

Gateway High School
Student and Parent Handbook

2018-2019

1300 S. Sable Blvd. Aurora, CO 80012

303.755.7160

Mehran Ahmed, Principal

<http://gateway.aurorak12.org/>



OUR SCHOOL IS A  GATEWAY TO THE WORLD

Gateway High School Mission Statement

We are empowered to embrace our diversity, challenge our mindsets, think critically, and lead our community to think globally and act locally.

WE ARE OLYMPIANS!

Highlights: Gateway High School offers

- An International Baccalaureate Program of Middle Years (MYP) for 9th & 10th grade and Diploma Program (DP) for 11th & 12th Grades with AVID Instructional Practices
- Pathways: Science Technology Engineering and Math (STEM); Pro-Start Culinary Arts
- A No Place For Hate school since 2009/2010

Administration

Mehran Ahmed, Principal

Andre Bala, Assistant Principal

Anne Ferris, Assistant Principal

Cindy Zimmermann, Assistant Principal

Brendan Netherton, Athletic Director/Assistant Principal

Allison Benson, Student Advisor/Dean

Tony Gradishar, Student Advisor/Dean

Najah McFarland, Student Advisor/Dean

Rob Varner, Student Advisor/Dean

WELCOME TO GATEWAY HIGH SCHOOL

On behalf of the faculty and staff, we extend a very warm and friendly welcome to Gateway High School, the home of the proud Olympians. Gateway is dedicated to providing a safe, exciting, and rewarding educational experience for high school students.

This handbook will provide you with information to help you understand and support our goal of providing a safe and successful high school experience for your student. Please become familiar with the philosophy of our high school, our expectations, curriculum, and policies.

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

Gateway High School is a wonderful school—with an amazing student body and an equally amazing staff. Enjoy your time here as a student and the more you become involved the better your experience will be.

If you have any questions about policies, regulations, or information in this handbook, please contact us at 303-755-7160.

Sincerely,

Mehran Ahmed, Principal

BIENVENIDOS A LA ESCUELA PREPARATORIA GATEWAY

En nombre del personal le extendemos la más cordial y amigable bienvenida a la escuela preparatoria Gateway, la orgullosa casa de los Olympians. Gateway se ha dedicado a la seguridad, entusiasmo y gratificante educación que pueden experimentar los alumnos de la escuela preparatoria.

El propósito del manual es proveerle información que le pueda ayudar a entender y apoyar nuestra meta de dar seguridad y éxito para una buena experiencia para su hijo(a) en la escuela preparatoria. Favor de familiarizarse con nuestra filosofía, expectativas, curriculum y política de la escuela.

El personal está disponible para ayudar a ser exitoso y apoyarlos lo más posible. Necesitamos el apoyo y cooperación de padres y estudiantes para alcanzar nuestra meta. Siéntase libre de venir a la oficina si Ud. tiene alguna pregunta o problema. Nuestras puertas estarán siempre abiertas para todos los alumnos y padres. Usted es importante para nosotros.

La escuela preparatoria Gateway es una gran escuela con un grupo de estudiantes espectacular y un grupo de empleados igualmente fenomenal. Disfruten de su estadía aquí como estudiantes y entre más se involucren, su experiencia aquí será aun mejor.

Si usted tiene alguna pregunta acerca de nuestras pólizas, regulaciones, o información en el manual, por favor comuníquese al 303-755-7160.

Atentamente,

Mehran Ahmed, Director

IB Learner Profile

The IB Learner Profile is a set of characteristics needed by students and adults in the 21st century. The Learner Profile is at the heart of the development of the Gateway High School IB/MYP students as contributing members of our society.

Gateway High School IB/MYP learners strive to be:

Inquirers: They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable: They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers: They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators: They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled: They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded: They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed

to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring: They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers: They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced: They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective: They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

*Please discuss the IB Learner Profile with your MYP student.

Student Handbook Fast Facts

22.0 Credits Required for Graduation

Absence Reporting- Only the parent or legal guardian as listed in the database is permitted to report an absence. A parent/guardian must contact the Attendance Office by 8am the day following an absence. An automated phone call or an e-mail will be sent to the parent/guardian to notify any student absence during the day.

- 303-755-7160 (for bilingual assistance)
303-326-1672 (24 hour outside message line)
- Please identify yourself, student's first and last name, grade, day(s)/period of absence, reason for absence.
- Notes from home or e-mails will not be accepted. Messages will not be delivered to students unless it is of a serious nature.
- Excusing Students Once in School- Once a student has arrived on campus, he/she is expected to be in class unless prior arrangements have been made with the school. If a student must leave campus before his/her school day is over, a parent/guardian should notify the attendance office in advance. Students should always sign out or sign in the main office before leaving or upon their return.
- Suspended or expelled students must remain off all GHS and District property during the period of suspension or expulsion. They are excluded from all district-sponsored events both at home or away events. Suspended students who choose to be on district property will be ticketed for trespassing.

Cell Phones/Electronics -The use of technology, including cell phones is at the classroom teacher's discretion. Students are not allowed to play Bluetooth speakers during the school day in the hallways or commons area.

College/Career Info—Stop by the College Center to find out about career information, trade/vocational school, military, 2-4 year college/university information, ACT and SAT testing information, and financial information.

Naviance -is a FREE web based program designed to take GHS students through the process of finding “Life after high school”. See your counselor for your activation code.

Food and Drink- No food and drink are permitted outside of the commons/cafeteria. Exceptions may be granted with administrative or nurse approval. Water in clear containers is acceptable.

Gifts –Items such as flowers, balloons, cakes, stuffed animals etc. will not be accepted by the school for delivery to students from friends, relatives, or family members. Additionally, Students cannot bring these items into the building for other students. If students have these types of items delivered they will be kept in the main office until the end of the day for the student to pick up and take home.

Interpersonal Student Relationships -Public displays of affection will not be permitted on school property. Parent contact and disciplinary action may result.

Parent Portal Access on Infinite Campus -A parent or guardian as listed in Infinite Campus may see Mr. Sundine (library) with current photo id for an access number. If you have problems with your current access, contact Mr. Sundine.

Photo Identification Cards-Each student is furnished with a photo ID upon enrollment at no charge. All students are required to have their id cards visible at all times while on school property or attending school events. Replacement ID cards cost \$5.00

Principal’s Passes-Eligible 10th, 11th, and 12th graders may earn a principal’s pass each quarter for off-campus lunch privileges. During the previous quarter, Students must 1) Earn a 2.75 GPA or above 2) Must have a 95%

attendance rating 3) Have no disciplinary referrals.

Student Computer Access-login is your student ID # / password is the student's first name as listed. Go to the library for assistance.

Student Infinite Campus login is your student ID# / password is birthday (MMDDYY) or first and last initial and birthday (MMDDYY) Go to the library for assistance

Bus Transportation- If you need assistance with Bus Stop Locations contact the APS Transportation Services Department at 303-

326-1986 or log On to <http://transportation.aurorak12.org/schedule>

Lockers- Each student will be assigned a hall locker for storage of personal belongings. 1) Turn the lock twice to clear 2) Turn the lock right (clockwise) to the first number 3) Turn the lock left (counterclockwise) past the second number, and go back around to it 4) Turn the lock right to the last number, push up on the latch to engage the lock. Go to the Student Services Office for any locker issues. School ID must be present to get locker combination. Students are not allowed to share lockers. PE locks may be purchased from the school or brought from home. All lockers are property of Aurora Public Schools and school authorities reserve the right to search lockers if necessary

Dress Code- In order to maintain a school environment which is safe and conducive to learning, all clothing must be appropriate so as not to disrupt the learning environment and not interfere with the health, safety and welfare of any person.

The following items are deemed to be unacceptable to wear to school:

- Shorts, dresses, skirts or other similar clothing that are so short as to be immodest and/or create a distraction
- Sunglasses, hats, and/or head coverings (e.g., hoodies, bandanas, and doo rags) worn inside the building
- Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops,

backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts

- Clothing worn in such a way as that undergarments can be seen
- Any clothing (including outward), grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures, etc., that: Refer to drugs, tobacco, alcohol, or weapons, are of a sexual nature by virtue of color, trademark, or other attributes denote membership in gangs which advocate drug use, violence, or disruptive behavior are obscene, profane, vulgar, lewd, or legally libelous threaten the safety or welfare of any person, promote any activity prohibited by the student code of conduct, otherwise disrupt the teaching-learning process

*Any part of the dress code policy may be waived by administration for students with legitimate medical problems or religious concerns.

<http://aurorak12.org/pol-reg/SectionJ/jica.pdf>

Students will be requested to remove the item, cover offensive items, and or change clothes. Students may be sent home to change if no other option is available. Disciplinary action may occur and the offensive item may be confiscated.

College Knowledge Wednesdays- we encourage all students and staff to wear their favorite College gear. This is not required, but encouraged.

IB Thursdays- we encourage students to dress in their IB gear. This is not required, but encouraged

School Spirit Day Friday-we encourage all students to show their school spirit by wearing their Gateway gear. This is not required, but encouraged.



Advancement via Individual Determination (AVID) is a school-wide approach to curriculum and rigor adopted with one high school and 32 students. AVID now impacts more than 800,000 students in nearly 5,000 schools and 43 postsecondary institutions in 44 states, the District of Columbia, and across 16 other countries/territories. The AVID College Readiness System spans elementary through higher education. It is a research-based program that equips students to meet the challenges of rigorous coursework in high school and college. AVID students:

- Test in the “partially-proficient” or “proficient” range on assessments
- Earn grades that do not reflect their ability
- Have a history of under-achievement
- Have desire and determination to be challenged academically
- Have a goal to graduate from college

Vision of AVID in Aurora Public Schools

AVID’s job is to accelerate learning for every APS student every day. AVID does its job by exposing students to a rigorous curriculum, cultivating a college going culture, supporting the current instructional philosophies of the schools, increasing the enrollment in four-year colleges, and becoming educated, responsible leaders locally and globally. The Aurora Public Schools community needs AVID to do its job.

AVID at ateway

Aurora Public Schools supports the AVID program at Gateway High School with from grades 9-12. grade. The AVID program specifically targets students with GPAs from 2.0 to

3.5; average-to-high test scores; and, of course, those who have desire and determination. Each year we will have a new cohort beginning with the incoming freshman. Each cohort of AVID students will be with their elective teacher through their entire high school year at Gateway.

Mission of AVID

The mission of AVID is to ensure that all students, especially the least-served students, who are "in the middle":

- Will succeed in rigorous curriculum
- Will complete a rigorous college preparatory path
- Will enter mainstream activities of the school
- Will increase their enrollment in four-year colleges
- Will become educated and responsible participants and leaders in a democratic society

AVID's systemic approach is designed to support students and educators as they increase school-wide and district-wide learning and performance.

Who is an AVID student?

AVID students have the potential to succeed in a rigorous course of study and earn a college diploma but lack some fundamental skills and habits of mind

necessary to bring these goals to fruition. These students need more formalized support to succeed in a college-preparatory environment and leave high school equipped for the rigors of the university. AVID students have academic potential, as evidenced by their performance in the proficient or advanced range on standardized assessments. AVID is an elective program, students possess the desire and determination to meet expectations of the AVID elective course as well as of challenging core academic classes.

What is the AVID elective class?

