Varsity  
Girls Soccer-Varsity, Junior Varsity, Sophomore  
Girls Tennis-Varsity, Junior Varsity  
Boys Track-Varsity, Junior Varsity, Sophomore, Freshman

Girls Track-Varsity, Junior Varsity, Sophomore, Freshman  
Boys Swimming-Varsity, Junior Varsity  
Boys Lacrosse - Varsity, Junior Varsity  
Girls Lacrosse - Varsity, Junior Varsity

## Starting Dates of Each Sports Season

Fall: August 16, 2016  
Winter: November 11, 2016  
Spring: February 27, 2017

### ELIGIBILITY

All students who participate at interscholastic activities and athletics must conform to certain rules of eligibility.

**To be eligible to represent the school at any interscholastic event (athletic and/or non athletic), the student must meet the following requirements:**

1. Be considered a good citizen of the school and community by the principal.
2. Be an undergraduate of the school.
3. Be carrying a minimum of five courses (or the equivalent) that offer a total of 1.25 units of credit per quarter.
4. A student who fails **more** than two quarter-classes (the equivalent of 0.50 units of credit) will be ineligible for the following quarter. Students who fail more than 0.50 units of credit during the fourth quarter may make up failed courses during summer school to regain eligibility for the first quarter of the following year.
5. A student must have been eligible in accordance with No. 3 at the close of the previous quarter. To earn fall eligibility, a student may make up any number of Carnegie units through summer school as long as the courses are within the subject area failed at the preceding quarter.

Other rules concerning eligibility and participation for school activities are published in the Handbook of the Colorado Activities Association. If the student is uncertain whether they are eligible, they should contact the coach, athletic director or principal.

### PARTICIPATION

**In order to participate on any athletic team or squad, you must have the following on file before you practice:**

1. A physical examination administered by a practicing physician.
2. A parent permission form signed by your parents or legal guardian giving authorization for you to participate at the athletic program and travel with the team when necessary.
3. A form signed by your parents or legal guardian indicating that you are covered by a school insurance plan, a military insurance plan, or a family insurance plan.
4. A mandatory Chemical Awareness contract signed by you and at least one of your parents.

**In addition, you must:**

1. Remit a participation fee of \$60.00 for each sport.
2. Accept the responsibility for all school equipment issued to you. It is understood that school equipment can be worn or used only when participating with the team.
3. Realize that decisions relating to the performance or abilities of athletes, assignments to positions, and many actions that directly affect team morale and performance are made by the coach in charge.
4. Understand your responsibilities in connection with the use and care of locker room and athletic facilities and adhere to specific building regulations.

**Once athletes decide to join a team or squad they must conduct themselves in such a way that will reflect the highest credit on the team and the school which they represent.**

### PRACTICE

**The following regulations apply to practices for every sport:**

1. Practice keeps the proper mental and physical attitudes needed to produce champions. Any athlete missing a practice session or contest must present their excuse to the coach. If the athlete knows in advance that they will miss, they must inform the coach and request to be excused. The coach involved will handle excused and unexcused absences.
2. All athletes are expected to commence the season when practice for that sport begins.
3. Any athlete wishing to quit a sport may do so. It is obvious that it is unfair to the athlete, to teammates, and the program if the coach is given no opportunity to counsel the athlete and provide reasonable assistance to solve the problems. Therefore, it is expected that any athlete who decides to quit a sport will take the time to discuss the problem with some member of the

coaching staff or administration **BEFORE** they quit attending practices and contests. An athlete who goes out for an athletic team and then quits after the first interscholastic contest is not eligible to participate with any other coach or team until the season has ended for the sport that the athlete went out for and quit.

4. To be eligible for participation at any practice or contest the student must have either been in attendance or have an excused absence for the last day of classes prior to the contest or practice. Rangeview High School's philosophy is if a student is not well enough to be in class, they are not well enough to perform or participate.
5. When games are played during the school week, attendance the following day is expected of all team members.

### **Activity Conflicts**

**Where sports or other activity conflicts occur, the following policy will apply:**

1. The "performance," i.e., the athletic game or meet at sports, or concert at music, has priority over any practice or extra rehearsal. In the event a practice, extra rehearsal or even final dress rehearsal is scheduled at the same time an athletic game or meet occurs in which the student is participating, the game or meet has priority, and the music member is excused without penalty. Conversely, in the event the music performance conflicts with an athletic practice (even a final practice), the performance takes priority.
2. In the event practice occurs at the same time as both music and sports, the practice time is divided equally between the two activities.
3. In the event a music performance conflicts with a game both being scheduled at the same time, the student is permitted a choice without penalty. If this causes a problem, the athletic and activity director will act as arbitrators.

