



K-12 PREPARATORY ACADEMY

2022-2023 Parent/Student Handbook

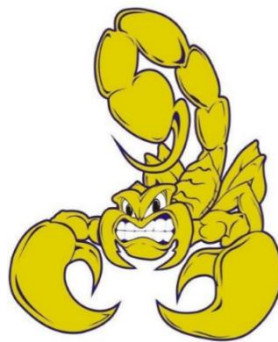
www.chpa-k12.org



César Chávez Academy



Ersilia Cruz Middle School



Dolores Huerta Preparatory High



BUILDING A LEGACY OF SUCCESS

CHÁVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Administrative Services

2500 W. 18th Street
Pueblo, CO 81003
(719) 546-6263 Office
(719) 545-4264 Fax

Admissions

2500 W. 18th Street
Pueblo, CO 81003
(719) 744-0819 Office
(719) 545-2389 Fax

César Chávez Academy

2500 W. 18th Street
Pueblo, CO 81003
(719) 295-1623 Office
(719) 295-1625 Fax

Ersilia Cruz Middle School

2135 Ruberson Dr.
Pueblo, CO 81003
(719) 744-0806 Office
(719) 583-0636 Fax

Dolores Huerta Preparatory High

2500 W. 18th Street
Pueblo, CO 81003
(719) 583-1030 Office
(719) 544-1692 Fax

**CHPA is committed to a policy of nondiscrimination in relation to race, color, sex, sexual orientation, religion, national origin, ancestry, age, marital status or disability in admissions, access to, treatment, or employment in educational programs or activities which it operates.*

BUILDING A LEGACY OF SUCCESS

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Our Vision

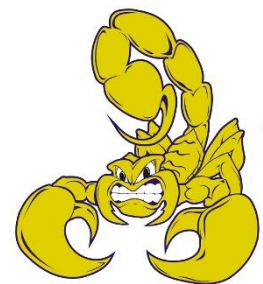
Chávez/Huerta K-12 Preparatory Academy is the best school of choice to develop college ready students who will become scholars, leaders of great character, and productive citizens of the world.

Our Mission

The mission of Chávez/Huerta K-12 Preparatory Academy is to provide students a challenging, high quality, diverse K-12 learning environment that develops lifelong learners.

Core Values

- Acceptance of All People
- Celebrating Community
- Respect for Life and the Environment
- A Preference to Help the Most Needy
- Innovation
- Non-Violence
- Knowledge
- Sacrifice
- Service to Others
- Determination



School Motto

“BUILDING A LEGACY OF SUCCESS”

Admissions

Applications to attend our school are available in the Admissions office and on our website at www.chpa-k12.org. If the child is not admitted for the current school year due to seating availability in the grade level, he/she will then be placed on the waiting list. However, if a child is admitted with siblings, those siblings will be moved to the top of the waitlist for enrollment. Once enrollment is complete, students are admitted from the waiting list upon availability. A lottery will be held in February prior to enrolling for the next school year to determine placement for open spots.

Family Educational Rights and Privacy Act

Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their children's educational records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. Students' parents or guardians have the right to inspect and review their child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the office regarding an alleged failure by a school to comply with FERPA. The school officials at CHPA are the Principals and Registrar.

Student Support Services

The department of Student Support Services is dedicated to providing positive educational opportunities to students by identifying barriers and resources to support them in reaching their full potential in an inclusive environment. Student Support Services collaborates with families and teachers to ensure we are meeting the individual needs of students and providing them with the skills to be successful in school, at home, and in the community. For additional information on Special Education, Multi-Tiered Systems of Support (MTSS), Section 504, English Language Learners, or Gifted and Talented (G/T) programming, please contact the Executive Director of Student Support Services at (719) 744-0827.

Immunizations

Immunization requirements will be strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Colorado Revised Statutes 25-4-902. There are three ways to be in compliance with the school immunization law:

1. Student's immunization record shows they are fully immunized with required vaccines. A laboratory test showing immunity is also acceptable.
2. For the student who is catching up on receiving required immunizations, the school will notify the parent/guardian that the student has 14 days to receive the required immunization(s) or to provide written documentation of the plan to receive the next required immunization(s) following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not completed, the student shall be excluded from school for non-compliance.
3. Valid medical exemption signed by a healthcare provider or non-medical exemption (religious or personal) submitted by a parent/guardian, which is filled out and updated every year.

COVID-19 Management

Contact Tracing, Quarantines, and Isolation Procedures:

- CHPA will continue to collaborate with the Pueblo Department of Public Health and Environment (PDPHE) in identifying close contacts of positive cases and will notify staff and students of possible exposures. **All isolation and quarantine situations will be communicated and issued by PDPHE.** CHPA will also continue to collaborate and follow PDPHE protocol for determined school outbreak situations.
- Students and Staff who have a confirmed case of COVID-19 regardless of vaccination status will be required to isolate per the current PDPHE protocols (isolation is currently 5 days for all positive cases regardless of vaccination status).
- Students who have to isolate due to positive COVID-19 test results will be allowed to tune into their classes while on isolation. All Teachers will provide a “live” option for these circumstances so students can follow along with the in-person classes they are missing.