The AVID elective class, which can accommodate approximately 25-30 students, meets five days a week. During class sessions, students learn the AVID curriculum from the AVID teacher. That curriculum is based around four primary components: writing to learn, inquiry, collaboration, organization, reading (WICOR). In addition to learning the AVID curriculum, AVID students deepen their understanding of content taught in core academic classes through the assistance of college-aged AVID-trained tutors. AVID site team member is responsible for training these tutors. Finally, one day per week, AVID students engage in activities that assist them in career investigation, navigating the college selection and application process, and other postsecondary planning.

How are students selected?

AVID provides considerable training for suggested practices related to student selection. The selection process includes reviewing a student's academic record, standardized test scores, and teacher recommendations. AVID candidates must complete a face-to-face interview with the selection committee, members of the AVID site team. Finally, as parental support of AVID is essential to a student's success, parent interviews are also conducted

Gateway Contacts for AVID

Mehran Ahmed Principal

Anne Ferris Assistant Principal/District Director for AVID

Christopher Glunz Site Team Coordinator - AVID Elective Teacher

Taylor Calvert Site Team Member – AVID Elective Teacher

Mr. Wittmer Site Team Member - Social Studies- AVID Elective Teacher

Gateway High School

2018-2019 TRADITIONAL CALENDAR

<https://drive.google.com/file/d/0B2-JKTfrfy3nNi1EaWU5QWZiNEk/view>

GATEWAY HIGH SCHOOL ATHLETIC AND ACTIVITIES ELIGIBILITY POLICY 2018-19

All students that are participating in athletics, band, orchestra, choir, STUCO and theatre must meet the following criteria to be able to participate in games and events.

- Students must be in class 95% of the time.
- IF A STUDENT HAS AN UNEXCUSED ABSENCE THEY WILL NOT BE ALLOWED TO PARTICIPATE IN GAMES OR ACTIVITIES
- Students cannot participate if they have 2 F's. Two D's equals an F – therefore if you have 4 D's you cannot participate

If a student does not meet the criteria, they will be ineligible to participate in games and activities that have been planned for the following two weeks.

For example, the first day of school is August 8. Teachers will need to have their grades current for that two week period by August 23. The yearly expectation for teachers is to update their gradebook every two weeks on Wednesday by 4:00pm. If a student did not meet the attendance and academic requirements they will be ineligible for the following two weeks.

“There may be people that have more talent than you, but there's no excuse for anyone to work harder than you do.

-- Derek Jeter, Yankees shortstop (1995-2014)

GATEWAY HIGH SCHOOL ACTIVITIES/CLUBS ELIGIBILITY POLICY 2018-2019

All students that are participating in activities/clubs must meet the following criteria to be able to participate in games and events. The attendance and grade policy will also be in effect for Prom and Homecoming for the entire student body. If a student does not meet the criteria they will not be allowed to participate or attend the event.

- Students must have an overall attendance rate of 95% to attend Prom and Homecoming
- Students must have an overall attendance rate of 95% to opt out of 2 final exams per semester and have a grade of a C or higher
- The 95% attendance policy will also affect extracurricular activities such as field trips, dances, etc.

If a student does not meet the criteria, they will be ineligible to participate in games and activities that have been planned for the following two weeks.

General Information

Main Office (303) 755-7160

fax (303) 326-1272

Attendance Line (24 Hour Message Line) (303) 326-1672

Spanish- (303) 755-7160

Activities/Athletic Schedule

<http://www.eastmetroathleticconference.org>

Enrollment (303) 755-7160

COUNSELING OFFICE

The Counseling Department is staffed with counselors who assist students

in planning a course of study and in resolving classroom and personal problems. For scheduling changes students must meet with their counselor. They will guide students in making decisions about current and future educational plans and refers students to special programs.

Gateway High School Counseling Department 303-755-7160 Student Records Fax: 303-326-1888		
Counselors	Alphabet	Phone Ext.
Shannon Wachsmann	A - C	ext. 27236
Elizabeth Felker	D - K	ext. 27241
Garrett Wilton	L - Q	ext. 27239
Chance Siegle	R - Z	ext . 27238
Sara Kephart (Special Education Staff Chair)	Special Education	ext.27269
Counseling Department Support Staff: Main Desk Ext: 27246		
Evelyn Rodriguez	Student Records	ext. 27234
Keri Goldson	School Assessment Coordinator	ext. 27226
Rori Jimerson	Registrar	ext. 27202

Quick Reference for Information

Student enrollment or withdrawal

- Registrar (303) 326-1886

School fees and fines

- Bookkeeper (303) 326-1887

Activities, Clubs and Organizations

- Activities Director (303) 326-1806

Athletics, Athletic events, eligibility and after hours building use

- Athletics Director (303)-326-1827

Attendance Line (message only)

- (303) 326-1672

Transcripts and records

- (303) 326-1834 / Records Fax(303) 326-1888

School Nurse

- (303) 326-2072

VISITOR POLICY

In order to maintain an academic environment and provide a safe educational setting for our students and staff, all visitors must check in at the security desk and wear a visitor's pass while in the building. A picture I.D. (ex: a driver's license) must be provided to obtain a visitor's pass. We do not allow former students during the day nor do we allow students to "shadow classes." Parents are welcome to visit classrooms; however, a 24-hour notice to meet with a teacher is required, and this can be set up in counseling office or student services.

MESSAGES

Messages to be delivered by the attendance office may only be left by parents/guardians 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 should not be sent to the school for delivery in classrooms.

ENROLLMENT AND REGISTRATION

Registration is now online at:

www.aps.k12.co.us/family/admissions

LA OFICINA DE MATRICULACIÓN CENTRALIZADA

Para aprender más sobre matriculación centralizada, visite el sitio web:

www.aps.k12.co.us/family/admissions.

GATEWAY CODE OF CONDUCT

APPROPRIATE LEARNING ENVIRONMENT

For Gateway High School to be the kind of place where students and staff members can build a culture of learning, 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. We recommend that you know your rights, but we also urge you to know your responsibilities as a student at Gateway 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 Gateway High School Student-Parent Handbook and Safe Schools Policy and Regulations handbooks.

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.

ACADEMIC DISHONESTY as defined by our safe schools policy is:

Untruthful or deceptive behavior in connection with academics, including plagiarism, cheating on tests 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. 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 Offenses - 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
- If a student continues academic dishonesty a referral to the Dean for up to two days of out of school suspension

ALL offenses MUST be entered in Infinite Campus under the behavior tab and parental contact will be made.

Spirit Fridays- we encourage all students to wear Gateway attire on Fridays. This is in no way required, but it is encouraged.

PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING

- Fight Encouragement:

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 Gateway 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 Gateway. This includes fights documented using social media or police reports.

- Fighting with students:

Students involved in a fight will receive disciplinary consequences.

- 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.

- Cyberbullying:

Definition: Being cruel to others by sending or posting harmful material using the Internet, cell phone, or any social media. Any student engaged in cyberbullying will face disciplinary action. Students are encouraged to report any incidents of cyberbullying to a staff member. 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 may 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 may 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.

CONTROLLED SUBSTANCES

- Transaction, possession, using or being under the influence of drugs or alcohol:

The school will recommend expulsion of no less than two semesters in all incidents involving the sale, purchase, distribution, receiving or possession with intent to distribute drugs, alcohol, controlled substances or any material which a student has claimed to be one of those substances. Possession of those substances, possession of paraphernalia, or being under the influence of these substances will result in an out of school suspension, a police report, and a parent/student conference prior to reentry the first time. A second incident of possession of those substances, possession of paraphernalia, or being under the influence of these substances may result in a recommendation for expulsion. Intent does not provide a defense nor do other circumstances (such as a student's past record) mitigate for a lesser consequence.

1. During the period of off-campus suspensions and/or expulsion, students are not to be on campus or any APS property. Violations to this rule will result in additional days of suspension and/or trespassing charges through APD. Suspended and expelled students are excluded from and

may not attend all school sponsored events.

2. Students who are suspended are required to complete and turn in make-up work. Students who are expelled will receive a withdraw passing or withdraw failing reflecting the course grades at the time of the suspension leading to the expulsion. (APS policy IKA-R)

3. Aurora police will be notified any time a student is involved in criminal activity.

Other School Rules

CELL PHONES/ELECTRONIC DEVICES

The use of technology at Gateway is a privilege not to be abused. Acceptable usage of cell phones will be communicated to students by their teachers, solely for academic purposes.

A cell phone or electronic device being used in violation of the above policy will be confiscated and turned in to the Student Services' office. A Student Advisor will return the confiscated item to a parent/guardian only. Multiple violations will result in more serious disciplinary action.

Gateway is not responsible for lost, damaged or stolen cell phones or other electronic devices.

FINES AND FEES

Fines and fees are payable to the bookkeeper immediately upon assessment. It is a Gateway High School policy to withhold grade cards, transcripts and schedules 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. Caps and gowns will be issued to graduates only when all obligations are met. Current fees should be paid by February 1st.

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 fundraiser monies, checks returned for insufficient funds.

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

BICYCLES

Bicycles must be locked up in a bicycle parking area, which are located by the building on the west side near the main entrance and by the flagpole next to the tennis courts. The school cannot be responsible for theft or damage to bicycles.

FOOD AND DRINK

Food and drink, with the exception of water, is not allowed in instructional areas or classrooms.

SMOKING

<http://aurorak12.org/pol-reg/SectionA/adc.pdf>

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. Students will need a signed pass from their teacher to leave the lunchroom.

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 Student Services office to replace a lost I.D. within 24 hours. There is a charge of \$5.00 per I.D. replacement. If a student does not have their ID on them, they will be given a wristband for the day. After the 3rd offense the student's account will be charged \$5.00 and they will be given a replacement ID.

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 subject to a disciplinary referral.

PUBLIC DISPLAYS OF AFFECTION

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

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SKATEBOARDS/IN LINE SKATES/SCOOTERS

Skateboards/inline skates are not allowed to be ridden on campus (City Ordinance#27-60). They will be confiscated and may be picked up after school on the first offense. On the second offense, parents will have to pick up the item on the last day of school. Students will be required to lock their skateboards or scooters in the SkateDock storage in the front of the building.

TRESPASSING

Non-Gateway 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 Gateway 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). The registration fee is \$20.00 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. Purchase parking permits from the Bookkeeper. A \$10.00 dollar fee will be charged for replacing lost parking permits. All parking permits must be turned in to the Bookkeeper if a student withdraws from Gateway or at the end of the school year. A \$5.00 fee will be charged if a parking

permit is not returned at the end of the year.

PARKING LOT PERMITS (for parking in the lot at front of Gateway High School)

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 sticker

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 10.00. Any tickets beyond four, will be assessed a \$40.00 fine, towed and/or the student may be suspended.

**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 Gateway 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. Card and dice games or gambling of any sort are prohibited. 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. Abuse of these rules will result in "restricted lunch," work detail, or possible suspension.

ACTIVITIES ON CAMPUS (DANCES, ATHLETIC EVENTS, CONCERTS, DRAMA ETC.)

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.

EMERGENCIES

During FIRE ALARMS, students will wait for teacher direction to evacuate

the building.

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 LOCKOUT 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 and local television stations. Please listen for public service announcements rather than calling the administration building or individual schools.

In addition, our automated notification system, Connect Ed, will be used to notify each student's primary phone number listed in Infinite Campus.