### **Rules of Conduct for Athletes/Spirit Leaders**

**Athletes are representatives of the school, the school district, the community, the league and their parents. As leaders in the school, they are expected to conduct themselves in a manner prescribed by the school district.**

#### **1. Training Rules**

- a. Basic training rules are necessary for the health and safety of athletes. The head coach shall establish basic training rules approved by the athletic director necessary to the particular sport. (i.e., diet, sleep, language, body conditioning, grooming, etc.) It shall be the responsibility of each coach to make sure his team is aware of the training rules at the beginning of the season and a copy of his training rules is given to each athlete and the athletic director.
- b. The head coach shall have the prerogative to discipline athletes who violate training rules. Violations of training rules for athletes will be subject to a penalty ranging up to a five-day suspension and/or a recommendation for the athlete to be expelled from the athletic program.
- c. The consequences for violations of alcohol, drugs, or tobacco will be further explained at the Chemical Awareness Workshop and on pages 35-36 of this handbook.

#### **2. Building, District, League, and CHSAA Rules**

- a. School district policy, procedures and building codes of conduct specifies the standards of behavior which every student is expected to follow while at high school. Athletes are expected to maintain the same standards of behavior.
- b. The list below is not exclusive and will include all other school rules.
  - 1) An athlete will not use tobacco (smoking or chewing), marijuana, other illegal drugs, or alcoholic beverages.
  - 2) If an athlete becomes involved with the law and is cited at a court for disciplinary action, the athlete may be subject to suspension from athletics.
  - 3) The athlete shall display good school sportsmanship at all times. Disciplinary action taken by the principal's office may be supplemented by additional action by the athletic department. Students suspended from the regular school day are also suspended from attending all practices and contests during the term of the suspension.

4) An athlete absent from any class without just cause, as determined by a building administrator, shall be ineligible to participate at contests and/or practices that day. Repeated violations of this rule may lead to suspension.

5) The athlete shall display good sportsmanship at all times. Horseplay, bad language, failure to follow the instructions of the coach and/or officials may lead to suspension.

6) Every athlete will be expected to present a neat, clean and well-groomed appearance. The coach shall determine appropriate dress for athletic activity.

- 3) **Violations of the team, school, school district, league or CHSAA rules shall be brought to the attention of the director of athletics. Disciplinary action shall be determined by:**
- a. Coach
  - b. The athletic director
  - c. The athletic director at consultation with the coach

### **Regulations Regarding Athletic Letters**

1. In order to letter, a player must be eligible under the rules of the Colorado High School Activities Association and the League, in addition to the scholastic, citizenship, and training rules as set forth by his/her respective school administration and coach.
  2. A varsity letter may be awarded to athletes who have been a regular member of a varsity squad.
  3. A letter may also be awarded to an athlete at the recommendation of the coach, with approval of the athletic director in manifest hardship cases.
  4. A player must successfully complete the entire season including league play-offs, district play-offs, and state championship tournaments and attend all post-season meetings.
3. Specific requirements for lettering in each varsity sport or activity are available at the office of athletics and activities.

## **RANGEVIEW HIGH SCHOOL'S PHILOSOPHY ON THE USE OF MOOD ALTERING CHEMICALS AND ITS RELATIONSHIP TO THE ADOLESCENT ATHLETE**

### **Section I - Philosophy and Purpose**

**A. Philosophy of Rangeview High School relating to use of Mood-Altering Chemicals, i.e., alcohol, tobacco, drugs and marijuana.**

Rangeview High School recognizes the use of mood altering chemicals as a significant health problem for many adolescents, resulting in negative affects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extracurricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives.

The close contact at Rangeview High School of advisors and coaches provides them with a unique opportunity to observe, support and assist young people. Rangeview, therefore, supports education and awareness training in adolescent chemical use problems including the symptomatology of chemical dependency and special issues affecting Rangeview activities for administrators, coaches, advisors, participants and their families.

**B. Statement of Purpose**

1. To elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students at Rangeview High School.
2. To emphasize the school's concern for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
3. To promote equity and a sense of order and discipline among students.

4. To confirm and support existing state laws restricting the use of such mood altering chemicals.
5. To establish standards of conduct for those students who are leaders and standard-bearers among their peers.
6. To assist students who desire to resist peer pressure that directs them toward the use of mood altering chemicals.
7. To assist students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.