Student vaccine cards/records should be turned into the Front Office of their academy.

Visitors

State and federal laws require all visitors to sign in at the front office and wear a *visitor nametag or badge* while on campus for safety purposes. Please be prepared to present a valid driver’s license, state ID or military ID upon entering the school. All visitors are screened through the Raptor Visitor Management System, which is designed to protect students, faculty and staff. Visitors must dress and conduct themselves appropriately at all times and abide by all school policies and procedures. Office personnel are the only authorized individuals to pull students out of class to see parents or guardians.

Classroom Observations

Classroom observations must be scheduled with the instructor and approved by Administration.

Volunteers

CHPA believes that parental involvement is a critical component of the educational process. The success of our school depends greatly on the willingness of parents to volunteer their time and serve in various capacities. Parents/guardians who would like to commit to more than 10 volunteer hours of service to the school on an annual basis must complete a volunteer packet with Human Resources. CHPA is required by the state to conduct a background check.

Open Door Communication

The purpose of open door communication is to encourage students and parents to discuss any concerns with school faculty, staff, and Principals, to receive feedback to improve our policies and procedures, and discuss matters of importance to our stakeholders. We encourage parents and/guardians to address concerns with the person(s) involved.

CHPA provides our faculty, staff and Principals the opportunity to address concerns or resolve issues within a timely manner and ask parents/guardians to follow CHPA’s protocol:

1. Speak with your child’s teacher first. Teachers work with your child on a regular basis and are able to provide you first-hand information on your child’s academic progress, behavioral issues and/or other issues your child may be currently experiencing.
2. If you feel your concern has not been properly addressed after speaking with your child’s teacher, please contact the Assistant Principal.
3. If you feel your concern was not properly addressed by the Assistant Principal, please contact the school Principal.
4. If you feel your concern still has not been addressed by the Principal, you may call the Executive Assistant to the President/CEO’s office at (719) 546-6263 to address your concern and set up an appointment to speak with the President/CEO.

Parents/Guardians have the right to address their unresolved concerns with the Board of Directors at a regularly scheduled Board meeting and/or with the Pueblo City Schools Charter School Liaison. If you would like to address the Board of Directors, please contact the Executive Assistant at (719) 546-6263 Ext. 249 for more information.

Parent Communication

CHPA uses PowerSchool, an Internet-based student information system, to provide attendance and grade information. With PowerSchool, a student’s progress can be monitored by his/her parents/guardians at any time. Parents/guardians of students not academically performing and have grades lower than a “C” will receive email notifications generated by PowerSchool. The link to the PowerSchool Parent Portal can be accessed from the school website at www.chpa-k12.org or obtained from the front offices. For more information, please contact the PowerSchool office at (719) 744-0803.

Other forms of communication that may be used include the CHPA’s website, CHPA’s monthly newsletter, progress reports, social media, Alert Solutions Systems (via text, email, phone), and parent/teacher conferences.

Security and Surveillance

Schools are increasingly using security cameras as a tool to monitor and improve student safety. Images of students captured on security video surveillance are maintained by security personnel are not considered education records under the Family Educational Rights and Privacy Act (FERPA). Accordingly, video may be shared with parents of students whose images are on the video and with outside law enforcement authorities. CHPA security personnel will serve as the "law enforcement unit" in order to maintain the security camera and determine the appropriate circumstances in which the school would disclose recorded images. Armed security officers will be on duty during school hours and at other events as needed.

Mandatory Reporting

Colorado’s Mandatory Reporting law requires “public or private school official or employee” report child abuse if they “have reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect shall immediately upon receiving such information report or cause a report to be made of such fact to the county department, the local law enforcement agency, or through the child abuse reporting hotline system as set forth in section 26-5-111, C.R.S” Child Abuse or Neglect (C.R.S. 19-3-304)

Administering Medications

Any medication that needs to be administered must be brought directly to the front office in the original container. The school must have written instructions as per quantity, time to administer, any other directions, and written permission from the child's physician to administer medication. The school will have medication request forms for this purpose in the front office. Students may not have any medication in their possession unless authorized from their physician (ex. Epi pen or inhaler).

Wellness Center

CHPA partnered with Pueblo Community Health Center (PCHC) to house a Wellness Center on the CHPA Campus. While CHPA is providing the space, PCHC will provide access to healthcare services to students, faculty and staff. All patients who choose to utilize these services are responsible to register with PCHC and provide requested information to be considered as a patient of PCHC and are responsible for payment of delivered services. CHPA is not responsible for any expenses incurred by patients delivered by PCHC. Information about PCHC services can be obtained by calling (719) 543-8711.

