



## **An International Charter School**

# **2016-2017 Parent-Student Handbook**

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### **Aurora Campus**

#### **Global Village Academy-East**

403 S. Airport Blvd., Unit A

Aurora, CO 80017

Phone: (303)309-6657

Hours: 8:00am-3:00pm

#### **Global Village Academy-West**

16401 E. Alameda Drive

Aurora, CO 80017

Phone: (720) 248-4242

Hours: 8:00am-3:30pm

### **School Office Hours**

7:30 a.m. to 4:00 p.m.

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## **Welcome to Global Village Academy!**

### **Innovation in Education**

Global Village Academy (GVA), an international school, is the only public charter school in the country with language immersion in three world languages. Children can study Mandarin Chinese, French, or Spanish at the Aurora campus. Our literacy program and state standards are supported by the Voices Reading Program which combines literacy with social awareness.

Our students develop a **GLOBAL** perspective by learning a second language; exploring diverse cultures to cultivate understanding and respect; and developing the skills to live and work with others internationally – all essential elements for life in the 21st century. This culminates in an international trip to integrate all that they have learned.

With the world as the context for education, students need to find their place, their voice, and their dream. Our **VILLAGE** provides the support and the challenge to motivate students to excel in school and in life. Their success depends upon their own initiative and the support of peers, teachers, parents, and the wider community.

### **Mission Statement**

Global Village Academy students will become fluent and literate in English and a second world language, excel academically in core content subjects, and develop 21st century skills, including cross-cultural understanding.

# **Enrollment**

## **Forms**

When enrolling your child, you will need to fill out a registration packet. You will need to bring several documents with you in order to complete the registration process. The following forms are needed for registering your child:

*Application*

*Photo ID of Parent or Guardian*

*Documentation of Child's Birth*

*Proof of Address*

*Immunization Records*

*Previous School's Records*

*Free and Reduced Lunch Application (Every year all families must fill out a new application)*

## **Other forms:**

*Student Pick-up Authorization:* This parent consent form gives permission for an adult to pick up your student.

*Permission to Walk Home:* This form authorizes students to walk home without adult supervision.

*Student Withdrawal:* This form authorizes the transfer of records between schools.

*Permission to Dispense Medication:* This form allows both prescription and over-the-counter medication to be administered during school hours. GVA cannot dispense medication without this signed consent from your doctor.

*Change of Address:* This form is needed to update your student's demographic and emergency information.

*Request for Extended Absence:* Non-medical absences in excess of 1 day need administration approval.

## **Exceptional Student Services**

GVA shall comply with all Aurora Public School Board of Education approved policies and regulations, and the requirements of federal and state laws concerning the education of students with special needs. GVA is also in full compliance with the American with Disabilities Act. Please make sure a transition meeting with the current school takes place before determining final enrollment at GVA.

## **Use of GVA Logo**

GVA's logo is property of Global Village Academy. This logo **may not** be used for any reason without written permission from the school's administration.

## **Attendance Policies**

### **Attendance: Absences**

Parents/Guardian must call the school before 8:00 a.m. to report absences.

The following absences shall be considered EXCUSED:

- Illness/Injury up to 3 days. After 3 days, a doctor's note will be required for the absence to be excused.
- Medical/Dental appointments (with a medical excuse)
- Appointments/ Serious Circumstances (must be approved by the school)
- Extracurricular activities (must be approved by the school)
  - o The student must be in good academic standing with no unexcused absences and 9 or fewer absences for the year.
- Family vacation (must be pre-approved by the school)
  - o The student must be in good academic standing with no unexcused absences and 7 or fewer absences for the year. This absence is not to exceed 3 days per year.
- Funerals (must be approved by the school)
  - o This absence shall not exceed 3 days. Additional time may be requested on a case-by-case approval.

All other attendance that is not covered in the above excused section will be unexcused.

If your student is going to be absent for more than one day, please stop by the Front Desk and complete a Request for Extended Absence form. If you anticipated only one day's absence and it turns out to be longer, you need to call the school each successive day.

### **Attendance: Tardies**

Students will be marked tardy at 8:05 a.m.

Students arriving after 8:00 am **MUST** be signed in by a parent or guardian at the Front Desk.

Cumulative attendance will be reported on report cards.