### **Section 2 - Rules**

**During the school year and the season of practice, regardless of the quantity, a student shall not:**

- a) use or consume a beverage containing alcohol,
- b) use tobacco,
- c) or use or consume, have in possession, buy, sell or give away marijuana, or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor.

### **Section 3 - Penalties**

#### **A. First violation**

Penalty: After confirmation of the first violation, the student shall lose eligibility for one (1) contest. If the sport they participate in has 12 or fewer contests and two (2) contests if the sport has 13 or more contests.

#### **B. Second Violation**

Penalty: After confirmation of the second violation, the student shall lose eligibility for the next five (5) contests if the sport they participate in has 2 or fewer contests and seven (7) contests if the sport has 13 or more contests.

#### **C. Third Violation**

Penalty: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next 12 consecutive interscholastic events in which the student is a participant.

**D.** Penalties shall be accumulative beginning with and throughout the student's participation on a freshman, sophomore, junior varsity or varsity team.

**E.** The student's consecutive eligibility shall follow him/her from one sport to the next and throughout their high school athletic participation.

**Rangeview High School does not expect rules alone to deter students from using chemicals.**

**The clear philosophy and statement of purpose explains the rule and gives direction, encouraging school staff to take an active role at responding to existing chemical use problems, preventing future problems from occurring and promoting the chemical health of students involved in Rangeview athletics.**

## DIRECTIONS TO EAST METRO ATHLETIC CONFERENCE SCHOOLS

Adams City High School, (303) 853-7700, 7200 Quebec Parkway, Commerce City, CO 80022 – I-270 west to Colorado/Vasquez Blvd, north at E 72<sup>nd</sup> Ave, west at Olive, north at E 72<sup>nd</sup> Pl, east at Quebec St.

Aurora Central High School, (303) 340-1600, 11700 East 11<sup>th</sup> Avenue, Aurora, CO 80010 – I-25 to I-225, East to 6<sup>th</sup>, West to Peoria, North to 11<sup>th</sup> Avenue, West to the school

Brighton High School, (303) 655-4155, 270 South 8<sup>th</sup> Avenue, Brighton, CO 80601 – I-25 to I-76, East to Highway 85, North to Bridge Street Exit, East to 10<sup>th</sup> Street, South to the school

Gateway High School, (303) 755-7160, 1300 South Sable Blvd., Aurora, CO 80012 -- I-25 to I-225, East to Mississippi, East to Sable, South to school

Hinkley (William C.) High School, (303) 340-1500, 1250 Chambers Road, Aurora, CO 80011 -- I-25 to I-225, East to 6<sup>th</sup> Ave., East to Chambers, North to the school

Northglenn High School, (720) 972-4600, 601 West 100<sup>th</sup> Place, Northglenn, CO 80221 – I-25 to 104<sup>th</sup>, West to Huron, South to 100<sup>th</sup> Place, East to the school

Prairie View High School, (303) 655-8800, 12909 East 120<sup>th</sup> Avenue, Henderson, CO 80640 – I-70 West to I-270, take exit 1 to merge onto I-76 East toward Ft. Morgan, take exit 12 on the left to merge onto US-85N toward Brighton/Greeley, turn right at East 120<sup>th</sup> Avenue.

Thornton High School, (720) 972-4800, 9351 N. Washington, Thornton, CO 80229, I-25 to 104<sup>th</sup>, East to Washington, South to the school

Westminster High School, (303) 428-9541, 4276 West 68<sup>th</sup> Avenue, Westminster, CO 80030 – I-25 to US 36, West to Federal Blvd, turn left on West 66<sup>th</sup> Ave., turn right on Tennyson St., Tennyson becomes West 68<sup>th</sup> Ave., arrive at the school

**Directions to high schools can be found on the Colorado High School Activities Association (CHSAA) Web page [www.CHSAA.org](http://www.CHSAA.org)**

## **NOTICE OF NONDISCRIMINATION**

The Aurora Public Schools is committed to the policy that all persons shall have equal access to its programs, facilities, and employment and does not discriminate on the basis of race, age, color, creed, national origin, sexual orientation, disability, religion, ancestry, sex or need for special education services, and provides equal access to the Boy Scouts and other designated youth groups. Career and technical education opportunities will be offered without regard to these protected classes. In adhering to this policy, the Aurora Public Schools abides by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and Titles VI and VII of the Civil Rights Act of 1964.