Weather Delays and School Closures

CHPA will make all decisions regarding school closures or delays due to inclement weather. Please listen for an ALL-call or check the TV stations and campus website for specific information and announcements. In addition, notification of school delays or closures will be sent by Alert Solutions via emails, text messages, and/or phone calls. **Students are expected to participate in remote learning during a campus closure.**

Emergency Incidents

In order to ensure the safety of our students, faculty and staff, the Building Emergency Response Team (BERT) has developed an *Emergency Management Plan* in order to be prepared to respond effectively during an actual emergency incident. Pueblo City Schools (PCS) has identified specific types of situations to assist schools in recognizing and responding appropriately to an emergency incident. If there is an emergency incident, CHPA will respond by issuing a lockdown, secure perimeter, evacuation, or a shelter in place. Notifications of school emergency responses will be sent by Alert Solutions via emails, text messages, and/or phone calls.

Several emergency incidents drills will be conducted throughout the academic year. Drills will not be announced in order to ensure our students, faculty and staff are properly trained in responding to emergency incidents. Parents/guardians will be notified if a drill has been conducted by Alert Solutions via emails, text messages, and/or phone calls. In addition, CHPA's faculty, staff and administration conduct annual trainings including classroom responses to emergency incidents.

There are four types of responses to emergency incidents:

Lockdown

A *Lockdown* is issued when there is a pending threat to the building and/or occupants and used to secure classrooms and remain quiet. Faculty, staff and students are required to find a safe hiding place, get behind locked doors, turn off their cellphones and remain silent. It is vital for parents not to try and contact their students during a lockdown in order to avoid them being located by

the intruder. ***For your safety and the safety of others, please do not attempt to come on campus during a lockdown.*** Once an all clear has been received, parents/guardians will be notified by Alert Solutions via emails, text messages, and/or phone calls.

Secure Perimeter

A *Secure Perimeter* is issued when the threat is outside of the building and/or in the immediate vicinity of the school. All exterior doors will be locked and business is conducted as usual. No one is allowed in or out of the buildings... Students not on campus should not attempt to come to campus but should notify the front offices of their well-being. ***For your safety and the safety of others, please do not attempt to come on campus during a secure perimeter.*** Once an all clear has been received, parents/guardians will be notified by Alert Solutions via emails, text messages, and/or phone calls.

Evacuation

An *Evacuation* is conducted to move persons from one location to a different location on or off campus depending on emergency situation (fire alarm, bomb threat, etc.). Three evacuation sites have been identified and students, faculty and staff may be evacuated to one or more of the following evacuation sites:

Holy Rosary Catholic Church
2400 W. 22nd Street
Pueblo, CO 81003
(719) 545-7219

YMCA
3200 E. Spaulding Ave.
Pueblo, CO 81008
(719) 543-5151

Irving Elementary
1629 W. 21st Street
Pueblo, CO 81003
(719) 549-7570

For your safety and the safety of others, please do not attempt to come on campus during an evacuation. Once an all clear has been received, parents/guardians will be notified by Alert Solutions via emails, text messages, and/or phone calls.

Shelter in Place

A *Shelter in Place* is issued when persons need to take shelter due to severe weather conditions or other situations that require a safe refuge. Students, faculty and staff will take cover in the designated areas-of-refuge in order to move to safer areas inside the school buildings. ***For your safety and the safety of others, please do not attempt to come on campus during a shelter in place.*** Once an all clear has been received, parents/guardians will be notified by Alert Solutions via emails, text messages, and/or phone calls.

Please see the *Emergency Incidents* under the *Parent* section on the website at www.chpa-k12.org.

Illnesses, Accidents, and Injuries

Office staff are certified in First Aid, CPR, AED and Medication Administration. If a child becomes ill, he/she will be removed from the classroom or activities for precautionary measures. Families will be called to pick up their child in order to prevent the spread of illness. Please be sure to keep the school informed of any changes to your contact information. If you cannot be reached, we will attempt to contact someone on the emergency card. Minor cuts and abrasions will be taken care of by school personnel. If your child is seriously injured, faculty will take the necessary steps to obtain the emergency medical care needed. These steps may include, but are not limited to:

1. Attempt to contact parent or guardian
2. Attempt to contact persons listed on the emergency card
3. Call an ambulance/paramedic
4. Have the child taken to a hospital in the company of a staff member. Please be aware the staff member may not be able to travel in the emergency vehicle with the student.
5. Use of the Automatic External Defibrillator (AED) when CPR is required. This device is completely safe and will be utilized only if necessary.

Accident Insurance

Student accident insurance is provided at no cost to all CHPA families as a supplement to your regular health coverage. Your regular insurance will be primary in the event of an accident. The school purchases accident insurance to cover all students, including athletes if they are injured while participating at school sponsored events or in a sports activity.

Truancy

Parental involvement and parental responsibility are two factors recognized by the general assembly as significant factors in a child's education. The Compulsory School Attendance Law (C.R.S. 22-33-104(1)(a)) states that "every child who has attained the age of six years on or before August 1 of each year and is under the age of seventeen years of age" is required to attend public school with exceptions provided by law.

It is the responsibility of the parents to ensure their child(ren) are attending school and arriving to school in a timely manner in order not to infringe upon the rights of other students to an education. Students who are habitually absent and/or truant may not meet academic requirements and may require the student, parent, and/or both to abide by court orders to ensure the child(ren) have the opportunity to receive a quality education.