**Please note that GVA- Aurora (GVA-A) follows the Aurora Public School District Policy regarding truancy.**

### *Truancy*

1. Unexcused absence/tardy includes, but is not limited to:
  - Late carpool
  - Oversleeping
  - Attending sporting events
2. If a student reaches more than four (4) unexcused absences in one month or ten (10) days in any year, the student may be classified as “habitually truant” according to Colorado School Law. The Principal along with relevant Global Village staff will address such truancy in the following manner:
  - a) Send a letter to the parent(s)/guardian(s) to inform them that their student has been truant and request a return phone call to discuss the absences.
  - b) If there is no response from the parent(s)/guardian(s) within two (2) business days, another letter will be sent to the parent(s)/guardian(s) requesting a conference with Counselor to discuss strategies to assist students in improving attendance.
  - c) If there is no response from the parent(s)/guardian(s) within two (2) more business days, parent(s)/guardian(s) will be informed via letter that a truancy case may be filed with the courts. The actions of the court could include:
    - Community service for parent(s) and students
    - Jail time for parents
    - Parents may be ordered to accompany students to classes all day
    - Fines
3. If the parent(s)/guardian(s) do not sufficiently explain the reason for unexcused absences, the Department of Human Services will be notified. A parent(s)/guardian(s) conference will be required, and academic credit may be withheld.
4. An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions.
5. Each unexcused absence will be entered on the student’s record with Aurora Public Schools.
6. In the case of an unexcused absence, make-up tests/quizzes and adjustments to assignment due dates may or may not be allowed at the discretion of the teacher in dialogue with the principal.
7. Recurring or routine absences from school are discouraged; however, individual cases may be allowed at the discretion of the principal.

### *Illness/Appointments*

1. If your child is absent because of illness or an appointment for which we have not been notified previously, please call the school’s Absence Line and inform the Front Office.
2. In order to reasonably ensure student safety, it is critical that Global Village Academy know where all students are on scheduled school days.
3. Parent(s)/Guardian(s) must notify the Front Office **each day** your child is to be away from school.

# **STUDENT PICK-UP/ DROP OFF**

## **Arrival/Dismissal**

1. Students may enter the school building at **7:30 a.m** in Aurora. Students in the breakfast program will begin being served at 7:30 a.m. Students dropped off before 7:30 a.m. will be sent to the YMCA. Fees apply for this service.
2. When dropping off your student(s), please do not allow your child to exit your car when in the traffic line. A staff member will direct you to the student drop off location.
3. Children will go directly to their classrooms between 7:45 and 8:00 a.m.
4. A staff member will be on the curb until 8:00 a.m. Students who arrive after 8:00 am are tardy and must be signed in by parent/guardian.
5. Classes will begin promptly at 8:00 a.m.
  1. Dismissal is at **3:00 p.m at the East campus and 3:30 p.m. at the West campus**. Parents must pick up their children outside the building by driving through the pickup line and picking up their student from the teachers. All students must check out with their teachers.
  2. Families picking up students from both campuses should sign a form at the front desk so their student from the East campus can be walked up to the West campus to allow for pickup of both students at the same time, after 3:30 when West students dismiss.
  2. YMCA students for West students will be walked to East.

**Note to GVA-A Families: Mesa Parking lot is located by the front door of the original GVA building, GVA East. GVA patrons will be towed at owner's expense. All GVA patrons must use the parking lot located on the east side of the building near Airport Blvd.**

**Do not park at the Green View Apartment Street. Parents should not be dropping off or picking up students on the road in front of the Greensview Apartment Complex. This is very dangerous and Greensview will be placing a Police Officer on that road to ticket anyone who is parked there. The fine could be upwards of \$500.**

# **GVA Uniform Policy**

## **Rationale for Uniforms**

Before GVA first opened its doors, the Founding Families voted in favor of a mandatory school uniform dress code. These families wanted the best for their children: high academic standards, global citizenship and a safe, learning environment for every student. Research has shown that schools which require school uniforms increase safety by identifying trespassers, reduce social and economic status by promoting equality and improve academic performance by increasing student's attention towards their studies. The current uniform was chosen because it struck a balance between being simple, affordable and uniform.

GVA understands and is aware of families who have financial difficulties. We would like to ask our wonderful GVA families to donate outgrown uniforms to help support other students in need. Such donations will be available through the Front Desk.