Questions, complaints or requests for additional information regarding these laws or issues concerning discrimination (including information about how to file a grievance if you believe you are the victim of discrimination) should be directed to the compliance officer for these issues, Damon Smith, Chief Personnel Officer (employees), 1085 Peoria Street, Aurora, CO 80011, phone: (303) 344-8060, [dlsmith@aps.k12.co.us](mailto:dlsmith@aps.k12.co.us). This notice is available in alternative forms.

## **Access to Student Information/Student Records – Rights and Privacy**

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

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

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

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

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

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

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of

PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

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

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

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

- a. student's name,
- b. date and place of birth,
- c. electronic mail address,
- d. photograph,
- e. grade level,
- f. major field of study,
- g. participation in officially recognized activities and sports,
- h weight and height of members of athletic teams,
- i. dates of attendance,
- j. awards received,
- k. most recent previous educational agency or institution attended by the student or other similar information, and
- l. other similar information.

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

## **Annual Notice To Parents: Disability Discrimination**

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

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

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

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

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

## **Critical Information**

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

## **Harassment - Racial/Sexual**

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

- PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:
  - *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
    1. Political affiliations or beliefs of the student or student’s parent;
    2. Mental or psychological problems of the student or student’s family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or parents; or
    8. Income, other than as required by law to determine program eligibility.
  - *Receive notice and an opportunity to opt a student out of* –
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - *Inspect* upon request and before administration or use –
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

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

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

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

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

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

## Senate Bill 03-072/Sex Offender List

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

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

### **Special Needs**

- Please contact your school building administrator or the Director of Health Services, at phone number 303-344-8060, ext. 28511 if, because of a disability, you require special assistance in order to participate in a school activity. Persons with such needs are requested to make contact at least two weeks prior to the event if possible to allow staff to coordinate arrangements.
- This publication and most other publications from your school are available in alternative formats (e.g., large print, on audio tape and in Braille) upon request. Please contact the principal of your school for more information.

### **Storm Water Management Program**

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

### **Bus Procedures/Rules**

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

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

### **Concurrent Enrollment**

The board believes that students who wish to pursue postsecondary level work while in high school should be permitted to do so. In accordance with this policy and accompanying regulation, high school students may receive course credit toward the fulfillment of high school graduation requirements for successful completion of approved postsecondary courses offered by institutions of higher education. Policy IHEDA does not apply to students seeking to enroll in postsecondary courses pursuant to the Accelerating Students through Concurrent Enrollment (ASCENT)

program. Students seeking to enroll in the ASCENT program shall work with district administrators and meet the applicable requirements of the Concurrent Enrollment Programs Act .

### **Eligibility**

Qualified students seeking to enroll in postsecondary courses at the District's expense and receive high school credit for such courses shall follow the procedure accompanying policy IHCDA-R. .

### **Academic Credit**

Academic credit granted for postsecondary courses successfully completed by a qualified student shall count as high school credit toward the board's graduation requirements, unless such credit is denied. High school credit shall be denied for postsecondary courses that do not meet or exceed the district's standards. High school credit shall also be denied for a postsecondary course substantially similar to a course offered by the district, unless the qualified student's enrollment in the postsecondary course is approved due to a scheduling conflict or other reason deemed legitimate by the district. Concurrent enrollment is not available for summer school.

### **Agreement with Institution of Higher Education**

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

### **Payment of Tuition**

The district shall pay the tuition for up to 12 credit hours of postsecondary courses successfully completed by a qualified student and for which the qualified student receives high school credit. A qualified student may enroll in up to 24 credit hours of postsecondary courses per academic term. The qualified student or the student's parent/guardian will be responsible for textbooks and materials required for the postsecondary course(s).

The tuition paid by the district for the qualified student's successful completion of an approved postsecondary course shall be in accordance with the Act and the District's cooperative agreement with the institution of higher education. The institution of higher education may charge additional tuition and/or associated fees to the qualified student or the student's parent/guardian in addition to the tuition paid by the District. Prior to paying the tuition for any qualified student, the district shall require the student and student's parent/guardian to sign an agreement stating if the student fails or otherwise does not complete the postsecondary course for any reason without consent of the principal of the high school in which the student is enrolled, the student and/or the student's parent/guardian shall repay the amount of tuition paid by the district on the student's behalf.

### **Transportation**

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

### **Notice**

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

## **ASCENT**

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

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

- Have not participated in the ASCENT program in previous years.