Absences

**Please Note: CHPA is on a Four-Day School Week; School is in session
Monday-Thursday 8:15 am-4:00 pm**

No school on Fridays, but there may be clubs and special functions throughout the school year.
Breakfast and lunch will NOT be served on Fridays

ATTENDANCE:

Student attendance is monitored daily by the school attendance secretary, counselor, advocate, and administrators. All are responsible for phone calls home, home visits, and conferences. Advocates attend truancy court with our families on a weekly basis, if necessary.

School hours are as follows: Monday through Thursday – 8:15a.m. to 4:00p.m.

Absences: Chavez Huerta Preparatory Academy believes that it is extremely important for students to have regular attendance. **Attendance directly affects student achievement.** The following are acceptable absences, and will be considered excused:

- Illness or injury (Doctor's note required if absent 3 or more consecutive days or there is a pattern of missed days due to illnesses)
- Physical, emotional, mental, or emotional disability
- Suspension or expulsion
- Work Study under the supervision of the school
- Attending school-sponsored activities with prior approval from a school administrator

- Death in the family
- Compliance with established religious holidays

As soon as it is evident that a student will be missing school, a call to the attendance secretary should be made by **9:00 a.m.**

All phones have voicemail, so messages can be left at **ANY** time. If a call to the attendance office has not been made concerning an absence, a note must be presented to the attendance secretary the day the student returns to school. If neither a note nor call is made to the office, the absence will be recorded as “unexcused.” In addition, multiple unexcused absences may result in a referral to Truancy Court.

Students may not have more than 4 unexcused absences in one month and/or 10 days during the school year before judicial proceedings may be initiated.

Other absences-If a student is to be absent for reasons other than those listed above, parents need to discuss the situation beforehand with the assistant principal to determine whether or not the absence can be considered excused. Classroom assignments must be completed upon the student’s return from any prior approved absence.

Tardy to School — Students who arrive at school after 8:20 am. need to report to the front office to get a tardy slip. *Students who are tardy will have an excused tardy for the following reasons only: Doctor, Dental, Orthodontic appointments/with a note from the Dr.’s office, or attending a funeral.* All other reasons for tardies will be recorded as unexcused. *Getting up late, parent running late, waiting for a ride, etc. are **not** excused tardies.*

Class to Class Tardiness: Students who arrive to class tardy cause unacceptable disruptions and loss of valuable teaching/learning time. It is a teacher’s responsibility to preserve the teaching/learning time by adhering to school policy on beginning class on time. It is a student’s responsibility to get to class within the allotted passing time.

The Class to Class Tardy Policy of ECMS and DPHH have been developed to accomplish the following goals:

1. To make sure students are in class and ready to learn when the tardy bell rings
2. To establish a consistent tardy policy
3. To keep parents informed of students’ tardiness
4. To gain parent support for controlling tardy problems
5. To reduce student tardiness
6. To reduce disruptions to classes caused by tardy students

An unexcused tardy occurs when a student enters the classroom (without a note excusing his or her tardiness) after the scheduled class start time. An excused/exempt tardy must be accompanied by a note from the main office, the Counseling Office, an administrator, or a teacher. **Tardies are cumulative over each quarter for CCA and each semester for ECMS and DPHH.**

NOTE: Students are **not** to be in halls after class begins for the first 10 minutes and last 10 minutes of class, and may only leave the classroom with an official pass in between this time frame.

Tardy Policy

- 1st - 3rd Unexcused Tardy – Tardy slip; **Reminder of tardy policy** (from the teacher)
- More than four tardies will result in a **referral to administrator for possible disciplinary action**. *Attendance policy will be reviewed with parents on **Orientation Days**.

Leaving Campus During School Hours

CHPA is a closed campus. Students are **NOT** allowed to leave campus during school hours which includes lunch hours. Appointments with doctors, dentists, and other professionals should be scheduled after school whenever possible. **Parents must physically sign out their child in the office when they leave and must physically sign the child back in when they return. Students must remain in the classrooms until excused by the front office staff.** Students Kindergarten through 12th grades are not allowed to leave campus without parental permission.

Student Parking

All students who drive and park at CHPA are required park in the dirt parking lot next to the CCA parking lot. Student parking is not allowed in front of the ECMS gym, or in front of CCA. The following will be enforced on campus

- 1) Do not park across lines (1 vehicle for 1 parking space).
- 2) No loitering in the parking lot during school hours.
- 3) Unless leaving for college classes, all vehicles must stay on campus.
- 4) **Sign in and out at the front office when leaving for college classes or appointment.**

Student Drop-Off and Pick-Up

Students may not be dropped off before 8:0a.m. **Personnel will be on duty by 8:00a.m. and supervision is crucial in order to maintain safety.** There will be days when the weather does not allow students to be outside before school begins. In this case, all elementary students should report to their homeroom. Middle and high school students should report to their respective cafeteria.

Kindergarten

Kindergarten parents please park in the Kindergarten parking lot on the 18th Street side by the elementary playground, entering from the 18th Street side and leaving through the alleyway. Please escort kindergarten students to the designated area on the blacktop.