ATTENDANCE PROCEDURES

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

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 8 a.m. the day following the absence to excuse your student; only one parent error will be corrected
- 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
- 5) Contact students in the In-house suspension room

OFFICE STAFF

- 1) Record parent calls to excuse student absences
- 2) Initiate the automatic calling system to notify parents of a student's unexcused absence
- 3) Notify teachers and counselors when truant students are sent to In-house suspension
- 4) Correct staff errors and one student/parent error per school year
- 5) Monitor the sign-in/sign-out sheet

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 matter

NOTIFYING THE SCHOOL OF AN ABSENCE

Parents are to notify the main office by 8am the day following the student's absence. There is an after-hours recorder 303-326-1672 to leave a message 24 hours a day, seven days a week. Parents should contact the main office directly if students need to leave early 303-755-7160.

SCHOOL NOTIFICATION TO THE HOME

Gateway 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 and again the following morning if the absence has not been amended. 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.

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."

UNEXCUSED ABSENCES

- 1) Students will be considered truant or unexcused 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 8 a.m. 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 after the bell rings for class, 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.

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.
3. No discipline referral during the previous quarter

Students (10th, 11th and 12th grades) will have the opportunity to earn a Principal's Pass quarterly. Freshman must remain on campus for lunch. 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 sticker for their 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 by notifying the principal's designee. The Principal's Pass privilege may be revoked at any time at the discretion of the principal, administration, or student advisor.

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 dean's 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.

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.

REQUESTS FOR HOMEWORK

Students requiring homework assignments due to extended excused absences (three days or more) should initially contact the main office or the student services office. Office staff 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 main 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>

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 Gateway Program Planning Guide has been compiled to assist Gateway 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 3rd 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 and 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 Gateway 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 the 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 and needs 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 Gateway

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. 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 20/20

High School courses can be taken online through the ED20/20 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.

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 GHS campus. Students receive both college and high school credit for these courses. For additional information see your counselor.

PICKENS TECHNICAL COLLEGE

The Pickens Technical College offers 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 allow students to enroll at the beginning of the second semester.

Credits Required for 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:

Credits needed to be a.....

Sophomore = 6

Junior = 12

Senior = 17

Graduate = 22

Credits Earned Outside Regular High School Program

CORRESPONDENCE SCHOOLS & COLLEGE CLASSES

Credit from correspondence courses and courses at community colleges other than CCA 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. Gateway 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 Gateway 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.

ACADEMIC LETTER/HONOR ROLL

The purpose of the Academic Letter and Honor Roll system is to recognize students who have excelled academically while at Gateway High School. The Honor Roll is compiled and published twice each year at the close of the 1st and 2nd semesters. The criteria used in developing the Honor Roll and thus awarding students with an Academic Letter are:

- 1) A weighted grade point average of 3.5 or higher (rounded to the second decimal place) must be earned for both quarters in a given semester
- 2) All grades earned during each quarter will be used to determine the grade point average.
- 3) Students must carry a minimum of 6 classes each quarter
- 4) Students must not receive a “D” or “F” for a quarter
- 5) Students must be enrolled as a Gateway student but may be taking classes outside of the building

Each time a student is recognized for being placed on the Honor Roll they will also be awarded an academic letter. The first time a student earns an academic letter they will receive a chenille letter G, scholarship pin, and bar. Additional bars will be awarded to that student every time he/she earns a 3.5 or higher GPA. If a student earns a 3.5 weighted GPA every semester in grades 9 -12, he/she will receive a gold star. At the conclusion of their senior year, students who are eligible for the gold star will need to contact the principal’s secretary with mailing information.

DEPARTMENT ACADEMIC AWARDS

The purpose of the department academic awards is to honor Gateway students who have excelled in the various academic disciplines and/or

subject areas. An awards assembly will be held in the spring of each school year to recognize our top academic students in Art, Business, Science, etc. Each department will select students based on a criteria developed within each department who have demonstrated excellence.

ACADEMIC HALL OF FAME

The purpose of Academic Hall of Fame is to honor students who have excelled in academics at Gateway High School

The selection process starts prior to the beginning of fourth quarter when a list of eligible candidates will be submitted to the faculty. The teachers will be asked to submit information about each candidate on the evaluation form. A Review Committee made up of a teacher, counselor, and administrator, will make the final selection during the fourth quarter. The following criteria will be used to determine eligibility for the Academic Hall of Fame

- Must be a member of the senior class.
- Must be either enrolled in or have completed 15 credits in the following areas: Mathematics, English, Science, Social Studies, and Foreign Language.
- Must be either enrolled in or have completed two years of honors or advanced placement classes
- Must have earned or will earn at least 9 credits from Gateway High School.
- Must have at least a 3.5 grade point average, which will be determined by dividing the total points earned in all grades by the total number of credits up to, and including, their next to final eighteen week period.

CLASS RANK/GRADE POINT AVERAGES

The Superintendent of Schools shall establish a procedure for the calculations of grade-point averages and rank-in class of students, which shall be utilized for determining academic honors and college entrance reporting. At the spring commencement, for those students who have achieved a grade point average of 3.5 or higher shall receive academic honors. Those who have achieved a weighted grade point average of 3.75 or higher shall receive academic high honors. The top ten in the graduating class shall receive academic highest honors. A valedictorian and salutatorian will be named. Mid-year graduates with a 3.5 or higher weighted grade point average shall receive honors at the mid-year commencement.

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 according to state standards. SBG removes extraneous factors and focuses on what students know and can demonstrate.

STANDARD BASED GRADING

High School Grading System

Standard Based Grading charts

Body of Evidence:

There are two types of assessment, 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 student's 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.

Work habits

- Homework expectations-Homework consists of a variety of things including introduction to new material, practice opportunities, intervention, and remediation. Like an athlete who must condition, practice, and refine their skills to improve their performance, students must also practice and refine their skills through homework to improve their learning. Teachers are expected to assign homework and students are expected to do it! Homework is essential and provides information to students, parents, and teachers about the student's progress.

WEIGHTED GRADES

Weighted grades are used to determine grade point averages at Gateway High School. Please see the program planning guide for additional information.

STUDENT GRADE REPORTS

Student grade reports, report cards, showing the grade achievement of each student will be distributed at the completion of each quarter (nine weeks) while school is in session. In addition, at the midpoint of each grading period, teachers will issue Progress Grades to all students which will be mailed home.

Progress Reports & Parent / Teacher Conferences

PROGRESS REPORTS

Progress reports will be mailed home or can be picked up at parent-teacher conferences. 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.

PARENT / TEACHER CONFERENCES

Parents have an opportunity to receive updates on their student's academic progress during quarterly 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 no longer be mailed at the completion of each quarter. Parents & Guardians may access student report cards through their parent portal accounts.

HONOR ROLL POLICY

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

- I. 3.00 - 3.49 Honors

- II. 3.50 - 3.74 Academic Honors
- III. 3.75 - 3.99 Academic High Honors
- IV. 4.00 – 5.00 Academic Highest Honors

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

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 and Salutatorian(s) will be named. A student must take a minimum of nine credit hours at Gateway 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.

GRADUATION/DIPLOMA CRITERIA

<https://aurorak12.org/students/graduation-requirements/>

EXCEPTIONAL STUDENT SERVICES

Referral to an exceptional student program is determined based on the extent of the student's ability to attain full potential in a regular classroom environment due to an emotional, physical or intellectual handicap.

ENGLISH LANGUAGE ACQUISITION (ELA)

The ELA program offers high intensity language instruction for English Language Learners who are enrolled in Aurora Public Schools and have limited English proficiency. The purpose of the program is to instruct students in English so they may transition into regular courses with adequate listening, speaking, reading and writing skills to be successful.

FUTURES

This program offers students 17 or older with minimal credits the ability to gain college level skills so that they are prepared to pass the GED and attend college.

OMBUDSMAN/REBOUND

This program offers students over age and under credit (16 yrs. or older and 10 or more credits) the ability to earn credit at an accelerated pace at an alternate location.

MTSS (MULTI-TIERED SYSTEMS OF SUPPORT)

The MTSS team, coordinates prevention/intervention initiatives targeting high-risk students experiencing a variety of academic challenges. Please contact your student's counselor for more information.

PICKENS TECHNICAL COLLEGE

This college offers occupational education in a variety of career fields. For information call 303-344-4910.

JUVENILE ASSESSMENT CENTER

For information call 720-874-3381.

GENERAL EDUCATIONAL DEVELOPMENT CERTIFICATE (GED)

For information call 303-326-1081.

PACE SETTERS PROGRAM/ POST-SECONDARY ENROLLMENT

The PACE Setter Program is an exciting partnership between Aurora Public Schools and the Community College of Aurora. It is designed to increase the number of high school students earning college credit. To qualify for the program a student must be under the age of 21 years of age, be enrolled in Aurora Public Schools, be either a junior or a senior, and have ACT or Accuplacer scores appropriate for the approved class. Some upper level courses at Gateway will be able to offer this option of dual credit to students. Application packets and information will be available in the counseling office.

COMMUNITY AGENCIES

Students may require services beyond the scope of the high school. There are many agencies within the Aurora and Denver Metropolitan Area that serve Aurora residents, such as Comitis, Tri-County District Health Department, and Aurora Community Mental Health Center. Referral to these programs is contingent upon the mental, physical, social, and emotional

needs of the students.

STUDENT ORGANIZATIONS AND CLUBS

Clubs are open to any student who would like to become an active member. Dates and times of meetings are given in the daily announcements.

PHILOSOPHY

We believe that students who are active in chartered organizations avail themselves to experiences, which create a positive school climate.

Personal benefits to those who take part with others in club or class functions include:

- Enhancement of communication skills.
- Student leadership training experiences.
- Opportunities to build positive relationships with peers and staff.
- Acknowledgment and awards for a job well done.
- A balance between academic and social experiences.

ACTIVITIES HALL OF FAME

The purpose of the Activities Hall of Fame is to honor students who have excelled in class and club activities at Gateway High School.

The selection process starts prior to the beginning of fourth quarter when recommendations from teachers, club sponsors, and administrators will be compiled. These nominees will be given an application. The entire student body will be notified and given the opportunity to apply.

A committee made up of parents, staff members, and administrators will make

the final selection during fourth quarter. The following criteria will be used to determine the eligibility for the honor:

- One freshman, one sophomore, one junior, and one senior will be selected for their activities accomplishments that school year.
- One senior will be selected for his/her total “activities” in high school.
- A senior may apply for either the one-year or four year categories, but may only win one honor.
- Nominees and inductees must have a 2.0 weighted GPA.

CHARTERING A CLUB

School based activities and clubs bring students together allowing individuals to:

- Interact and share perspectives with others.
- Develop leadership skills.
- Contribute to school wide improvement.
- Add to one’s learning experience through numerous opportunities to work collaboratively with peers.

With these goals in mind, the following guidelines are required to Charter a Club:

- Develop by-laws defining the club’s purpose, activities, and ideas.
- Make arrangements with a Gateway staff member to serve as sponsor.
- Take steps to encourage membership that is representative of the school’s culture.

- Present application and by-laws to the Activities Director.

Each chartered organization will be subject to review by the building Activities Director and the District Director of Athletic and Activities. Each chartered organization must have a sponsor whose assignment has been approved by the Division of Human Resources.

Chartered Organizations

- Must be approved as a chartered organization by the Board of Education. See APS Code JJA.
- Must have adopted by-laws.
- May collect dues and conduct a maximum of two (2) fundraisers with the approval of the Activities Director.
- Must provide an end of year report (form #NS57-I-80).
- Must hold a minimum of nine (9) total meetings during the year.
- Must have no fewer than ten (10) active participating members in order to remain an active chartered club.

For a list of current clubs and activities, please refer to the Gateway website:
<https://gateway.aurorak12.org>

FRIENDS OF THE PERFORMING ARTS (FOPA)

Performing Arts Boosters meets the second Monday of the month in the choir room, 6:30 p.m.