The following items are approved uniform attire:

- GVA logo T-shirts/ Polo's
- GVA approved **uniform bottoms** (navy blue or khaki)
- Solid colored sweatshirts
- The uniform bottoms must be dress pant material.
- **Denim jeans are unacceptable.**
- Leggings or tights may not be worn unless under a skirt.
- The uniform shorts, skirts and skorts must follow the length requirements (Finger Tip length)
- Sneakers/closed toe shoes are required each day.
- Students must look clean-cut and well-groomed.

### **Middle School Students Only:**

6<sup>th</sup>-8<sup>th</sup> grade students have an additional uniform available to them:

Black dress pants

Black, white and grey polo shirts with the logo



2. The following items are NOT permitted:
- Hats/Sunglasses (Only for Recess and Lunchtime outside)
  - Baggy pants/shorts
  - Ripped/torn clothing
  - Low-cut, midriff shirts/blouses
  - One-shoulder baring shirts/blouses
  - Off-the-shoulder shirts/blouses Spaghetti strap shirts/blouses
  - Denim jeans
  - Corduroy pants
  - Sweat pants
  - Stretch pants/leggings (unless being worn under uniform skirt)
  - Open-toed and open-backed shoes (ex: sandals, flip flops, crocs, etc.)
  - Facial hair (no beards)

### **Dress Code Violations**

- **First Offense:** Student will receive a warning and Parent/Guardian will be notified.  
Student will be loaned a gently used uniform for the day if one is available.
- **Second Offense:** Student will be sent to office to call home for a mandatory change of clothes or will have to stay in the dean's office for the day.
- **Third Offense:** Student will be sent to office to call home for a mandatory change of clothes or will have to stay in the dean's office for the day. In addition, student will receive detention.
- **Fourth Offense:** Student will receive a 1 day suspension.

### **Uniform Price List (through website)**

SEE WEBSITE

## **Visitors**

For to the safety of our students, we cannot allow people to wander the school building. We ask that those picking up students wait outside. If you are picking up your student early, please sign in at the Front Desk, present your picture ID, sign out your student and we will call your student to the Front Desk. Thank you for your help in keeping our students safe!

Visitors are always welcome at GVA! Please sign in and present a picture ID. Visitors must wear a badge in the building. **Prior arrangements must be made with the classroom teacher (such as volunteer work in the classroom), so as to not disrupt the learning environment.**

## **Volunteering**

An important aspect of the GVA mission includes creating a school environment in which a partnership exists between the school and the families. Each family is asked to donate 30 hours of service or the equivalent to the school each year from K-8. A variety of volunteer opportunities are available for families to fulfill this requirement, however, it is the responsibility of each family to find ways to meet the requirement. Hours can be met through volunteer help in school, fund raising events, PTO meetings and other committees. Also, in-kind donations and donations of items approved by school administration are accepted as service hours. Parents will be able to support their child and the school in meaningful ways while being valued as an integral part of the educational process. Families are encouraged to give generously of their time and talents to GVA.

The documentation of the family's hours per enrollment is based on an honor system. The family is responsible for recording their hours at the front desk in the volunteer book. As a gratitude the PTO recognizes those who do their contribution and beyond encouraging more families to participate.

### **How do we get involved?**

- Volunteer in the classroom or at the school
- Serving as room parent
- Drive, chaperone or coordinate field trips
- Chairing an event, PTO committee
- Working an event, project, fundraiser, or support role where needed
- Donating needed funds or items
- Attending Coffee with the Principal, PTO meetings, and GVA board meetings
- Saturday work day event

The following is a list of items **that do not qualify** for service hours:

- Drive time to/from meetings, activities or events
- Homework time with your children

**Not only is your annual Family Volunteer Hours requirement of 30 hours highly valued & appreciated by the school, it is a great modeling opportunity for you as parents to your children!!!**

## **Breakfast, Lunch, Snacks**

Global Village Academy is contracting with Aurora Public Schools for food services for the 2016-2017 school year. The meals are prepared with all USDA regulations in mind and students will be given choices on the food they receive. Menus will be posted on the website.

*Meal times are as follows:*

Breakfast: 7:30 am-8:00 am.

Lunches: 10:45 am-1:15 pm.