Grades 1st – 5th Drop-Off

Students can be dropped off on either the 17th Street or the 18th Street entrances. Everyone must use crosswalks and follow the instructions of school personnel on duty. Students are not allowed to leave campus without being properly checked out by parents. Parents must physically sign students out once they have arrived on campus.

Grades K-5th Pick-Up

Parents are required to wait outside of the building at the end of the day, as closing instructions are crucial and should not be disrupted.

Pick-up will be in the same areas as drop-off. We ask that all students be off campus 15 minutes after being released from class and/or extracurricular activities. If circumstances arise and they cannot be picked up within 15 minutes, please call the front office to make arrangements. Failure to follow procedures may result in the student losing privileges to participate in extracurricular activities. Students are not allowed to wait for after school activities without faculty supervision. Loitering on school grounds is prohibited. If students are not picked up and parent or emergency contacts cannot be reached, then the Department of Social Services and/or necessary law enforcement agencies may be called by school personnel.

Any student needing to leave school early must be signed out in the front office. The parent or guardian must provide valid identification (i.e. driver's license, state ID or military ID) in order to take a child off our campus.

Grades 6th – 8th Drop Off & Pick-Up

Students can be dropped off and picked up in front of ECMS. Parents enter the driveway on Ruberson Drive in the right lane to stop and let their students out. Left lane is for moving traffic only. Parents will continue around the building and exit onto 22nd Street. This is a One-Way only driveway. Parents are expected to follow the 5-mph speed limit in the parking areas and any signs that are posted. All students must be off campus by 4:15p.m. unless supervised in an afterschool extracurricular or sports activity. Students who participate in the afterschool extracurricular activities must be picked up in the front of the school. The school bus will drop off and pick on Ruberson.

Grades 9th – 12th Drop Off & Pick-Up

High school students should be dropped off in front of the temporary high school through the 17th Street or from 18th Street. Students who drive may park in the dirt parking space off of 16th Street. Maps for directions are available in the DPH front office. Parents are expected to follow the 5-mph speed limit in the parking areas and any signs that are posted. All students must be off campus by 4:15p.m. unless supervised in an afterschool extracurricular or sports activity. Students who participate in the afterschool extracurricular activities must be picked up in the front of the school.

Breakfast and Lunch Programs

CHPA will participate in the Pueblo District #60 free breakfast and lunch programs offered to all K-12 students. CCA students will be served breakfast at 8:20a.m. during school hours. ECMS and DPH students can receive breakfast before school beginning at 8:00a.m. in their respective cafeterias. Students are prohibited from ordering or having food delivered to campus. Any food delivered without prior authorization by building Principal will be refused.

Textbooks and Supplies

Textbooks will be provided when necessary to students to use during the academic year at no cost. We require students protect their textbooks with a book cover to minimize wear and prolong the use of the book. Book covers can be purchased or a grocery paper bag can be used.

It is the responsibility of the student to take care of the textbooks issued to them. If books are damaged (torn pages, written in, and/or spine damage), fees will be assessed to the student's account according to the damage received. If books are not returned, the current cost to replace the books will be assessed to the student's account. Unpaid student accounts may result in transcripts being withheld and/or reported to a credit agency for collection.

Fee Schedule 2022-2023

TEXTBOOKS	Participation Fees	Replacement Cost
K-12	No participation fees	Based upon current item value for each book
INSTRUMENTS	Participation Fees	Replacement Costs
Guitar	No participation fees	Based upon current item value for each instrument
Keyboard		
Vihuela		
Guitarrón		
Trumpets		
Violin		
DPH (9TH-12TH) ATHLETICS	Participation Fees	Replacement Costs
Baseball	\$50	Not applicable
Boys' Basketball	\$50	
Cheer Cheer Uniform	No participation fees \$350-\$500	
Esports	\$50	
Football	\$55	
Girls' Basketball	\$50	
Girls' Soccer	\$50	
Boys' Soccer	\$50	
Softball	\$50	
Track	\$50	
Volleyball	\$50	
Wrestling	\$50	
ECMS (6TH-8TH) ATHLETICS	Participation Fees	
Boys' Basketball	\$50	Not applicable
Girls' Basketball	\$50	
Girls' Softball	\$50	
Track	\$50	
Volleyball	\$50	
Wrestling	\$50	
Cheer Cheer Uniform	No participation fees \$350-\$500	
TECHNOLOGY	Participation Fees	Replacement Costs
Broken/Lost iPad Charger	No participation fees	Based upon current item value for each technology equipment piece
Broken/Lost Dell Charger 45 Watt		
Broken/Lost HP Charger 45 Watt		
Broken /Lost Dell Charger 65 Watt		
Broken Screen		
Broken Power Plug		
Broken Headphone Jack		
Broken /Lost Headphones		
Lost/Total Computer Damage		
iPad/Screen Damaged or Broken		
Laptop Bag		

Supply Lists

Supply lists will be posted on the website for the grade levels and/or from individual teachers before the academic year begins. You may access the supply lists at www.chpa-k12.org under the *Parent* section. If you are unable to locate an item, please contact the school's front office and ask where the item can be purchased. If you have questions or concerns, please contact the front office.