**Academic Plan of Study**

The qualified student shall establish, in consultation with the principal/designee, an academic plan of study that describes all of the courses (including postsecondary courses) the student intends to complete to satisfy the board's high school graduation requirements. Prior to the qualified student's enrollment in a postsecondary course, the superintendent/designee shall review and approve the student's academic plan of study in accordance with applicable State Board of Education rules. A qualified student shall not concurrently enroll in a basic skills course unless he or she is enrolled in the 12th grade in a local education provider. Students who do not have enough graduation credits by the end of their fourth year and return for a fifth year of high school may not enroll in more than six postsecondary credit hours.

**Application**

The qualified student shall complete the District's concurrent enrollment application form and submit it to the principal/designee at least 60 days prior to the end of the academic term immediately preceding the term of the student's proposed enrollment in a postsecondary course. The student and the parent/guardian must sign the form indicating that they have read the statements concerning participation in the Concurrent Enrollment Program. The requested postsecondary course(s) on the student's application shall be consistent with the student's approved academic plan of study. The superintendent/designee may waive the 60 day requirement at his or her discretion. The principal/designee shall sign the form and send it to the superintendent/designee. The superintendent/designee shall approve or disapprove the student's application in accordance with this regulation's accompanying policy and shall notify the student of the decision. The decision of the superintendent/designee shall be final.

## AVISO DE NO-DISCRIMINACIÓN

Las Escuelas Públicas de Aurora (Aurora Public Schools, o APS) están comprometidas a la política que indica que toda persona tendrá acceso equitativo a sus programas, instalaciones y empleo, sin importar su raza, edad, color, creencia, nacionalidad, orientación sexual, discapacidad, religión, ascendencia, género o su necesidad de recibir servicios de educación especial, y proporciona acceso equitativo a los *Boy Scouts* y otros grupos de jóvenes nombrados. Las oportunidades de educación técnica y de carreras serán ofrecidas sin importar estas clases protegidas. Al cumplir con esta política, las Escuelas Públicas de Aurora cumplen con el *Title IX of the Education Amendments of 1972* (Título IX de las Enmiendas de Educación de 1972), la *Americans with Disabilities Act* (Ley para Personas con Discapacidades), la *Section 504 of the Rehabilitation Act of 1973* (Sección 504 del Acta de Rehabilitación de 1973), la *Age of Discrimination Act* (Ley Contra la Discriminación por Edad) y *Title VI* (Título VI) y *Title VII* (Título VII) de la *Civil Rights Act of 1964* (Ley de Derechos Civiles de 1964).

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

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

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

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

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

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

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

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

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

Una excepción, que permite la divulgación de información sin consentimiento, es la divulgación de información a los funcionarios escolares con intereses académicos legítimos. Un funcionario escolar es una persona empleada por la escuela como un administrador, supervisor, maestro o miembro del personal de apoyo, (incluyendo personal de salud o médico, y personal de un cuerpo de la agencia de seguridad), o una

persona que sirve en el consejo directivo de educación. Un funcionario escolar también puede incluir un voluntario o una persona o compañía que la escuela ha contratado para realizar un servicio institucional de la función por la cual la escuela, de otra manera, usaría sus propios empleados y quien está bajo el control directo de la escuela con respecto al uso y mantenimiento de PII de los expedientes académicos, tal como: un abogado, auditor, consultor médico o terapeuta, un padre, estudiante voluntario que sirva en un comité oficial, tal como un comité disciplinario o de queja; o un padre, estudiante u otro voluntario que ayuda a otro funcionario escolar en la realización de sus tareas. Un funcionario escolar tiene un interés académico legítimo, si el funcionario necesita revisar un expediente académico para cumplir su responsabilidad profesional.

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

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

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

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

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

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

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

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

## **Aviso anual para los padres: Discriminación por discapacidad**

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

- Incluso los estudiantes que no tienen derecho a recibir servicios de acuerdo a los programas tradicionales de educación especial, los cuales son provistos por medio de la *Individuals with Disabilities Education Act* (Ley para la Educación de los Individuos con Discapacidades), pueden tener derecho a recibir apoyo, servicios y adaptaciones, suplementarios, siempre y cuando califiquen para la definición de discapacidad mencionada arriba.
- Para mayor información sobre los procedimientos de evaluación y estipulaciones de servicios otorgados a estudiantes con discapacidades, comuníquese con el coordinador del distrito encargado de *Section 504 Compliance* (Cumplimiento de la Sección 504), en el departamento de *Health Services* (Servicios de Salud) al número (303) 344-8060, ext. 28511, o escríbale al: 504 Compliance Director, Aurora Public Schools, 15700 East 1<sup>st</sup> Ave., Aurora, CO 80011.
- Para información específica relacionada con los servicios de educación especial para estudiantes con discapacidades de acuerdo a la *Individuals with Disabilities Act*, comuníquese con el *Department of Exceptional Student Services* (Departamento de Servicios para Estudiantes Excepcionales), en el 15751 E. 1<sup>st</sup> Avenue, Aurora, CO 80011, 303-340-0510.