*Costs of meals for the 2016-2017 school year are on the website: Information may change depending on the district.*

Additionally, snack time is scheduled for students in grades K-2. Snack time for grades 3-5 is during their assigned recess time. Snack time will not be provided for students in grades 6-8 unless students have a medical need and provide a doctor note to our school nurse and the administration.

## **Allergy Policy and Procedures**

The safety of all students is of utmost importance to all staff at GVA. Because of this and the potential severity of allergies to students, the following procedures have been implemented in regards to allergies.

### **Allergy Procedure**

#### **Global Village Academy - Aurora**

- Parents fill out health form in the registration packet.
- Registrar reviews the health form and alerts front office staff about any allergies that are noted by the parents.
- Allergy is flagged in Infinite Campus.
- School Nurse and/or Health Paraprofessional reviews list of students who are flagged on IC with an allergy.
- Parents are contacted by the school nurse and/or Health Aid yearly for details of and changes to the symptoms and treatment of the allergy.
- Health Care Plan is developed by the school nurse; signatures of parents and health care provider are required.
- School nurse informs staff of the allergy on a “need to know basis” in accordance with FERPA and all Federal, State and local statutes.
- Students with special requirements (examples: cannot go out to recess when allergens are high, sit at peanut free table at lunch) must have a signed health care plan with these requirements listed.
- Students requiring special diet will have a form submitted and signed by the health care provider.

- School nurse or designated trained personnel will train appropriate staff on distribution of medication and care of students with allergies
- School nurse will provide professional development for all staff once a year during pre-service on the care of students with allergies.

## **Safety Drills**

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire, tornado, evacuation and lockdown drills are executed to make certain students learn proper safety procedures and adhere to all safety.

## **Severe Weather Closures or Delays**

GVA-A will follow the Aurora Public School's severe weather schedule. Please watch or listen to your local news channels for updated information.

## **Money in the classroom**

For the safety of everyone, please do not allow your student to bring money to school. If money is needed for a field trip or book orders, please make sure that you send the money in an envelope marked with your child's and the teacher's name to the teacher. The teacher will turn in all money daily to ensure that no money is lost or stolen. GVA will not be responsible for lost or stolen money.

## **Communication**

It is Global Village Academy's policy to inform parents of what is happening at the school in a timely manner; with that in mind, GVA communicates with parents in several different ways to keep you informed. Information is sent home weekly electronically; if you don't have access to the internet hard copies are available at the front desk. It is important that GVA has a valid email address and phone number on file for your family so that you can receive information. If you do not have internet access at home, a computer with internet access is available for you to use at the school.

**SCHOOL WEBSITE** - Teachers use the school website to communicate with parents and students about what is happening in the classroom and what homework is due. Parents should check the site on a weekly basis.

**WEEKLY VILLAGE NEWS** – This is a weekly newsletter which is sent electronically. It outlines upcoming events in an easy to read bulleted format. Families need to sign up online to receive the newsletter.

**CONNECT - ED** - GVA has implemented a messaging service enables the school to personally communicate with parents about emergency situations, school events and other issues impacting your child. The system allows GVA to send messages to your family's home, work, cell phone and email. GVA is able to reach every family within an hour through this service.

**FACEBOOK** - Join Global Village Academy's Facebook page to learn the latest on upcoming events and connect with other parents. Click the link to [LIKE](#) GVA!

## **Global Village Academy PTO**

The PTO meets once a month.

GVA requires 30 hours/per year of volunteer work from each family.

Please be on the lookout for workdays where you can volunteer and help keep our schools looking beautiful!

## **Board of Director s' Meetings**

Board of Directors' Meetings are held the third Tuesday of every month at 5:45pm. Agenda is posted at the school entrances.

## Grievance Procedure

GVA values open and proactive communication between the members of the school community, including parents, students, faculty, staff, administration and the Board. Issues that are not dealt with directly can become destructive to the school community and detrimental to the learning process of our students. As adults, we must model for our students a willingness to address conflict directly. GVA's procedures for settling differences are designed to support prompt and equitable resolution of disagreements at the lowest possible level.

### 1. Address Issue with Those Directly Involved

The grievant brings the situation or concern to the attention of those directly involved. If a parent or student has a concern, they must begin a dialogue with the classroom teacher or administrator with whom the conflict exists. Should a parent or student fail to begin the process at the lowest possible level and instead come directly to the principal, the principal will re-direct the person to address the issue directly with those involved.