ACCOUNTABILITY COMMITTEE

The Accountability Committee meets quarterly from 5:30pm to 6:30pm.

ATHLETICS

For Information regarding our athletic programs and requirements, please visit: <https://gatewayolympians.net>

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 Gateway 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 students 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 in 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

Gateway 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, Vista Peak

Sports Offered

Fall Season:

Boys Cross Country

Winter Season:

Boys Basketball

Spring Season:

Baseball

Boys Golf	Girls Basketball	Girls Golf
Girls Cross Country	Wrestling	Girls Soccer
Football	Girls Swimming and Diving	Girls Tennis
Golf	Cheerleading	Boys Track and Field
Boys Soccer		Girls Track and Field
Girls Softball (co-op)		Boys Swimming (Co-op)
Girls Volleyball		Boys Lacrosse (co-op)
Boys Tennis (Co-op)		Cheerleading (Tryouts)
Cheerleading		

ATHLETIC 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 and athletic department.
2. Be an undergraduate of the school.
3. Be carrying a minimum of five courses (or the equivalent) that offer a total of two and one-half units of credit per semester.

The student must not be failing at the time of participation more than the equivalent of $\frac{1}{2}$ unit of credit. (At most cases, this means the student may not be failing more than one course.) The student should see a counselor to ensure that he/she is meeting the requirements.

4. A student who fails more than two quarter-classes will be ineligible for the following quarter.

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.

ATHLETIC 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 parents or legal guardian giving authorization for student to participate in the athletic program and travel with the team when necessary.
3. A form signed by parents or legal guardian indicating that student is covered by a school insurance plan, a military insurance plan, or a family insurance plan.
4. A mandatory Chemical Awareness contract signed by student and at least one of parent.
5. CHSAA eligibility form for transfer students.

In addition, you must:

1. Remit a participation fee of \$60.00 for each sport. A payment plan is available.
2. Accept the responsibility for all school equipment issued. 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 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. Gateway 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, or a concert for 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, marijuana, drugs, or tobacco will result of a minimum of 40% exclusion of athletic contests for the year and will carry from sport to sport and season to season.

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 or expulsion from athletics.

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 or expulsion from athletics.

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, Gateway High School, Aurora Public Schools, EMAC 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

The athletic director in 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 EMAC League, in addition to the scholastic, citizenship, and training rules as set forth by the Gateway 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.

Specific requirements for lettering in each varsity sport or activity are available at the office of athletics and activities.

GATEWAY 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 Gateway High School relating to use of Mood-Altering Chemicals, i.e., alcohol, tobacco, drugs and marijuana.

Gateway High School recognizes the use of mood altering chemicals as a significant health problem for many adolescents, resulting in negative effects 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 of Gateway High School advisors and coaches provides them with a unique opportunity to observe, support and assist young people. Gateway, therefore, supports education and awareness training of adolescent chemical use problems including the symptoms of chemical dependency and special issues affecting Gateway 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 Gateway 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, use tobacco, 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 in a career

1. Penalty: after confirmation of the first violation, the student shall lose eligibility for 40% of the remaining contests in all remaining sports.

A. Example: A cross country athlete has his first violation will lose 40% eligibility for cross country and any lose 40% of all

contests in the winter and spring sports seasons if the student athlete plays a sport in those seasons.

B. Second Violation in a career

1. Penalty: After confirmation of the second violation, the student shall lose eligibility for ALL of the remaining contests for that school year in all sports.

2. Recommendations:

a. It is recommended that before being readmitted to athletics following suspension for the second violation, the student shall show evidence in writing that the student has sought or has received counseling from a community agency or professional individual such as a drug counselor, medical doctor, psychiatrist, or psychologist.

b. It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

C. Re-admittance into athletics following expulsion from athletics after

the second violation

- a. The student must show successful completion of counseling or something similar program from an outside agency or professional specializing in chemical dependency or chemical abuse.
- b. The student athlete will perform a community service project talking to youth about the dangers of drug, marijuana, alcohol abuse and how it can destroy a community. This will be done in a timely manner, according to school rules and with the assistance of school administration.
- c. After successful completion of the above the student athlete will be eligible to compete at the beginning of the next quarter of school as long as they meet CHSAA eligibility requirements.
- 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 through their high school athletic participation.

Third Violation in a career

The student will have no opportunity to participate in any athletics for the rest of their career.

Gateway 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 Gateway Athletics.

Student Discipline Program

The focus of Gateway is to provide a safe environment that is conducive to learning. In order for the discipline program to be effective, rules have been established which require mutual respect and cooperation between all members of our community. The ultimate goal of Gateway's discipline policy is to encourage students to change or control inappropriate behavior.

PREVENTATIVE MEASURES

The following are examples of measures taken by Gateway to prevent the occurrence of discipline problems:

- Staff development focused on improved student achievement
- Training and support for staff in diversity and cultural awareness
- Teacher access to parent phone numbers and e-mail addresses
- Parent meetings such as Parent Night, Back-to-School Night, and Parent-Teacher conferences
- Parent access to teacher voice-mail and e-mail addresses
- Students and parents provided with the Gateway Handbook and APS Safe Schools handbook
- Class meetings with the Principal to discuss student involvement and expectation
- Teachers distribute and explain class expectations and requirement
- Rules and expectations are posted within the building and are reviewed periodically in the school announcement

- Expectations are communicated to parents and students through a variety of means. The best source for information is the

Gateway Website--- <http://gateway.aurorak12.org/>

- Items that distract from the classroom environment are banned. These items include, but are not limited to, beepers, cell phones, radios, CD players, and sunglasses

- Dress code bans clothing with crude slogans, bare midriffs, short shorts, gang related clothing, etc

- Campus monitoring by surveillance cameras and school personnel.

- Visitors required signing in at the main office.

DISCIPLINARY ACTION

Disciplinary Actions apply to behaviors/conduct at Gateway, on District property, in District vehicles, at school sponsored events or activities on or off campus, and under circumstances where off campus behavior is detrimental to the welfare and/or safety of other people or of school personnel.

DISCIPLINARY ACTION LEVELS

Within each level, there are probable interventions and available consequences that may be applied. There will be considerations as to the specific event, seriousness, prior offenses, whether the student stops the misbehavior when told to do so, the number of students involved, the number of adults necessary to deal with the immediate incident, whether the incident presented a significant danger of physical or emotional harm to any person, etc. Due to the seriousness of some behaviors, the consequences are very specific and required by Aurora Public Schools' Policy and

Colorado State Statutes.

The Aurora Police will be notified of violations in accordance with APS policies and procedures.

Level 1- Minor Offenses

Examples of Level 1 offenses include, but are not limited to:

- Lack of appropriate supplies and materials for class
- Disrupting class by talking, making noise, use of laser lights, etc
- Cheating on tests or copying work
- Tardiness to class & unexcused absences
- Inappropriate language
- Dress code violations
- Failure to carry student I.D.
- Use of tobacco on campus
- Use of bikes or skateboards on campus
- Hazing (verbal)
- Food or drink in hallways or academic areas
- Gambling
- Failure to have a pass while in the halls
- Internet violations
- Loitering &/or trespassing

- Parking violations

Level 1 Action: Conferences/Interventions

Examples of actions may include, but are not limited to:

- Conferences with student &/or staff to discuss misconduct and better choices of behavior
- Conference with parent & student
- Parent notification
- Contract with student
- Confiscation of unauthorized materials
- Lunch restriction
- After school detention
- In-house suspension

Level 2- More Serious Offenses

Examples of Level 2 offenses include, but are not limited to:

- Repeated Level 1 offenses
- Disrespect/Defiance
- Profanity with students and/or staff
- Threats
- Harassment/Bullying
- Encouraging a fight/Fighting

- Driving violations
- Possession of an illegal substance
- Illegal substance use or reasonable suspicion of illegal substance use
- Possession of stolen property
- Trespassing
- Vandalism

Level 2- Possible Actions

Examples of actions may include, but are not limited to:

- In-school suspension
- Exclusion from extra-curricular activities
- Referral to Juvenile Assessment Center; *referral to classes/programs offered within or outside school district
- Work detail/community service
- After school detention
- Lunch restriction
- Confiscation of unauthorized materials
- Financial settlement
- Assignment to another class
- Out-of-school suspension
- Police referral
- Recommendation for expulsion

(*School funds will not be used to pay for such interventions unless specifically authorized by the Principal)

Level 3-A Very Serious Offense

Examples of Level 3 offenses include, but are not limited to:

- Repeated Level 1 &/or Level 2 offenses (Progressive, willful disobedience)
- Arson
- Assault
- Second fight or repeated encouraging a fight
- Possession of illegal drugs/alcohol
- Racial or sexual harassment
- False fire alarm
- Bomb threat
- Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel

Level 3- Suspension/Emergency Removal/Reassignment

Examples of actions may include, but are not limited to:

- Emergency removal due to immediate danger or serious disruption
- Suspension out-of-school for up to 10 days
- Alternate placement within the school district

Level 4 and 5- Most Serious Offenses

Examples of Level 4 & 5 offenses include, but are not limited to:

- Continued willful disobedience or open and persistent defiance of proper authority
- Willful destruction or defacing school property, including graffiti and arson
- Breaking & entering school property
- Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel
- Physical aggression against staff (regardless of intent)
- Repeated interference with a school's ability to provide educational opportunities to other students
- **1st and 2nd Degree Assault
- **Sale/distribution/purchase of a "drug" or "controlled substance"
- **Carrying, bringing, use or possession of a dangerous weapon or bring a firearm to school without the authorization of the school or the District
- **Robbery

Level 4 and 5- Actions

Examples of actions include:

- Extended suspension out-of-school
- Extended suspension out-of-school, pending expulsion

- Expulsion
- Mandatory expulsion

**Mandatory expulsion for up to one full calendar year.

ACADEMIC HONESTY

Academic dishonesty, including cheating on tests, plagiarism, forging the signatures of teachers and/or parents, or changing a grade, is prohibited (Loss of grade, loss of credit, conference with parent, and/or suspension may occur). To maintain academic integrity of Gateway High School, we are instituting the following building regulations:

1. In the first incident of academic dishonesty, the teacher will give the student a zero for the assignment, test, paper activity etc., and contact the student's parents. Documentation of both the incident and the parental contact will be submitted with a disciplinary referral to a counselor (for the purpose of having a counseling session with the student).

2. In the second incident of academic dishonesty, a zero will be assigned and the student will be referred to the Dean of Students.

Any further incidents will result in a 3 day suspension.

AFTER SCHOOL ACTIVITIES

When a student attends any after school activity such as a basketball or volleyball game, parents are expected to be waiting to pick up their son/daughter at the end of the activity. Students who loiter on campus will be issued a ticket and face further disciplinary action.

ANIMALS ON SCHOOL PROPERTY

Animals constitute a potential danger to other students while also being a distraction. Students are not allowed to bring any pets or animals on campus except by permission of an instructor who has made previous arrangements with a school administrator.

ARSON

There will be school consequences and possible expulsion and police contact for intentionally starting any fire or combustion on school property without authorization from a school official, whether or not damage occurs.

ASSEMBLIES

Attendance at all school assemblies is required. Students attending will demonstrate proper decorum and appropriate behavior as declared during Torch Time behavioral expectations.

BICYCLES

Bicycles are not to be ridden on school grounds during the school day. Bicycles should be locked up in the bicycle parking area with a hardened steel chain and lock. The school is not responsible for theft or damage of bicycles.