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

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

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

### **Información crítica**

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

### **Acoso: Racial y sexual**

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

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

- Si el estudiante reúne los requisitos de la definición federal para personas sin hogar, el padre(s) y el estudiante(s) tienen el derecho de inscribirse en la escuela del área a la que pertenecen y participar por completo en cualquiera de los programas ofrecidos a los estudiantes, siempre y cuando reúnan los requisitos de elegibilidad. A los estudiantes sin hogar no son obligados a asistir a una escuela separada para jóvenes sin hogar y no serán estigmatizados por el personal escolar. El padre(s) y el estudiante(s) sin hogar no necesitan proporcionar documentos escolares, comprobantes de domicilio, o expedientes de vacunas para inscribir al estudiante. La escuela les puede ayudar a los padres con información sobre clínicas para vacunación o pidiendo expedientes escolares por ellos. A los estudiantes sin hogar se les proporcionará los servicios comparables, incluyendo transporte, educación y comidas. Si a un padre se le niega la inscripción de su hijo, él/ella puede apelar la decisión con la persona de enlace familiar para las familias sin hogar del distrito escolar. Después de analizar la situación, la persona de enlace familiar tomará la decisión final, sobre la inscripción del estudiante.
- Si alguna familia o algún joven queda sin hogar durante el transcurso del año escolar, el padre(s) puede pedir ayuda con el transporte para que su hijo continúe asistiendo a la escuela original. Esta petición solo se aplica si la familia, o el joven, tiene que mudarse a una dirección fuera del área de asistencia que corresponde a la escuela. Esta ayuda con el transporte se otorgará por lo que reste del año escolar actual. Al determinar las opciones de transporte, la persona de enlace familiar para familias sin hogar considerará las necesidades del estudiante y si el viaje en el autobús es muy largo o si el tiempo que éste requiera causaría momentos difíciles para el estudiante y su familia.
- Para más información sobre a los estudiantes sin hogar, o los derechos de los padres y jóvenes sin hogar, por favor comuníquese con el Metro Migrant Education Program, Escuelas Públicas de Aurora, al 303-344-8060 x28426.

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

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

## Derechos de los padres sin la custodia legal de sus hijos

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

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

- Según la ley federal *PPRA*, los padres tienen el derecho a aviso previo de: (1) cualquier actividad que implica la recopilación o divulgación de información personal del estudiante para propósitos de mercadeo; (2) la administración de cualquier encuesta que es diseñada para recopilar información privada del estudiante (incluyendo información acerca de la afiliación política, ingresos de la familia, problemas mentales, conducta ilegal, conducta y actitudes sexuales y creencias religiosas); y (3) cualquier examen físico o evaluación médica, que no sea de emergencia y que sea invasiva, la cual sería requerida como condición de asistencia, administrada por la escuela y programada con anticipación y que no sería necesaria para proteger en forma inmediata la salud y seguridad del estudiante o de otros estudiantes. Para ver una descripción completa de los derechos indicados en *PPRA*, por favor visite el sitio web del distrito en [aurorak12.org](http://aurorak12.org) (seleccione “*Parents*” y después haga clic en “*Legal Rights*”).
- La *PPRA* proporciona a los padres ciertos derechos en relación a la realización de encuestas, recopilación y uso de información para propósitos de mercadeo y ciertos exámenes físicos. Estos incluyen el derecho a:
  - *Consentimiento* antes que los estudiantes estén obligados a someterse a una encuesta que se refiera a una o más de las siguientes áreas protegidas (“encuesta de información protegida”) si la encuesta es financiada en su totalidad o en parte or un programa del Departamento de Educación de los Estados Unidos.
    1. Afiliaciones o creencias políticas del estudiante o del padre del estudiante;
    2. Problemas mentales o psicológicos del estudiante o de la familia del estudiante;
    3. Conductas o actitudes sexuales;
    4. Conducta ilegal, anti-social, de auto incriminación o degradante;
    5. Evaluaciones críticas de otros con quienes los encuestados tienen relaciones familiares cercanas;
    6. Relaciones privilegiadas reconocidas legalmente, tales como con abogados, doctores o ministros;
    7. Prácticas, afiliaciones, o creencias religiosas del estudiante o de los padres; o
    8. Ingresos, aparte de lo requerido por ley para determinar la elegibilidad del programa.
  - *Recibir notificación y una oportunidad de optar a un estudiante fuera de -*
    1. Cualquier otra encuesta de información protegida, independientemente de la financiación;
    2. Cualquier examen físico, o revisión médica, que no sea de emergencia y que sea invasiva, requerida como condición de asistencia, administrado por la escuela o su agente para proteger la salud y seguridad inmediata de un estudiante, a excepción de revisiones de audición, visión o escoliosis, o cualquier examen físico o revisión permitido o requerido por la ley estatal; y
    3. Actividades que involucren la recopilación, divulgación o el uso de información personal obtenida de los estudiantes para propósitos de mercadeo o su venta, o distribuir la información a otros.
  - *Revisar*, cuando sea solicitado o antes de administrar o usar:
    1. Encuestas de información protegida de los estudiantes;
    2. Instrumentos usados para recopilar información personal de los estudiantes, para cualquiera de los propósitos de mercadeo, venta u otros propósitos de distribución, indicados arriba; y
    3. Material instructivo usado como parte del currículo educativo.