### 2. Address Issue with Assistant Principal

If satisfactory resolution is not reached after a direct conversation between the teacher or dean and parents, the situation must be brought to the attention of the supervising Coordinator. The supervising Coordinator will address the situation and develop goals for conflict resolution. The Coordinator will monitor this process until resolution is realized.

### 3. Address Issue with the Principal

If the complaint remains unresolved after step two, a second mediation meeting can be arranged with the principal present.

### 4. Submit Written Grievance to Principal

If the grievant is not satisfied with the response received via steps two or three, the grievant should submit a formal written grievance to the principal. This written grievance should: 1) describe the incident, decision or practice that gave rise to the complaint; 2) cite the policy or procedure that has been violated and/or rationale for concern; 3) describe what conflict resolution strategies were attempted via steps one and two; and 4) explain what corrective action is being requested. All grievances, including those about the principal, must follow step four.

It is the principal's responsibility to manage the ultimate resolution of conflicts between parents, students, staff and administrators, excepting those that pertain to the principal him/herself or to the principal's execution of a school-wide policy or procedure. Should a grievant feel that they were not treated equitably, or that the concern did not receive the attention it deserved throughout the grievance process, s/he is free to submit a new grievance about the principal's dealings with the grievance procedure. Such a grievance would need to follow these procedures sequentially, beginning again with step one.

### 5. Provide Written Grievance to the Board

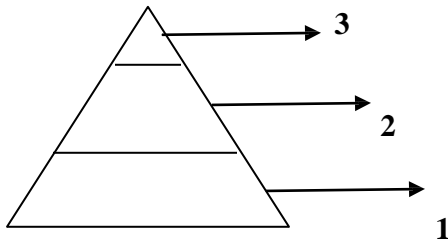
After the administrator has been given one week to respond to this formal grievance the grievant should bring the matter to the attention of the Board only if the matter has not been satisfactorily resolved, and only if it pertains to the principal or to the execution of school-wide policy or procedure. The written grievance should be delivered to the President or Secretary of the Board at least one week prior to the next scheduled Board meeting. The President or Secretary will review with the individual the above process and ensure that the proper steps were taken before adding the issue to a meeting agenda. Grievances should not be brought to the Board as a matter of Public Comment as this does not give the Board sufficient time to consider the issue(s) and address them through the collective governance process. The Board will not hear matters that do not follow this grievance process.

It is important to the integrity of our school that grievance be handled in an informed, direct, fair and equitable manner. Any concern or grievance must be examined through the lens of the mission of the school.

## **Discipline**

GVA's Student Conduct and Discipline Policy is based on the principle of civil obedience and mutual respect for all mankind, including obedience for school leadership. Every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority at the school. Learning to respect fellow students from all cultures, teachers and other school personnel, and all those with whom students come into contact in and out of the school community, is an essential lesson to qualify one for the duties of citizenship. This policy applies to conduct at school, at school-sponsored activities and events (whether or not the school-sponsored activity or event is on or off campus) and under circumstances where off-campus behavior is detrimental to the welfare or safety of others.

Along with the Aurora Public School District's Codes of Conduct, GVA has adopted a Positive Behavior Support model to ensure students have every support necessary to thrive the school setting. The discipline model is based on a three tiered system.



**Tier 1:** minor infractions and usually addressed within the classroom by the teacher with parent support.

**Tier 2:** infractions are of a more serious nature or for more habitual tier 1 behavior. Infractions of this nature are sent to the Dean for disciplinary action. School Personnel will communicate with the parents. The student may be placed on an intervention plan that will provide corrective instruction.

**Tier 3** infractions are serious in nature or habitually disrupting of academic learning or the interventions are having no effect on the target behavior. The Dean and other administrative staff, along with the parents, will meet to discuss further actions to provide a safe environment for all students.

### **Bullying**

GVA has a zero tolerance policy on bullying. Bullying discipline falls within the 3-tiered Positive Behavior Support protocol. Please notify your teacher, Dean or other Administrator immediately if your student reports bullying behavior.

**Bullying is any repeated word, look, sign or act or pattern of such behavior that inflicts, or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings or possessions. The school environment includes school buildings, grounds, and vehicles, crossing walks, parking and all school- sponsored activities and events.**

## **YMCA**

### GVA Before and After School Program

This licensed program provides child care and enrichment activities for the children and families of Global Village Academy. Programs are run by the YMCA and licensed by the state of Colorado.