BOMB THREATS

Bomb threats or similar threats of violence are taken very seriously and the police will be contacted immediately. School consequences will also occur.

BUS BEHAVIOR

It is a privilege to ride the school bus (with the exception of some students). Consequences will be given to those students who are inappropriate on the school bus. Inappropriate behaviors include (but not limited to), profanity to students, profanity to adults, fighting, inciting a fight, smoking, hanging out of windows, throwing objects out of windows, not staying seated, destroying bus property or not adhering to bus rules.

CELL PHONES/TEXT MESSAGING

Cell phones are to be used for academic purposes in the classroom. Cell phone use policies will be at individual teacher discretion.

Gateway is not responsible for lost or stolen electronic devices students bring to school.

We will not spend any time on lost (missing) electronic devices. The school cannot be held responsible for these items.

COMMONS (Cafeteria/Lunch Room)

Students using the Commons should act in a responsible and respectful manner. Students are responsible for cleaning up their area and putting their trash in trash receptacles. Frequent abuse of these rules will result in work detail, community service, or possible suspension.

DEFIANCE

School consequences may be given to students who are disobedient coupled with a serious verbal challenge or challenge of some other kind directed

toward staff.

DISOBEDIENCE

A student's deliberate failure or refusal to comply with the directions of authorized school personnel will be dealt with by the administration.

DISRUPTION OF INSTRUCTION

Behavior such as running, making loud noises, yelling, or any conduct that may distract from the learning process is unacceptable. Students are to maintain a cooperative attitude toward all students and staff.

DISRUPTIVE STUDENTS

A disruptive act in student behavior which causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events and in which a student engages in the behavior deliberately and which requires the attention of school personnel to deal with the behavior. WHEN A STUDENT COMMITS THE 3RD DISRUPTIVE ACT, HE/SHE WILL BE DECLARED A "HABITUALLY DISRUPTIVE STUDENT" AND EXPULSION IS MANDATORY UNDER COLORADO LAW.

DRESS CODE

<http://aurorak12.org/pol-reg/SectionJ/jica.pdf>

Students will be requested to remove the item, cover the offensive item, and/or change clothes. Students may be sent home to change if no other

option is available. Disciplinary action may occur and offending item may be confiscated.

Administration will make the final decision on dress code violations.

Any part of the dress policy may be waived by the administration for students with legitimate medical problems or religious concerns.

DRUG AND ALCOHOL USAGE OR POSSESSION

Students are not to buy, sell, distribute, possess, or consume controlled substances (including drug paraphernalia and counterfeit drugs), or alcohol on any school grounds or at any school sponsored events. Students coming onto school grounds or attending any school-sponsored events after using or consuming alcohol or drugs away from campus is unacceptable. Police contact and school consequences will result. Over the counter medications need to be administered by the school nurse.

With reasonable suspicion, a student may be searched by authorized personnel.

The school will recommend expulsion in all incidents involving the sale, purchase, distribution, receiving, or possession with intent to distribute, drugs, alcohol, controlled substances, or any material which a student has claimed to be one of these substances.

The violation in the first case is being on either end of a transaction where an illegal substance, either real or bogus, is involved. The violation in the second incident is possession. Intent does not provide a defense nor do other circumstances (such as a student's past record) mitigate for a lesser consequence.

AURORA POLICE DEPARTMENT WILL BE NOTIFIED ANY TIME

A STUDENT BREAKS THE LAW

From time-to-time, the Aurora Police Department, in cooperation with the Aurora Public Schools, is permitted to have the “drug dog” come on campus for training exercises. The exercises are to test the dog’s ability to detect illegal drugs. There will be consequences for any illegal substances that may be found.

It should be noted that the “drug dog” does not come into contact with students or staff members.

EMERGENCIES

Please do not call the school during an emergency and tie up our phone lines.

During fire alarms, students will wait for direction from teachers before evacuating the building. Students are not to stop at their lockers or the restroom.

During tornado warning, all students must follow directions from their teacher. Each room has a clearly marked sign giving specific instructions of where to move to 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.

During a lockout, parents cannot come to school and get their students. The front desk will contact parents, if necessary. Parents – please do not call the school during a lockdown because you are tying up phone lines and personnel time. For information during a lockdown please visit our website at <http://gateway.aurorak12.org/>

EXPLOSIVES OF ANY KIND

Use or possession of firecrackers or other powder explosives is

dangerous to safety and will not be allowed on school grounds or Aurora Public Schools property. Poppers fall into this category. School consequences and police contact will result.

EXTRA-CURRICULAR ACTIVITY ELIGIBILITY BASED ON DISCIPLINE

Students who have 2 or more suspensions from school during a nine week quarter will be ineligible to attend extra-curricular activities for the following nine week quarter. This includes athletic events, plays, concerts and dances.

FALSE ALARMS

Pulling fire alarms in school when there is no fire is forbidden. Fire Marshall and police contact, as well as school consequences, will result.

FIGHTING

Gateway High School will not tolerate violence between students or violence by one student directed at another. Fighting on or off school grounds or inciting and encouraging a fight on or off school grounds or at school-sponsored activities on or off school grounds, will not be tolerated. If a conflict appears to be eminent, the student is expected to make every reasonable effort to avoid the conflict and to see an administrator, monitor or teacher or other school employee at once. Students involved in fighting should expect a suspension and police contact.

INCITING A FIGHT

Students may receive consequences for inciting a fight. Inciting a fight may include, but is not limited to, running to see any and all fights, yelling or motivating a fight, hyping a fight by pushing/shoving others, using cell phones (pictures) during a fight, hanging around to watch the fight, or any other behaviors deemed inclusive of encouraging a fight such as, not following directions given by an adult.

FINES AND FEES

Fines and fees are payable to the bookkeeper immediately on assessment. Payments are accepted using personal check, money order, MasterCard, Visa and Discover cards. State law requires that schools withhold report cards, transcripts and schedules until fines and fees are paid in full, or until a payment schedule has been arranged with an administrator and the bookkeeper, or until all materials have been returned in an acceptable condition. Rental caps and gowns will be distributed to graduates only when all financial obligations have been met. A month prior to senior check-out, personal checks will not be accepted.

Examples include, but are not limited to, the following:

- Athletic participation fees and uniforms
- Band fees
- Choir/chorus fees
- Class/club trips
- PE locker fees and uniforms
- Special class books or workbooks
- Monies assessed for books not returned and/or damaged books
- Monies assessed for equipment not returned and/or damaged
- Outstanding fundraising monies
- Checks returned for insufficient funds
- Library/media center fines for materials returned late
- Parking passes

- Campus parking fines
- I.D. fees

FIRE EXTINGUISHERS

Fire extinguishers are placed throughout the building for the sole purpose of combating fires. Tampering with, removal or misuse of fire extinguishers is forbidden. School consequences and the police and the Fire Marshall contact will occur.

FOOD AND DRINK

No food and drink are permitted in academic areas or academic hallways. Exceptions to this may be granted with administrative or nurse approval. Water in a clear container is acceptable.

GAMBLING

Gambling is any activity, which involves playing for money or other valuables, and will not be allowed on campus or at school-sponsored events. Dice will be confiscated.

GIFTS

Gifts, such as flowers, balloons, stuffed animals, etc. will not be accepted by the school for delivery to students. Students cannot bring these items into the building. The school will not accept deliveries from home, relatives or vendors.

HALL PASSES

Students should not be out in the hallways except during the passing period. Release of students from the classroom is a matter of teacher discretion. Students MUST have their I.D. to receive a hall pass from their teacher. Students must show the hall pass and I.D. 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.

HARASSMENT AND INTIMIDATION

The following behaviors are unacceptable and will not be tolerated. School consequences and police contact will result.

These policies and procedures were developed in accordance with Aurora Public Schools Policies and Procedures to include violation of Title IX of the Education Amendment of 1972 for sexual harassment, violation of Title VI of the Civil Rights Act of 1964 for racial harassment, and violation of Colorado Revised Statute Criminal Code Title 18-9-121 for ethnic intimidation. Copies of the District Policy books are available at school or at the Aurora Public Schools Administration Building, 1085 Peoria Street, Aurora, CO 80011

- HARASSMENT

Harassment is unwelcome behavior toward a person or adult that may be verbal, physical, visual or abusive. It may target one person (personal harassment) or a group of persons.

- CYBERBULLYING

Being cruel to others by sending or posting harmful material using the Internet or a cell phone. Any student engaged in cyber bullying will face disciplinary charges.

- ETHNIC INTIMIDATION

Ethnic intimidation includes the use of symbols, clothing, drawings, literature or language perceived as derogatory or offensive to one's racial category, nationality, ethnic background or religious preference. Where the ethnic

harassment is purely verbal in nature, it must either have a disruptive effect on the school or it must be the type of comment that is likely to incite an immediate and violent response from the person(s) being addressed (APS Policy - ACBA).

- RACIAL HARASSMENT

Racial harassment is any unwelcome behavior related to an individual's race or color of skin. Racial harassment may include, but is not limited to, striking, shoving, kicking, name calling, spreading rumors, using obscene or offensive language, and making or displaying offensive gestures, pictures or signs. Where the racial harassment is purely verbal in nature, it must either have a disruptive effect on the school or it must be the type of comment that is likely to incite an immediate and violent response from the person(s) being addressed (APS Policy - JBB).

- SEXUAL HARASSMENT

Sexual harassment is any unwelcome behavior of a sexual nature. It is harmful and it is illegal. Behavior of a sexual nature may include, but is not limited to the following; sexual touching, grabbing, pinching, teasing, intentionally brushing against or bumping into another person, kissing, jokes, name calling, demeaning rumors, obscene pictures, and sexual hand gestures. Whether or not these behaviors constitute harassment depends upon how they are perceived by the victim. If the person on the receiving end doesn't like them, or is disturbed by them, they probably are harassment, and it's definitely wrong to continue. Sexual harassment does not refer to occasional inoffensive compliments. It refers to behavior, which is not welcome, which is personally offensive, and which therefore interferes with the learning of the victims and their peers (APS Policy - JBB)

- HAZING AND INTIMIDATION

Hazing is an activity historically associated with being initiated into a club, fraternity, sorority, lodge, order, etc. Hazing is persecuting or harassing a person or a group of persons with meaningless, difficult or humiliating tasks. Initiating is exacting humiliating performances from or planning practical jokes upon a person or persons that could cause physical or mental injury.

Violations of the above Gateway Policy may result in the following disciplinary actions: reprimand from administrator, parent conference, work detail, community service, detention, suspension from school, and/or expulsion from school. In addition, the Aurora Police Department may be notified of violations of these policies at Gateway High School (APS Policy – JK.1-R).

- PROCEDURE

If you believe that you have experienced or observed harassment or intimidation by a student or staff member, you or your parent should discuss the situation with one of the counselors, a peer counselor, a peer conflict mediator or an administrator in Student Services. At this time you will be informed of options available to you. If you would prefer to first discuss the situation with another staff member whom you trust and with whom you are comfortable, he/she could then be included in the conference with one of the counselors or administrators.

INTERPERSONAL STUDENT RELATIONSHIPS

Open displays of affection will not be permitted on school property. Parent contact and disciplinary action may result.

LASER PEN LIGHTS

Laser penlights are prohibited and will be confiscated and not returned.

LAST DAY OF SCHOOL

Students who violate school policies on the last day of school will receive consequences that may carry over to the beginning of the next school-year.

LITTERING SCHOOL PROPERTY

Students are expected to help keep the campus and buildings clean by discarding trash in receptacles.