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

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

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

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

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

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

- Una ley estatal (Proyecto de ley 03-72 del Senado) aprobada en el 2003, requiere que toda escuela notifique a los padres del derecho que tienen para obtener información de ofensores sexuales registrados en las agencias legales. Los padres interesados pueden solicitar esta lista en la oficina de la policía local, que administra su dirección o la dirección de la escuela a la cual sus hijos asisten. Esta puede ser o el *Aurora Police Department* (Departamento de Policía de Aurora) o las oficinas del *sheriff* en los condados de *Adams* o *Arapahoe*, dependiendo de su dirección. Tiene que ir en persona a esta oficina y presentar comprobante de su domicilio.  
City of Aurora Police Department 303-739-6050  
Adams County Sheriff's Department 303-655-3488  
Arapahoe County Sheriff's Department 720-874-3875

### **Necesidades Especiales**

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

### **Programa de manejo del agua producida por una tormenta**

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

### **Reglas y procedimientos del autobús**

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

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

### **Inscripción Simultánea**

El Consejo Directivo de Educación cree que a los estudiantes que deseen cursar trabajo de nivel de postpreparatoria, mientras están en la preparatoria se les debe permitir hacerlo. De acuerdo con esta política y regulación de acompañamiento, los estudiantes de preparatoria que completen exitosamente cursos de postpreparatoria que son aprobados y ofrecidos por instituciones de educación superior, pueden recibir créditos por estos cursos y usarlos para el cumplimiento de los requisitos de graduación de preparatoria. La Política IHEDA no se aplica a los estudiantes que buscan inscribirse en los cursos de postpreparatoria bajo el programa *Accelerating Students through Concurrent Enrollment (ASCENT)* (Acelerando a Estudiantes a través de la Inscripción Simultánea). Los estudiantes que deseen inscribirse en el programa ASCENT deberán trabajar con los administradores del distrito y cumplir con los requisitos aplicables de *Concurrent Enrollment Programs Act* (Ley de Programas de Inscripción Simultánea).

### **Elegibilidad**

Los estudiantes calificados que deseen inscribirse en cursos de postpreparatoria a expensas del Distrito y recibir crédito de preparatoria por estos cursos, deberán seguir el procedimiento que acompaña la política IHEDA-R.

### **Crédito Académico**

El crédito académico otorgado por los cursos de postsecundaria completados exitosamente por un estudiante calificado contará como crédito de preparatoria para los requisitos de graduación, a menos que dicho crédito sea negado. El crédito de preparatoria será negado para los cursos de postpreparatoria que no cumplen o exceden los estándares del distrito. El crédito de preparatoria también se le puede negar a un curso de postpreparatoria que sea sustancialmente similar a un curso ofrecido por el distrito, a menos que se haya aprobado la inscripción del estudiante calificado en el curso de postpreparatoria debido a un conflicto de horario u otra razón considerada legítima por el distrito. La inscripción simultánea no está disponible para la escuela de verano.

### **Acuerdo con la Institución de Educación Superior**

Cuando un estudiante calificado busca inscribirse en cursos de postpreparatoria en una institución de educación superior y recibir crédito para la escuela preparatoria por estos cursos, el distrito y la institución participante entrarán en un acuerdo de cooperación por escrito de conformidad con la Ley.