*The Before and After School Program at the Aurora Campus is held at the East Campus only.*

### **How to Reach Us During Program Hours**

Contact the YMCA director. Phone number is on the YMCA page.

### **Hours of Operation**

Before and After Care: 6:30 a.m. – 7:30 a.m. and 3:00 p.m. - 6:00 p.m. Monday-Friday on regular school days. Village Square will also be available from 6:30 a.m. -6:00 p.m. on school holidays, non-pupil contact days.

Please contact the YMCA Director for details.

## **Cell Phones and other Electronic Devices**

Student cell phones must be turned off and kept in their backpacks. Exceptions to this rule require prior approval from the Administrator. Other electronic devices such as hand-held game consoles are not allowed at school. **The school will not be held responsible for lost or stolen property.** The school does not allow the use of these devices during the school day. Parents with important messages for their student should call the Front Desk to leave a message. Many students have been very disappointed to find their IPOD, PSP and Nintendo DS gone missing.

## **Academics**

GVA's model of Global Literacy in response to our core values outlined with our Mission Statement. It is built on the following five key educational components:

**World Class Academics:** GVA's core curriculum was selected to close the global achievement gap. It features Envision Math, which rates high academically. For English literacy, GVA uses *Voices* Literacy Curriculum across the curriculum for writing, reading, and character education. In addition, GVA uses standards-based, integrated thematic units focused on social studies and science.

GVA uses continuous assessments in core subjects with individual goal setting. In addition to DIBELS, MAPS and CMAS, students are tested on their immersion language skills in grades 1-8.

**Second Language Immersion:** All students learn to read, write, and speak a second language to the Intermediate High Level.

**Cultural Competency:** GVA has a school-wide focus on developing cultural competency by building functional interpersonal attachments and learning to negotiate cultural boundaries. The framework for this is the themes in the *Voices* Literacy Curriculum: Personal Identity, Perspective Taking, Conflict Resolution, Social Awareness, Friendship and Love, and Democracy and Citizenship. Cultural competency is also highlighted through monthly International Assemblies focused on different countries (storytelling, intercultural arts, etc.), as well as courses in intercultural arts (visual, movement, music) and community service. Students, parents, and teachers are encouraged to build on strengths reflected in both cultural differences and similarities.



**21<sup>st</sup> Century Learning Community:** GVA students develop 21<sup>st</sup> century skills (e.g., *The Global Achievement Gap* by Tony Wagner: critical thinking and problem solving; collaboration across networks and leading by influence; agility and adaptability; initiative and entrepreneurship; effective oral and written communication; accessing and analyzing information; and curiosity and imagination) through thematic units focused on social studies and science and in core subjects. Students, parents and teachers use technology to facilitate learning and intercultural exchanges. The school library includes substantive collections of multi-lingual texts.

**International Studies:** GVA utilizes local, regional, national, and international studies aimed at developing global perspective and linguistic, artistic, and cultural exchanges. Students learn through authentic opportunities such as International Towne sponsored by the Young Americans Center for Financial Education, domestic/international travel programs, and real/ virtual student exchanges.

**Homework and the school website** The purpose of homework is to reinforce classroom lessons, and to teach children good work habits. Children should spend approximately 10 minutes per grade level on their homework, in addition to 10 to 15 minutes per night reading. GVA uses **our website**, to communicate homework assignments, classroom activities, school announcements, notes, important dates and much more to parents and students. Parents can communicate with the teacher as well. If you sign up on your teacher's webpage, every time the teacher updates the website you will receive an email or a text message alerting you about it. Wonderful tool!

### **Ongoing Assessment**

GVA utilizes a variety of assessment tools, including DIBELS (Dynamic Indicators of Basic Early Literacy Skills), MAP (Measures of Academic Progress) for reading, language usage, and mathematics, CMAS, PARCC, and ACCESS (Colorado English Language Assessment), APPLL (National Online Early Language Learning Assessment)

## **Colorado READ Act**

The Colorado Reading to Ensure Academic Development Act (the READ Act) was passed by the Colorado Legislature during the 2012 legislative session. The READ Act focuses on K-3 literacy development, literacy assessment, and individual READ plans for students reading below grade level. The READ Act requires teachers to assess the literacy development of students in kindergarten through third grade in the areas of phonemic awareness, phonics, vocabulary development, including oral skills, reading fluency, and reading comprehension. The READ Act requires the creation and implementation of an individual intervention plan (called a READ plan) for students identified with a significant reading deficiency. The Act requires specific components for the READ plan, guidelines on parental involvement, and timing of plan creation. As appropriate, a local education provider may integrate into a student's Individualized Education Plan or Individualized Readiness Plan intervention instruction and strategies to address the student's reading deficiencies in lieu of a READ plan.