LOCKERS

Each student is assigned a hall locker for the storage of books and equipment. When a padlock is needed to secure a music or physical education locker, a lock must be purchased from the school. 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. The student is responsible for damage to their locker. Lockers are the property of the Aurora Public Schools and school authorities reserve the right to search lockers on suspicion of a threat to the health and safety of other students or when it is suspected that the locker contains items, which are illegal or contrary to school policy.

Students may bring their own PE lock, but the school retains the right to cut the lock off if the school finds it necessary to open the locker.

Students are reminded that they are not to switch locker assignments without first notifying the Attendance Office. School I.D. will be required before any locker information or combination is supplied to anyone.

THE SCHOOL CANNOT BE HELD RESPONSIBLE FOR STOLEN OR

DEFACED PROPERTY. PARKING PERMITS

All students driving a car to school must have it registered. The registration fee is \$5.00 for each car registered and any student desiring to park his/her car on campus must display a parking permit on their rearview mirror and park in the designated parking lot. License plate number, make, model and color must be furnished to the Activities Office before a parking permit will be issued. Vehicles that do not have parking permits displayed will be towed at the owner's expense.

A \$10.00 fee will be charged for replacing lost parking permits and all parking permits must be turned in to the Activities Office if; (1) a student withdraws from Gateway High School, or (2) at the end of the school year. At the end of the year, students not turning in parking permits will be charged a \$5.00 fee.

PARKING LOTS

Students are not allowed to loiter around or sit in vehicles during the school day. Cruising the parking lot is not allowed. Students who speed, drive recklessly or park in unauthorized areas may lose their parking privileges. THE SPEED LIMIT IN THE PARKING LOTS IS 5 MPH.

All students are expected to park and lock their cars. Both the entrance and exit to the parking lot are one-way. Students who speed, drive recklessly, or park in unauthorized areas, may lose their driving and parking privileges.

Vehicles, which do not have a parking permit may be ticketed and/or towed away at the owner's expense. All students must park in the front parking lot, but may not take a visitor's space.

PARKING TICKETS

(Issued for Parking Violations)

Cars will be ticketed and may be towed if they are not in an authorized

parking space, do not display a parking permit, occupy more than one space, occupy a visitor, handicapped, reserved space, or Aurora Police space, or are parked in the wrong parking lot. Fines for parking tickets will be \$10.00. Any tickets beyond four, will be assessed a \$40.00 fine, towed and/or the student may be suspended.

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

PHOTO IDENTIFICATION CARD

Each student is furnished a photo I.D. card when they register as a student at no charge. EVERY STUDENT IS REQUIRED TO HAVE THIS CARD ON HIM/HER AT ALL TIMES WHILE ON SCHOOL PROPERTY OR ATTENDING SCHOOL EVENTS. Any authorized Gateway official (administrator, staff member, campus monitor, custodian, or substitute teacher) may ask students for their identification. Lost I.D.'s must be replaced immediately. The cost of replacing an I.D. card is \$5.00.

PHYSICAL AGGRESSION TOWARD A STAFF MEMBER

Students who strike or hit a staff member, regardless of the circumstances or the student's intent, will be recommended for expulsion for one full school year. This violation includes physical contact, not what the student may have intended to occur. Included are verbal threats or destruction of an employee's property at any time or place.

Any assault upon, disorderly conduct toward, harassment of, knowingly making of a false allegation of child abuse against, or any alleged offense under the Colorado Criminal Code directed toward a teacher or school employee; or instances of damage occurring on the premises to the personal property of a teacher or school employee by a student will be a minimum of a three day suspension that is mandated by Colorado law for

any such offense.

POSSESSION OF STOLEN PROPERTY

If a student has in one's possession or under one's control (including in one's locker) any property which has been stolen, the school has reasonable cause to believe that it has been stolen. School consequences and police contact may occur.

PRINCIPAL PASS - EARNED PRIVILEGE FOR OFF-CAMPUS

Aurora Public Schools has developed and 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 referrals during the previous quarter.

Students (10th, 11th, 12th grades) will have the opportunity to earn a Principal's Pass quarterly. Fourth quarter from the prior school year will determine eligibility for a Principal's Pass for the 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 the 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.

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.

PROFANITY

Profane or verbal communications toward staff or students by any method or means including verbal, electronic e-mail, photos, or drawings is unacceptable behavior AND MAY RESULT IN SUSPENSION.

RECREATIONAL ACTIVITIES

Recreational activities are to be confined to areas designated by school authorities, especially when thrown objects are involved. These areas will be outside of the building and away from walkways and driveways.

SCHOOL ACTIVITIES

Gateway students must have their student I.D. with them when attending any school activity (home or away) such as: athletic events, concerts, drama, dances, etc. Some events may require special tickets

or guest passes that require visitors to register prior to the event. Middle School students are prohibited unless it is a designated “Middle School Night”.

SCHOOL CLOSURE

For information about school closures or delays, visit <http://www.aps.k12.co.us/district-info/weatherclosings.html>.

SKATEBOARDS/ROLLER BLADES

Skateboards/roller blades are not allowed to be ridden on campus (City Ordinance #27-60). They will be confiscated and may be picked up after school on the first offense; on the second offense the student’s parents will have to pick up the item on the last day of school. Skateboards and Scooters must be locked in SkateDock in front of the building.

SNOWBALLS OR OTHER OBJECTS

Throwing snowballs or other objects is forbidden.

SUSPENDED OR EXPELLED STUDENTS

Students placed on suspension or expulsion must remain off all Gateway and all district school property during the period of the suspension or expulsion. They are excluded from all district-sponsored events both at home events and away. Suspended students choosing to be on any district property will be ticketed for trespassing.

EXPULSIONS MAY BE UP TO ONE (1) CALENDAR YEAR FROM THE DATE OF EXPULSION

THEFT

Theft is taking or “borrowing” property that belongs to someone else without permission. Minor theft involves items of less than \$20.00 value, except that theft of the following are considered major thefts: (a) items such as wallets and purses which often contain articles of significant value; (b) items such as credit cards and electronic devices and items such as keys or computer access cards by which access may be gained to restricted property or areas. (Theft shall also include causing another to be deceived by false or misleading information in order to obtain anything of value). School consequences and police contact may occur.

THREATS AGAINST OR INTIMIDATION OF A STUDENT

Threats of bodily injury, or damage to property or reputation or of economic loss made against a student will be dealt with by the administration. Acts or words (including hazing or initiation rites) sufficiently pervasive and severe to interfere with the learning of a student or their participating in school-related activities will not be tolerated and school consequences will occur.

THREATS AGAINST OR INTIMIDATION OF A STAFF MEMBER

There are not to be any threats of bodily injury, of damage to property or reputation or of economic loss made against a staff member of an educational institution. Also, acts or words sufficiently pervasive and severe to interfere with the work of a staff member or their participation in school-related activities will not be tolerated. School consequences and police contact will occur.

TOBACCO

Per Colorado State Statute, Aurora Public Schools adheres to a tobacco free environment. USE OF ANY TOBACCO PRODUCTS IS PROHIBITED.

TRUANCIES- SEE ATTENDANCE POLICY PAGE UNAUTHORIZED ENTRY

A student shall not break and enter (or otherwise enter without authorization)

property either on school grounds or at any school-related activity.

UNAUTHORIZED STUDENT ACTIVITIES

Unauthorized student activities, such as “Prank Day,” “Sneak Day,” “Senior Ditch Day,” and similar activities are not supported or sponsored by the District or individual schools. Picnics or barbecues must have prior approval from school authorities.

VANDALISM OR DESTRUCTION OF SCHOOL PROPERTY

Vandalism is intentionally or recklessly causing damage to or defacing school district property. Minor incidents are those, which can be repaired with little or no expense (generally less than \$20.00 of materials and labor); other incidents are considered major. Actions that impair the use of school property are also included. Ruining bulletin boards, intentionally clogging a plumbing system, impairing the functions of a computer or a computer system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction. School consequences and the request for compensation will occur. Police contact may occur if major destruction is determined.

WATER GUNS

Water guns should not be brought to school. If a student brings a water gun to school, it will be confiscated and NOT be returned. Water balloons are not permitted.

WEAPONS

Any possession and/or use of a weapon is prohibited at any Aurora Public School on any APS property or at any APS activity. APD will be contacted, school suspension will occur and there will be a recommendation for expulsion. (APS Policy – JICI).

Students may be ticketed for any and all behavior where the Aurora Police

determines that a crime has been committed, i.e., fighting, theft, traffic violation, substance abuse etc.

TRUANCY

Attendance in class is essential for success and learning. Being a spectator at various events is a privilege that can be lost if the student absences become a problem. Students with 10 or more unexcused classroom period absences during a nine-week quarter will be ineligible to attend extracurricular activities for the following quarter. This includes athletic events, plays, and dances. Three unexcused tardies will equal one unexcused absence; however, this conversion only holds true to enforce this rule and it will not affect the attendance record.

Returning Gateway students who had ten or more unexcused classroom period absences during the fourth quarter of the previous school year will be ineligible to attend extracurricular events during the first quarter of this school year.

If an absence has not been excused by the parent/guardian and the principal/designee, the student shall be considered truant. According to state law, a "habitual truant" shall be defined as a student of compulsory attendance age who has four or more unexcused absences from school or class in any one month or ten or more unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

A student with excessive excused absences may also be considered truant if a reported illness cannot be verified or the reasons for the absences are not approved as excused by the administrator.

If a student's attendance does not consistently improve after reasonable efforts by the school to contact and work collaboratively with parents/guardians or if a student and their parent/guardian fail to

attend the scheduled Attendance Review Board meeting, proceedings shall begin for filing for truancy in Arapahoe or Adams County Truancy Court.

Make-up Work During Absences

No credit will be given for work missed because of an unexcused absence. For excused absences, students are expected to complete missed assignments within a reasonable amount of time, as determined by the instructor (usually one day per day of absence). This includes work missed during school activities, suspension, etc. Parents may notify the Attendance Office to collect homework for students who will be absent excused for 3 days or more.

Requests for Homework

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

It is the expectation of the school that students will continue to be academically involved while on out-of-school suspension. If a student is suspended, the parent/guardian may pick up the student's work from the Attendance Office 24 hours after the suspension begins. Students who have been suspended are expected to complete any work missed within the same number of days they were suspended. For example, a student suspended for three (3) days will complete and turn in their make-up work within three (3) days after returning to school from suspension.

Tardy Policy

Students are expected to arrive to class on-time. Teachers will call the parent or guardian after the second unexcused tardy. Consequences for

unexcused tardies are at the discretion of the teacher. Students who fail to fulfill teacher-assigned consequences will be referred to student services for disciplinary action.

Make-up Work During Absences

No credit will be given for work missed because of an unexcused absence. For excused absences, students are expected to complete missed assignments within a reasonable amount of time, as determined by the instructor (usually one day per day of absence). This includes work missed during school activities, suspension, etc. Parents may notify the Attendance Office to collect homework for students who will be absent excused for 3 days or more.

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.

It is the expectation of the school that students will continue to be academically involved while on out-of-school suspension. If a student is suspended, the parent/guardian may pick up the student's work from the Attendance Office 24 hours after the suspension begins. Students who have been suspended are expected to complete any work missed within the same number of days they were suspended. For example, a student suspended for three (3) days will complete and turn in their make-up work within three (3) days after returning to school from suspension.