Thursday Fundraisers

K-5th

Students wanting to wear jeans on Thursday will pay \$1 to their homeroom or first period teacher. Proceeds will help fund student activities throughout the year. Students participating in jean day must wear a CHPA or college shirt.

6th-8th

Students wanting to wear a hat on Thursday will pay \$1 to the main office and obtain a stamp to show that they have paid for the privilege to wear a hat. In addition, bottled water will be sold in the main office on a daily basis for \$1. Proceeds will help fund student activities throughout the year.

Field Trips

Field trips are utilized as learning experiences to enhance the students understanding of their studies and to meet the Colorado State Standards requirements. Parents must sign an excursion permission slip for students to participate on field trips and will be advised of the appropriate dress attire required and if students will need to bring a sack lunch. Students may lose the privilege of participating in field trips due to a concern in academics, attendance, or behavior if determined by the teacher and administration.

College Adventures Program

We encourage all students to pursue a postsecondary education and, we provide our students the opportunity to visit colleges and universities in our state through the CHPA College Adventures Program. All grade levels participate in annual visits to colleges or universities in support of the pursuit of higher learning.

Money and Valuables

Money and/or valuable items, unless required for a classroom project, should be left at home. Money sent to school for (e.g. classroom projects, field trips, and/or after school extracurricular activities) should be placed in an envelope with your child's name, club sponsor, purpose for the money marked clearly on the front and given to the classroom teacher and/or club sponsor. Faculty and staff members are not responsible for money or valuables brought to or left at the school. CHPA cannot be responsible for student's personal items including cell phones. If personal items (i.e. electronics) are found at school, they will be confiscated and placed in a locked area. Parents will be notified and may be required to meet with administration. No trading and/or selling items are permitted in school.

Lost and Found

All lost and found items are turned into the school office. Students and parents/guardians are welcome to check for lost items. All items found will be displayed in a designated area for students to claim. Unclaimed articles will be donated to a local charity.

Cell Phone Use

Elementary and Middle School

Cell phone use is prohibited from 8:15a.m. to 4:00p.m. Cell phones if used will be confiscated. If confiscated, parents will be asked to pick up their child's cell phone from the Front Office.

High School

High school students may use their cell phones during lunch, this is a privilege and not a right. Students will have their cell phones confiscated if any disrespect or cyber bullying is taking place. This privilege will be removed if continued instances of improper use such as but not limited to calling, texting, or social media is taking place. Parents will be required to come and pick up cell phones for conduct violations. Students are required to follow classroom management expectations of cell phone for each class as stated in the teacher's class syllabus.

Parents are encouraged to contact the front office if they need to relay information to the student. If a cell phone is confiscated, it may be picked up at the front office at the end of the day. CHPA will not be held responsible for any lost, damaged, or stolen cell phones.

CODE OF CONDUCT

Parent Code of Conduct

CHPA parents have a significant impact and influence in shaping their child's academic performance and behavior. We expect all parents and guardians to model appropriate behavior and to be good examples to the CHPA community. All CHPA parents shall:

- Be respectful to the staff, students, parents, and other members of the CHPA community at all times.
- Hold their child responsible and accountable for following all school rules, completing all classroom and homework assignments, and coming to school every day on time.
- Refrain from using profanity and inappropriate language on campus and school sponsored events.
- Follow the school protocol for handling complaints by first seeking a resolution with the staff member involved in a positive and professional manner. (See *Communication* section on page 4 of the *Student Handbook*).
- Assist the staff and the CHPA community in increasing the overall academic achievement and safety of their child at school.
- CHPA Administration, faculty and staff request all parents/guardians to utilize the established process of addressing issues.

Violations of the Parent Code of Conduct may result in the revocation of the parent's privilege to come onto campus and/or to attend school events.

Student Code of Conduct

In joining the CHPA community, the student enjoys the right and shares the responsibility in exercising the freedom to learn. Like other members of the school community, the students are expected to conduct themselves in accordance with standards of the school that are designed to perpetuate its educational purposes. Students shall respect and obey civil and criminal law and

shall be subject to legal penalties for violation of city, state, and/or federal laws. A charge of misconduct may be imposed upon a student for violating provisions of school policies and the State Education and Administrative Codes.

Safe Conduct at Extracurricular Activities

CHPA faculty and staff are responsible and obligated to ensure that all students and those present at extracurricular activities are safe and demonstrate respect throughout the event. Any individual acting in a manner deemed inappropriate may be asked to leave the premises and may also be banned from future activities.

Hands-Off Expectations

CHPA requires all students to keep their hands, feet, body and personal objects to themselves to help prevent accidental injury or inappropriate behavior. In the playground area, students should refrain from activities that are likely to cause injury. Bullying, harassing, fighting, and other types of behavior that threaten student safety will be considered serious infractions and dealt with accordingly. Infractions with the intent to harm will be referred to the Principal's office and students will be disciplined according to the seriousness of the infraction. This expectation is in effect at all times, on campus, at school sponsored events and in school operated vehicles. Inappropriate public displays of affection (PDAs) are prohibited.