### **Parental Involvement**

If a student is identified with a significant reading deficiency, teachers must attempt to meet with parents and jointly create the child's READ plan. If after three documented attempts, the teacher is unable to meet with the student's parents, teachers may create the READ plan and share the information with parents. Information shared must include a copy of the READ plan, an explanation of the scientifically- or evidenced-based reading program being used, any other services the student will receive, and any additional support the parent could provide.

### **PARENTAL NOTIFICATION/ADVANCEMENT**

Beginning in the 2016-2017 school year, if within 45 days before the end of any school year prior

to a student's 4th grade year (K-3), a teacher finds a student has a significant reading deficiency, the school shall provide written notice to the parent including a statement that there are serious implications to a student entering 4th grade with a significant reading deficiency. The parent, teacher, and other personnel are required to meet and consider retention as an intervention strategy.

The parent, teacher, and other personnel shall decide whether to advance the child to the next grade level. However, the final decision is made by the school.

Beginning with the 2016-2017 school year, the decision to advance 3rd grade students is subject to final approval of the school district superintendent or the superintendent's designee.

*If you would like more information on the Colorado READ Act, please contact an administrator.*

## **Notice of Non-Discrimination**

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

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

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

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

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

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

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

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

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

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

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

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

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

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

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

- Even students who are not eligible to receive services under the traditional special education programs, which are provided pursuant to the Individuals with Disabilities Education Act, may be eligible to receive supplementary supports, services, and accommodations, if they fall within the definition of disability stated above.
- In addition, the district does not discriminate in admission, treatment, employment or access to its programs or activities.
- For further information about the evaluation procedures and provisions of services to students with disabilities, contact the district's coordinator of Section 504 Compliance in School Services, at phone number 303-344-8060, ext. 28025, or write to the 504 Compliance Director, Aurora Public Schools, 1085 Peoria St., Aurora, CO 80011.
- For specific information relating to special education services for students with disabilities under the Individuals With Disabilities Education Act, contact the Department of Exceptional Student Services at 15751 E. First Ave., Aurora, CO 80011, 303-340-0510.

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

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

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

## Critical Information

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

## Harassment - Racial/Sexual

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

## Homeless Children & Youth - McKinney-Vento Act

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

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

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

## Non-Custodial Parent Rights

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

## Protection of Pupil Rights Act (PPRA) Notice

- Under the federal PPRA, parents have the right to prior notice of (1) any activities involving the collection or disclosure of personal student information for marketing purposes; (2) the administration of any survey designed to gather private student information (including information about political affiliation, family income, mental problems, illegal behavior, sexual behavior and attitudes and religious beliefs); and (3) any non-emergency, invasive physical exam or screening that is required as a condition of attendance, administered by the school and scheduled in advance, and not necessary to protect the immediate health and safety of the student or other students. For a full description of rights under PPRA, please visit the district’s Web site at [www.aurorak12.org](http://www.aurorak12.org) (go to “Parents” then click on “Legal Rights”).
- PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:
  - *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
    1. Political affiliations or beliefs of the student or student’s parent;
    2. Mental or psychological problems of the student or student’s family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or parents; or
    8. Income, other than as required by law to determine program eligibility.
  - *Receive notice and an opportunity to opt a student out of –*
    1. Any other protected information survey, regardless of funding;

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

• *Inspect* upon request and before administration or use –

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

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

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

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

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

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

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

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

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

## **Special Needs**

- Please contact your school or the Aurora Public Schools, Division of Equity & Engagement, 303-344-8060 ext. 28024 and TDD 303-326-1585 if, because of a disability, you require special

assistance in order to participate in a school activity. Persons with such needs are requested to make contact at least two weeks prior to the event if possible to allow staff to coordinate arrangements.