Tardy Policy

Students are expected to arrive to class on-time. Teachers will call the parent or guardian after the second unexcused tardy. Consequences for unexcused tardies are at the discretion of the teacher. Students who fail to fulfill teacher- assigned consequences will be referred to student services for disciplinary action.

HEALTH OFFICE

A full time registered nurse is on staff to enhance the educational process of Gateway School children through the modification or removal of health related barriers to learning, and the promotion of optimal level wellness. The nurse provides emergency health care services; identifies health-related problems or handicapping conditions; provides recommendations in remediation of or adjustment to identified health problems; and serves as a resource person and consultant to faculty, student family, or to the students health care provider.

The nurse welcomes information from parents regarding health issues which may affect a student's education. Students reporting to the Health Office must have a pass from their classroom teacher unless it is an obvious emergency. If the Health Office is closed, students should go immediately to the attendance office or main office to obtain assistance. Students are released from school only if a parent or other designated adult gives permission. Every effort is made to inform a parent in a medical emergency. It is important for the school to have an accurate telephone number to facilitate contact. Sanitary napkins and tampons are available in the Health Office.

IMMUNIZATIONS

<https://admissions.aurorak12.org/requirements/immunization/>

MEDICATION POLICY

<http://aurorak12.org/pol-reg/SectionJ/jlcd.pdf>

PHYSICAL EDUCATION EXCUSES

The nurse may write physical education excuses for no longer than one day on a parent's written request. Longer exemptions must be covered by a doctor's note obtained by the parent/guardian. Students are excused from participation in physical activities of that class only.

PLEASE NOTE: P.E. excuses do not guarantee a passing grade. Please have your child discuss this with the teacher and make arrangements for alternative assignments.

HEALTH/IMMUNIZATION/MEDICAID/MEDICATION HEALTH

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

MEDICAID

The Aurora Public Schools has been providing health related services to students for many years. Such services include screening for vision and hearing, nursing services, speech, occupation and physical therapy

and psychology or social work services. A 1997

Colorado law permits school districts to receive partial reimbursement from Medicaid when health related services are provided. Our district is participating in this program, and now bills Medicaid for health service provided to students enrolled in Medicaid. School billing in no way limits other Medication benefits for the student. The district will assume that we have your permission to bill Medicaid unless you contact us. If you have any questions or concerns, please call the Aurora Public School Office of Medicaid Services at 303-365-7813.

SALUD/VACUNAS/MEDICAID/MEDICAMENTOS

SALUD

Es muy importante que el padre les informe a miembros de la clínica escolar si el alumno tiene problemas de salud, o alergias. La escuela debe ser notificada cuando un niño esté enfermo o tenga una enfermedad contagiosa como sarampión, pertussis (coqueluche), parotidas, varicela, etc. Un alumno con un problema médico muy serio (ejemplos: diabetes, convulsiones, etc.) tiene que tener un plan individualizado de salud, aprobado por una enfermera escolar, e implementado antes de asistir a la escuela.

VACUNAS

Todo estudiante tiene que entregar prueba de inmunización o vacunas al inscribirse en la escuela. El no enseñar prueba de vacunas iría en contra de las leyes de Colorado y el resultado sería suspensión del estudiante hasta que entregue prueba. Por ley, se podrá hacer una excepción si se entrega una recomendación por medio de un médico o una carta firmada por los

padres o apoderados legales basada en la religión o creencias personales.

MEDICAID

Las Escuelas Públicas de Aurora han dado durante muchos años, asistencia médica a los estudiantes. Se han hecho pruebas médicas de visión y oído, servicios de enfermeras de habla, terapia física, psicología y trabajo social. La ley de Colorado de 1997 ha permitido que el distrito escolar sea pagado parcialmente por los servicios dados a los estudiantes. Nuestro distrito participa en este programa y ahora puede mandar a cobrar a Medicaid por los servicios a los estudiantes que llevan esta cobertura de salud. Los cobros no eliminan a otros estudiantes por los beneficios de Medicaid. El distrito escolar mandará los cobros a Medicaid a menos que usted nos dé información diferente. Si tiene alguna pregunta favor de comunicarse a las Escuelas Públicas de Aurora, servicios de Medicaid a (303)365-7813.

MEDICAMENTOS

Medicamento por receta médica y medicamento sin receta médica podrán ser administrados durante el día escolar por medio de miembros de la oficina de salud escolar, siempre y cuando se siga el procedimiento descrito en la Política Escolar JLCD y JLCD-R.

Para medicamento sin receta, el padre/apoderado legal del estudiante deberá entregar un pedido escrito (la forma titulada: autorización de administración) para que miembros del personal escolar administren el medicamento. Para medicamento por receta médica, ambos el padre/apoderado y el médico deben firmar la forma. En la primaria, todo medicamento debe ser administrado en la oficina de salud escolar. En la secundaria, cuando sea apropiado para el desarrollo, el estudiante podrá

cargar y administrarse medicamento sin receta para un día durante el día escolar. En la preparatoria, cuando sea apropiado para el desarrollo, el estudiante podrá cargar y administrarse medicamento sin o con receta para un día durante el día escolar.

Medicamento con receta debe ser entregada por los padres/ apoderados del estudiante y en su envase original de la farmacia, con la etiqueta que incluye el nombre del estudiante, el nombre del medicamento, la dosis de acuerdo con el peso y la edad, el medio de ingerir (ejemplo; boca, inyección, etc), e instrucciones particulares para administrar. Medicamento sin receta también debe estar en su envase original con la etiqueta original y el nombre del estudiante.

LIBRARY

The library serves as an instructional facility and is an extension of the classroom for students and staff. It is intended to be a place where students and teachers can conduct research, use the computers for schoolwork, study and use as a leisure reading center. The library is open for use from 7:30 A.M. to 3:30 P.M.

EXPECTATIONS

Students:

- Must sign-in when not with a class or a teacher and present a current student I.D. card.
- Are required to have a pass from their assigned teacher when using the library on an individual basis.
- Are expected to follow library rules.

- Need to respect others. If students infringe on the workspace of others and are disruptive, distracting or rude to others they will be asked to leave the library.
- Are expected to use school resources for school work. District policy states that computers are to be used for class related purposes and not for personal reasons.

CIRCULATION AND USE OF RESOURCES

To check out materials, a student should have a student I.D. Most printed materials are checked out for 3 weeks and can be renewed.

School work printed from a library computer is free. Ten cents (.10 cents) per page is charged for copies made on the copy machine in the library.

INTERNET

A contract must be completed at registration and kept on file. The Internet is used only for class related assignments. A violation can result in loss of privileges.

DATABASES

All of the databases for research are accessible from home. These databases are used to find magazine and newspaper articles, opposing viewpoints, statistics, and primary sources, etc. on a variety of topics. A list of the websites and passwords is given to students upon request.

Notice of Non-Discrimination

The Aurora Public Schools is committed to the policy that all persons shall have equal access to its programs, facilities, and

employment without regard to race, age, color, creed, national origin, sexual orientation, disability or sex and provides equal access to the Boy Scouts and other designated youth groups. Career and technical education opportunities will be offered without regard to these protected classes. In adhering to this policy, 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 and Titles VI and VII of the Civil Rights Act of 1964.

Questions, complaints or requests for additional information regarding these laws or issues concerning discrimination (including information about how to file a grievance if you believe you are the victim of discrimination) should be directed to the compliance coordinator for these issues, Aurora Public Schools' Legal Counsel, 15701 E. 1st Ave., Aurora, CO 80011, 303-344-8060 ext. 28301. This notice is available in alternative formats.

Aviso de no discriminación

El distrito de las Escuelas Públicas de Aurora (Aurora Public Schools, o APS) está comprometido 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 o género, y proporciona acceso equitativo a los Boy Scouts y otros grupos de jóvenes nombrados. Oportunidades de educación técnica y de carreras serán ofrecidas sin importar estas clases protegidas. Al cumplir con esta política, el distrito de las Escuelas Públicas de Aurora cumple con Title IX of the Education Amendments of 1972 (Título IX de las enmiendas de educación de 1972), la Americans with Disabilities Act (La Ley para Personas con Discapacidades), la Section 504 of the Rehabilitation Act of 1973 (Sección 504 del Acta de Rehabilitación de 1973), y Title VI (Título VI) y Title VII (Título VII) de la Civil Rights Act of 1964 (ley de derechos civiles de 1964).

Preguntas, quejas y más información sobre estas leyes o problemas en relación a la discriminación (incluyendo información de cómo reportar una queja si cree que usted ha sido una víctima de discriminación) deben ser dirigidas al coordinador de cumplimiento para estos asuntos: Aurora Public Schools' Director of Equity and Engagement (Director de Igualdad y Compromiso, de las Escuelas Públicas de Aurora), 1085 Peoria Street, Aurora, CO, 303-344-8060, ext. 28025. Este aviso está disponible en diferentes formatos.

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 or 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 Aurora Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, Aurora Public Schools 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 the Aurora Public Schools 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 Aurora Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by 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 Aurora Public Schools. Aurora Public Schools 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.

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 alumno. El distrito de las Escuelas Públicas de Aurora no puede compartir esta 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, las cuales incluyen peticiones de información por medio de una citación, 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 alumno está tratando de inscribirse o cuando el consentimiento de uno de los padres es otorgado.

La Family Educational Rights and Privacy Act (FERPA) (Ley de Derechos y Privacidad Educativa de la Familia) ofrece a los padres y alumnos de 18 años y mayores (“alumnos elegibles”) ciertos derechos con respecto a los expedientes académicos del alumno. Estos derechos son:

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

Los padres o alumnos 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 alumno elegible del tiempo y lugar donde los expedientes pueden ser revisados.

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

Los padres o alumnos elegibles que deseen pedir a la escuela corregir 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

alumno elegible, la escuela notificará al padre o alumno 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 alumno 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 alumno, a excepción de la amplitud que FERPA autoriza la revelación sin consentimiento.

Una excepción que permite la revelación de información sin el consentimiento, es la revelación de información a los funcionarios escolares con intereses académicos legítimos. Un funcionario escolar es una persona empleada por el distrito 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 directo control 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 o alumno voluntario que sirva en un comité oficial, tal como un comité disciplinario o de queja; o un padre, alumno 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

alumno busca o intenta inscribirse, o donde ya está inscrito, si la revelación es para propósitos de la inscripción o transferencia del alumno.

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 Family Educational Rights and Privacy Act (FERPA), una ley federal, requiere que el distrito de las Escuelas Públicas de Aurora, con ciertas excepciones, obtenga el consentimiento de usted por escrito antes de la revelación de información personal identificable de los expedientes educativos de su hijo. Sin embargo, el distrito de las Escuelas Públicas de Aurora puede 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 el distrito escolar de las Escuelas Públicas de Aurora divulgue 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 alumno que no inicia el año en el distrito de las Escuelas Públicas de Aurora. El distrito de las Escuelas Públicas de Aurora ha designado la siguiente información como información del directorio:

- a. Nombre del alumno;
- 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 alumno asistió más recientemente, u otra información similar; y l. otra información similar.

Los números de teléfono y dirección del alumno, no serán divulgados de conformidad con esta sección.

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.

For further information about the evaluation procedures and provisions of services to students with disabilities, contact the district's coordinator of Section 504 Compliance in School Services, at phone number 303-344-8060, ext. 28024, or write to the 504 Compliance Coordinator, School Services, Aurora Public Schools, 1085 Peoria St., Aurora, CO 80011.

For specific information relating to special education services for students with disabilities under the Individuals With Disabilities

Education Act contact the Department of Exceptional Student Services at 15751 E. First Ave., Aurora, CO 80011, 303-340-0510.