Bullying/Harassment

At CHPA, there is zero tolerance for bullying. Bullying behavior should be reported to the faculty, the Assistant Principal, the Principal. According to Colorado Senate Bill 01-080 Section 2 (X), bullying is defined as “any written or verbal expression, or physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events”. Bullying is an intentional act, involving repeated occurrences, and is characterized by a “power and control difference”. You can also report bullying directly to the Colorado Department of Education through the “Safe2tell” link at www.safe2tell.org or by calling 1-800-542-7233.

Bullying is unwanted, aggressive behavior among students that involves an imbalance of power and repeated over time. An imbalance of power is defined as those who use their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others. Repetition of bullying behaviors happen more than once or have the potential to happen multiple times (stopbullying.gov). Unacceptable behaviors that interfere with the respect, responsibility and safety of students include all aspects of bullying:

- **Physical Bullying** includes hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, making mean or rude hand gestures.
- **Social Bullying** is leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, embarrassing someone in public.
- **Verbal Bullying** includes teasing, name-calling, inappropriate sexual comments, taunting and threatening to cause harm.
- **Intimidation** is threatening others to do something, threatening with a weapon, playing a dirty trick, hazing, and/or use of social media.
- **Cyber Bullying** is defined as the use of electronic information and communication devices to include and not be limited to, email messages, instant messaging, text messaging,

cellular telephone communications, social media, and defamatory websites, that deliberately threaten, harasses, intimidates an individual or group of individuals; or places an individual in reasonable fear of harm to the individual or damage to the individual's property or has the effect of substantially disrupting the orderly operation of the school.

- **Hazing** is the act of embarrassing others through activities that are dangerous and/or illegal to initiate others into a group.
- **Gang Violence** the use of violence against others committed by a group of people who are affiliated with a named group.
- **Harassment** is unwelcomed and aggressive pressure or intimidation.
- **Stalking** is a series of actions that include pursuing or watching and/or harassing others over a period of time.
- **Teen dating violence** is intimate partner violence that occurs between two young people who are or once were in a relationship.

Any student or faculty/staff member who believes he/she is subjected to any type of bullying, as well as any person who has reason to believe a student or school faculty member is being subjected to or has been subjected to any type of bullying shall immediately make a report to CHPA Administration to initiate an investigation. Bullying cannot be investigated or corrected until the school has been made aware of the situation(s). We encourage students, faculty and staff to report all incidents of bullying.

“Behavior on or off school property that is detrimental to the welfare or safety of other pupils or of school personnel, including behavior that creates a threat of physical harm to the child or other children; except that, if the child who creates the threat is a child with a disability pursuant to section C.R.S. 22-20-103 (5)” (C.R.S. 22-33-106 (c)). Students are subject to charges of misconduct for acts on school-owned or controlled property or at a school sponsored activity included, but not limited to:

1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one's self.
2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm.
3. Use, simulated use, possession, distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any school sponsored event.
4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law.
5. Committing or attempting to commit robbery or extortion.
6. Causing or attempting to cause damage to school property or to private property on campus.
7. Stealing or attempting to steal school property or private property on campus, or knowingly receiving stolen school property or private property on campus.
8. Willful or persistent smoking (including e-cigarettes or use of similar mechanisms) in any area on campus or school sponsored activities is prohibited by law.
9. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyber-bullying.

10. Engaging in harassing or discriminatory behavior. The school's response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures.
11. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized school activities.
12. Disruptive behavior, willful disobedience, profanity, vulgarity, lewd, or other offensive conduct, on campus or during school sponsored activities.
13. The persistent defiance of authority or abuse of school personnel.
14. Academic dishonesty, cheating, or plagiarism.
15. Dishonesty, forgery, alteration or misuse of school documents, records or identification, or knowingly furnishing false information to the school or any related off-site agency or organization.
16. Unauthorized entry to or use of school facilities.
17. Engaging in expression which is obscene, libelous, or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, or the violation of lawful school administrative procedures, or the substantial disruption of the orderly operation of the school.
18. Violation of school rules and regulations including those concerning student organizations, the use of school facilities, or the time, place, and manner of public expression or distribution of materials.
19. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
20. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording or photography of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by school policy, or administrative procedure.
21. Acts of sexual nature.

Where a student is subject to a charge of misconduct, such charge shall be processed in accordance with the CHPA policies and procedures which will be applied in a fair and equitable manner. A charge of misconduct, harassment, violation of the Student Code of Conduct, allegations of academic dishonesty and/or other violations may be brought against a member of the school community. Any charges must be signed and submitted to the Assistant Principal or Principal.

Discipline Philosophy

At CHPA, our philosophy is to maintain dignity in discipline throughout the investigation and resolution process. Progressive discipline is used in an effort to apply appropriate discipline consequences for the nature and severity of the behavior and the impact on the school climate. Students are expected to reflect upon their actions and the impact it has on their learning and the learning of other students.