- This publication and most other publications from your school are available in alternative formats (e.g., large print, on audio tape and in Braille) upon request. Please contact the principal of your school for more information.

## **Storm Water Management Program**

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

## **Bus Procedures/Rules**

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

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



GVA Aurora  
Parent Code of Conduct

Dear Parent/Guardians:

Respect for others and personal responsibility are some of the most important principles upon which GVA Aurora is founded and upon which the school rules that students at school are expected to follow are based. Parents play a formative role in the development of their child's sense of justice, equity, and the dignity and worth of all members of our school community. As one of the most influential role models in a child's life, one of the best ways for a parent to teach is to lead by example. Accordingly, GVA Aurora expects the behavior of each parent/guardian and responsible adult with children enrolled at our school to adhere to the standards of conduct set forth below:

- (a) When visiting or volunteering at the school parents should observe all rules of the school, including checking in at the office.
- (b) If a parent feels that the actions of another child have infringed on the rights of his or her child under no circumstances shall the parent or guardian approach another child while at school to discuss the situation with the child or chastise the child. The parents may approach the classroom teacher and/or the parent may directly approach the child's parent or guardian to seek a peaceful resolution to the situation.
- (c) If a parent has questions or issues relating to the classroom or a class they should first be addressed directly to the staff member in question. Parents are requested to set up a private meeting where the concerns can be discussed and the actions giving rise to such concerns may be explained.
- (d) All communications regarding issues with other parents or staff at the school or school events shall remain respectful and address the issues at hand. Yelling, taunting, threatening or abusive behavior, cursing, foul language, or derogatory remarks are not acceptable means of communication. Parents are expected to resolve issues through calm dialogue between the parties directly involved while respecting the dignity of others.
- (e) Parents shall protect the reputation and good name of people involved. Problems, differences of opinion and personality clashes are not resolved by involving other people in a disagreement or by taking sides in the argument. Problems should not be casually discussed with other parents in the school or published over email or any social media, but should be dealt with one-on-one with the person or persons whom the parent has an issue.
- (f) It is easy for opinion to be mistaken for fact and rumors to be perpetuated by inaccurate information. Parents are expected to approach the relevant personnel within the school to verify the factual basis of a story should they have any question. This approach can quickly and simply clarify the events in question and the intent involved and will minimize inaccurate information being passed throughout the community.
- (g) Parents are expected and required to follow the Parent/Student Grievance Process of the GVA Aurora Policies in order to resolve an issue with a staff member at GVA Aurora. This policy requires that the issue first be addressed with the staff member directly and an attempt made to resolve the same. If the parent does not reach a satisfactory resolution, they shall put their concern in writing, and then proceed through the appropriate supervisory personnel, as necessary. A full copy of the policy may be obtained in either school office or on the school website.

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- (h) If a board member, staff member or administrator has cause to believe that a parent has instigated or perpetuated inaccurate information that is damaging to the reputation of the staff member, in violation of this Parent Code of Conduct, such board member or staff member may request in writing to the Board for mediation with that parent. Should the Board determine, based upon the information presented, that mediation

is warranted the Board will designate one or more impartial individuals to mediate the issues between the staff member and parent, which shall be conducted within 30 days following the determination of mediation.

In accordance with the Parent Code of Conduct Compliance, if a parent does not adhere to the Parent Code of Conduct, the administration may take any of the following actions, as deemed necessary and appropriate to the circumstances:

- (1) End a meeting with the parent
- (2) Give the parent a verbal warning
- (3) Issue the parent a written warning
- (4) Ask the parent to leave the school campus
- (5) Bar the parent from attending events at school
- (6) Bar the parent from any presence on school grounds
- (7) Take legal action including, but not limited to calling the police

• By signing below I agree that I have read, understand, and will comply with the rights, responsibilities, policies and procedures as outlined in the GVA Aurora Board Policy the Parent/Student Grievance Policy and GVA Aurora Parent Code of Conduct.

Current student name(s)/grade of your children attending GVA Aurora:

_____	_____
Student Name	Grade
_____	_____
Student Name	Grade
_____	_____
Student Name	Grade
_____	_____
Student Name	Grade
_____	_____
Student Name	Grade

\_\_\_\_\_  
Parent/Guardian Name (Please Print)      Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Name (Please Print)      Parent/Guardian Signature

\_\_\_\_\_  
Date