Aviso anual para los padres: discriminación por discapacidad

De conformidad 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 alumno protegido por la ley y que tiene una discapacidad, sin discriminación o costo para el alumno o la familia, esos servicios de apoyo suplementario o adaptaciones que corresponden, los cuales son necesarios para proporcionar oportunidad equitativa de participar en y obtener los beneficios del programa y actividades extracurriculares de la escuela, al máximo nivel apropiado para las habilidades de la persona. Para calificar como alumno 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 alumnos 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 acerca de los procedimientos de evaluación y estipulaciones de servicios otorgados a alumnos con discapacidades, comuníquese con el coordinador del distrito encargado de “Section 504 Compliance” (Cumplimiento de la Sección

504), en “School Services” (Servicios Escolares) al número (303) 344-8060, ext. 28024, o escriba a: 504 Compliance Coordinator, School Services, Aurora Public Schools, 1085 Peoria St., Aurora, CO 80011.

Para información específica relacionada con los servicios de educación

especial para alumnos con discapacidades, de acuerdo a la Individuals With Disabilities Act, comuníquese con el “Department of Exceptional Student Services” (Departamento de Servicios para Alumnos Excepcionales), en el 15751 E. 1st Avenue, Aurora, CO 80011, 303-340-0510.

Asbestos Management Plan Designed For School Safety

<https://env.aurorak12.org/asbestos-program/asbestos-sops/>

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.).

Información crítica

Es de importancia fundamental 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 contactarle 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.)

Harassment - Racial/Sexual

The Aurora Public Schools Board of Education believes that all students are entitled to pursue their education in school-related environments that are free of racial and sexual harassment. To this end, the board prohibits the harassment of students through conduct or

communications.

It is the policy of the board that complaints be investigated and offending individuals be dealt with in accordance with state law and district policies. Individuals who wish to file a formal complaint of racial and/or sexual harassment may do so by informing the building principal or by filing a grievance with the Office of Legal Counsel, Aurora Public Schools, 15701 E. 1st Ave., Aurora, CO 80011, 303-344-8060 ext. 28301.

Please see website www.aurorak12.org; Policy Code JBB.

Acoso: Racial y sexual

El Consejo Directivo de Educación de las Escuelas Públicas de Aurora, reconoce que todos los alumnos tienen el derecho de proseguir su educación en ambientes escolares que estén libres de acoso racial y sexual. Con este fin, el consejo directivo prohíbe el acoso de los alumnos a través de la conducta o las comunicaciones.

Es política del consejo directivo que cualquier reclamo sea investigado y que los culpables sean tratados de acuerdo a la ley estatal y las políticas del distrito. Los individuos que formalmente deseen entregar una queja de acoso racial y/o sexual lo pueden hacer comunicándose con el director de la escuela o enviando una queja a la oficina legal del distrito en: Office of Legal Counsel, Aurora Public Schools, 15701 E. 1st Ave., Aurora, CO 80011, (303) 344-8060 extensión 28301.

Por favor visite el sitio web en www.aurorak12.org; busque el código de política JBB.

Legal Rights for Families and Students

<https://aurorak12.org/parents/legal-rights/>

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 720-322-1351

Arapahoe County Sheriff's Department 720-874-3875

Proyecto de ley 03-72 del senado: Lista de delincuentes sexuales (Senate Bill 03-72/Sex Offender List)

Una ley estatal (Senate Bill 03-072, o sea el 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 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 (alguacil) 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 (departamento de policía de la ciudad de Aurora) 303-739-6050

Adams County Sheriff's Department (departamento del alguacil del condado Adams) 720-322-1351

Arapahoe County Sheriff's Department (departamento del alguacil del condado Arapahoe) 720-874-3875

Special Needs

Please contact your school or the Aurora Public Schools, Division of Equity & Engagement, 303-344-8060 ext. 28024 and TDD 303-

326-1585 if, because of a disability, you require special assistance in order to participate in a school activity. Persons with such needs are requested to make contact at least two weeks prior to the event if possible to allow staff to coordinate arrangements.

This publication and most other publications from your school are available in alternative formats (e.g., large print, on audio tape and in

Braille) upon request. Please contact the principal of your school for more information.

Necesidades especiales

Por favor comuníquese con su escuela o con la "Aurora Public Schools Division of Equity & Engagement" (División del Igualdad y Compromiso de las Escuelas Públicas de Aurora), al 303-344-8060 extensión 28024, o al (303) 326-1585 (TDD para las personas que sufren de discapacidad del oído), si debido a alguna discapacidad usted necesita ayuda especial para participar en una actividad escolar. Se les pide a las personas con tales necesidades que hagan contacto por lo menos dos semanas antes del evento, si es posible, para que el personal pueda coordinar los arreglos.

Esta y la mayoría de las otras publicaciones de su escuela están disponibles en otros formatos (ej. en letra grande, en grabación o

Braille) siempre y cuando sean solicitadas. Para más información por favor comuníquese con el director de la escuela de su hijo.

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 Support 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 Support Specialists at 303-326-1986 (Spanish speaking) extension 28863 or extension 28804.

All general education stop locations are identified by 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. Times listed for bus stops are all DEPART times from the stop.

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.

Video surveillance recording devices are located on all Aurora Public Schools busses.

Reglas y procedimientos del autobús

El derecho de cualquier alumno de viajar en autobús escolar, depende del acatamiento de todas las reglas de seguridad y la demostración de conducta aceptable en todo momento. El "Transportation Behavior Management Department" (Departamento de Administración de la Conducta en el Transporte) trabajará con los conductores de autobuses para determinar una acción justa y apropiada por las violaciones de estas reglas.

Si llega a ocurrir una infracción, el departamento notificará al padre y/o tutor. Si usted tiene problemas referente a su hijo, o incidentes que han ocurrido en el autobús, por favor comuníquese con una de las “Transportation Department’s Behavior Management Specialists” (Especialistas de Administración de la Conducta, del Departamento de Transporte) al 303-326-1986, extensión 28863 para comunicarse con Celia Leibson (quien habla español), o la extensión 28804 para comunicarse con Sally Judd.

Todas las paradas de autobús, para los alumnos que siguen el programa de educación general, están identificadas con un letrero o están marcadas en la banqueta en color amarillo, con una abreviación del nombre de la escuela. Los alumnos deben llegar a la parada del autobús no más de cinco minutos antes de la salida programada del autobús. Todas las horas indicadas para las paradas de autobús son de SALIDA de la parada.

El “Transportation Department” (Departamento de Transporte) trabaja diligentemente para asegurar que los autobuses lleguen a tiempo a todas las paradas de autobuses, sin embargo, a veces los autobuses pueden llegar tarde debido al tráfico, fallas del vehículo o condiciones climáticas.

Aparatos de vigilancia por grabación de video están puestos en todos los autobuses de las Escuelas Públicas de Aurora.

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.

Acuerdo con la institución de educación superior

Cuando un alumno calificado busca inscribirse en cursos de post preparatoria

en una institución de educación superior y recibe crédito de preparatoria por dichos cursos, el distrito y la institución participante entrarán en un acuerdo de cooperación por escrito, de acuerdo con la ley.

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.

Pago de matrícula

El distrito pagará la matrícula hasta por 12 créditos de cursos de post preparatoria, exitosamente completados por un alumno calificado y por los cuales el alumno calificado recibe crédito de preparatoria. Un alumno calificado puede inscribirse en hasta 24 créditos de cursos de post preparatoria, por término académico. El alumno calificado, o el padre/tutor del alumno, será responsable por libros y materiales requeridos para el curso (o los cursos) de post preparatoria.

La matrícula pagada por el distrito por la finalización exitosa del alumno calificado, de un curso aprobado de post preparatoria, deberá estar de acuerdo con la ley y el acuerdo en colaboración del distrito con la institución de educación superior. La institución de educación superior puede cobrar matrícula adicional y/o cuotas asociadas al alumno calificado o al padre/tutor del alumno, además de la matrícula pagada por el distrito. Antes de pagar la matrícula por cualquier alumno calificado, el distrito requerirá que el alumno y el padre/tutor del alumno, firmen un acuerdo exponiendo que si el alumno no pasa o no completa el curso de post preparatoria por cualquier razón, sin el consentimiento del director de la escuela preparatoria en la cual el alumno está inscrito, el alumno y/o el padre/tutor del alumno, pagarán la cantidad de matrícula pagada por el distrito en nombre del alumno.

Transportation

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

Transportación

El distrito no proporcionará o pagará por la transportación del alumno calificado, hacia la institución de educación superior.

NOTICE

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

AVISO

La información sobre opciones de inscripción simultánea estará disponible para los alumnos de preparatoria y sus padres/tutores anualmente.

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.

1. 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.

2. 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.

ASCENT

El programa ASCENT permite a los alumnos elegibles a participar en un quinto año de preparatoria, mientras están inscritos simultáneamente. Un participante del programa ASCENT no será considerado como graduado de la escuela preparatoria, hasta que él o ella haya completado su participación en el programa ASCENT y cualquier requerimiento de graduación que quede.

Para participar en el programa, los alumnos tienen que cumplir las siguientes calificaciones:

haber completado o estar programados para completar por lo menos 12 créditos (horas semestrales o el equivalente) de trabajo de curso de post preparatoria, antes de la finalización del 12.º grado de ellos o ellas;

no tienen la necesidad de trabajo de curso para habilidades básicas;

haber sido seleccionados para la participación en el programa ASCENT por el director de la escuela preparatoria de ellos o ellas;

haber satisfecho los pre requisitos mínimos del curso antes de sus inscripciones en los cursos; y no haber participado en el programa ASCENT en años anteriores.

1. Plan académico de estudio

El alumno calificado establecerá, en consulta con el director/representante, un plan académico de estudio que describe todos los cursos (incluyendo cursos de post preparatoria) que el alumno tiene la intención de completar para satisfacer los requerimientos de graduación del consejo directivo. Antes de la inscripción del alumno calificado, en un curso de post preparatoria, el superintendente/representante revisará y aprobará el plan académico de estudio del alumno, de acuerdo con las reglas aplicables del State Board of Education (consejo directivo de educación estatal). Un alumno calificado no deberá inscribirse simultáneamente en un curso de habilidades básicas, a menos que él o ella esté inscrito en el 12vo grado en una institución local que proporciona educación. Los alumnos que no tienen créditos suficientes para la graduación al final de su cuarto año y regresan a un quinto año de escuela preparatoria, no puede inscribirse en más de seis créditos de post preparatoria.

2. Solicitud

El alumno calificado deberá completar el formulario de solicitud de inscripción simultánea del distrito y entregarla al director/representante, por lo menos 60 días antes del final del período académico, inmediatamente anterior al período de inscripción propuesto del alumno, en un curso de post preparatoria. El alumno y el padre/tutor tienen que firmar el formulario indicando que ellos han leído las declaraciones concernientes a la participación en el “Concurrent Enrollment Program” (Programa de Inscripción Simultánea). El curso (o los cursos) de post preparatoria pedido (o pedidos) en la solicitud del alumno deberá ser consistente (o deberán ser consistentes) con el plan académico de estudio aprobado. El superintendente/representante puede no exigir el requerimiento de 60 días, a discreción de él o ella. El director/representante deberá firmar el formulario y enviarlo al superintendente/representante. El superintendente/representante deberá aprobar o desaprobado la solicitud del alumno, de acuerdo con la política que complementa esta regulación y deberá notificar al alumno de la decisión. La decisión del superintendente/representante, será la decisión final.

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