### **El Pago de la Colegiatura**

El distrito deberá pagar la colegiatura por un máximo de 12 horas de crédito de cursos de postsecundaria completadas exitosamente por un estudiante calificado y por las cuales el estudiante esté recibiendo créditos de preparatoria. Un estudiante calificado se puede inscribir en un máximo de 24 horas de crédito de cursos postsecundarios cada término académico. El estudiante calificado o el padre/tutor serán responsables por los libros y los materiales requeridos para el curso(s) de postsecundaria.

La colegiatura pagada por el distrito para que el estudiante calificado complete exitosamente un curso aprobado de postsecundaria se hará de conformidad con la Ley y el acuerdo de cooperación del Distrito con la institución de educación superior. La institución de educación superior puede cobrar una cuota adicional y/o cargos asociados al estudiante calificado o el padre/tutor del estudiante, además de la colegiatura pagada por parte del Distrito. Antes de pagar la colegiatura de cualquier estudiante calificado, el distrito requerirá que el estudiante y el padre/tutor del estudiante firmen un acuerdo que indica que si el estudiante reprueba o no la completa el curso de postpreparatoria, por cualquier motivo y sin el consentimiento del director de la escuela secundaria en el que está inscrito el estudiante, el estudiante y/o padre/tutor del estudiante deberá reembolsar la colegiatura pagada por el distrito en nombre del estudiante.

### **Transportación**

El Distrito no les proporcionará ni pagará por el transporte a la institución de educación superior para los estudiantes calificados.

## **Aviso**

Información sobre las opciones de inscripción simultánea estarán disponibles para los estudiantes de preparatoria y para sus padres/tutores anualmente.

## **ASCENT**

El programa ASCENT les permite a los estudiantes elegibles participar en un quinto año de preparatoria mientras estén inscritos simultáneamente. Un participante del programa ASCENT no será considerado un graduado de la preparatoria hasta que él o ella haya completado su participación en el programa ASCENT y cualquier otro requisito de graduación. Para participar en el programa, los estudiantes tienen que cumplir con las siguientes cualificaciones:

- Tiene que haber completado, o estar a tiempo de completar, por lo menos 12 horas de crédito (horas de semestre o su equivalente) de cursos postsecundarios antes de completar el grado 12;
- No le hacen falta clases de habilidades básicas;
- Tiene que haber sido seleccionado para participar en el programa ASCENT por el director de su preparatoria
- Tiene que haber cumplido con los requisitos mínimos del curso antes de su inscripción en el curso; y
- No puede haber participado en el programa ASCENT en años anteriores

## **Plan Académico de Estudio**

El estudiante calificado debe establecer, en consulta con el director/designado, un plan académico de estudio que describe todos los cursos (incluyendo cursos postpreparatoria) que el estudiante tiene la intención de completar para satisfacer los requisitos de graduación de la escuela secundaria del consejo directivo de educación. Antes de la inscripción del estudiante calificado en un curso de postpreparatoria, el superintendente/designado deberá revisar y aprobar el plan académico del estudiante de estudio de acuerdo con las reglas del Consejo Directivo del Estado. Un estudiante calificado no se inscribirá simultáneamente en un curso de conocimientos básicos a menos que él o ella esté inscrito en el grado 12 con un proveedor de educación local. Los estudiantes que no tengan suficientes créditos para graduarse al final de su cuarto año y regresan para un quinto año de escuela preparatoria, no podrán inscribirse en más de seis horas de crédito de educación postpreparatoria.

## **Solicitud**

El estudiante calificado deberá completar el formulario de inscripción simultánea del Distrito y entregarla al director/designado al menos 60 días antes de la finalización del término académico precedente a la inscripción propuesta por el estudiante en un curso de postpreparatoria. El estudiante y el padre/tutor deben firmar el formulario indicando que han leído las declaraciones relacionadas a la participación en el Programa de Inscripción Simultánea.

El curso postsecundaria solicitado(s) en la solicitud del estudiante deberá ser consistente con el plan académico aprobado del estudiante. El superintendente/designado puede hacer una excepción del requisito de 60 días, según su discreción. El director/designado deberá firmar el formulario y enviarlo al superintendente/designado. El superintendente/designado deberá aprobar o negar la solicitud del estudiante de acuerdo con la política de acompañamiento de este reglamento y deberá notificar al estudiante de la decisión. La decisión del superintendente/designado será definitiva.