Disciplinary Action

Violations of the Student Code of Conduct have consequences when the action(s) of a student causes a continuing danger to the physical safety to themselves or others. Disciplinary actions will focus on corrective measures and will focus on the restoration of the student to improved academic and behavioral standing. Disciplinary actions include verbal and written warnings, formal reprimands, removal from class, short-term in-school and out-of-school suspensions which may lead to expulsion.

Reporting Procedures and Investigations

Disciplinary action may be imposed upon a student by an Instructor, an Administrator, or the Board of Directors for proven misconduct or actual violation of specified school rules and regulations. Administrators may place students on probation or temporary exclusion with respect to actions in the classrooms, on campus, or at a school-sponsored activity within the procedures specified in this document. The Principals shall have the power to impose suspension and to recommend expulsion. Assistant Principals may also authorize suspensions of the legally defined limit.

Due Process

The Assistant Principal/Principal shall receive a written statement and confer with the individual to advise them of the alleged violation, possible disciplinary actions, and the process afforded to them. The parent/guardian shall be notified of the incident. A review of the facts will result in a decision by the Assistant Principal as to any disciplinary actions that may be imposed. The student and parent/guardian have the right to appeal the decision of the Assistant Principal/Principal. A decision of the Assistant Principal can be appealed to the Principal. The decision of the Principal can be appealed to the President/Chief Executive Officer.

Right to Appeal

Any student, along with their parent/guardian has the right to appeal a decision if the student and/or parent/guardian reasonably believes a school decision or action has adversely affected their status, rights, or privileges as a student. A grievance exists only when such an error or offense has some demonstrably correctable result. Information on the appeal process and appeal forms can be obtained from the Assistant Principal/Principal.

CHPA STUDENT DRESS CODE

Chávez/Huerta K-12 Preparatory Academy has chosen to require our K-5th students to wear school uniforms. A uniform program is a widely accepted as an effective way to convey school pride and respect while developing a positive self-image. School uniforms can be purchased at Embroidery Plus located at 501 West Street which is the authorized K-5th uniform vendor for CHPA.

CCA (K-5th) Students

Our goal at CCA is to create pride and respect in students being a part of a community that focuses on academics. Therefore, students are required to wear uniforms in order to create a cohesive environment. It is required all students adhere to the CCA dress code.

1. Students must be in proper uniform/attire during school hours – this includes any club activities held on campus. Students who arrive on campus in violation of this will be subject to the uniform violation policy.
2. Hats, head coverings (visors, scarves and bandanas) or sunglasses may not be worn during school hours.
3. Solid color tennis shoes are preferred. Footwear with flashing lights or roller blade inserts are prohibited. Boots or dress shoes may not exceed a 2” heel.
4. Tights must be a solid color, navy blue, light grey and/or white.
5. Long sleeved shirts may be worn under shirts for warmth and must be a solid school color (navy blue, light grey or white).
6. Tattoos and body art are prohibited.
7. Jewelry – Earrings must be less than 1” in size in the K-5th academy for safety purposes. Ear

gauges are not allowed. Necklaces should be worn inside the shirt. Visible facial and/or body piercings are not allowed.

8. Perfumes and colognes are not allowed due to allergies and other sensitivities.
9. Jean Day - Jeans are to be solid blue without rips or excessive embellishments, no other colors are accepted. Leggings and jeggings are not allowed.

Administration reserves the right to determine what causes a distraction inside and outside of the classroom and will contact parent/guardian to remedy the situation.

K-5th Everyday Wear Items

1. Student polo shirts will be light blue and must have the current CHPA logo on the upper left side of the shirt, be the appropriate size for the respective student and tucked in at all times.
2. Student slacks need to be dark blue. Jeans, leggings, jeggings, and spandex are prohibited.
3. Students may wear solid navy blue, light grey or white sweaters, hooded sweatshirts or jackets with or without the CHPA logo in class on cold days with the exception of formal days.
4. Student shorts, skirts, skorts and capris must be a solid dark blue color and must be knee length. Solid navy blue, light grey or white leggings may be worn with skirts or skorts. Leggings, jeggings, spandex and/or skinny shorts are prohibited. Shorts can be worn until the end of 1st quarter and after spring break.

**All Uniforms are purchased at
Embroidery Plus/Quick Print
501 West Street - Pueblo, CO 81003
719-542-0234**

K-5 Formal Dress



K-5 Every Day Dress



K-5 Uniform Violation Policy

- Violation 1:** Teachers will contact parent/guardian and the student will complete a reflection sheet to ensure they understand the importance of the uniform philosophy.
- Violation 2:** Teachers will contact parent/guardian and the student will complete a reflection sheet and community service with the classroom teacher.
- Violation 3:** Teachers will contact parent/guardian and there will be disciplinary action deemed appropriate by administration.

ECMS School Dress Code

1. Shoes must be worn in good taste. Bedroom slippers or the resemblance of slippers will not be allowed.
2. Inappropriate clothing is not allowed to be worn to school. Shirts, pants, hoodies and accessories with advertisements of or with images of drugs, alcohol, tobacco or vapes are not allowed. (such as *Cookie* and *Backwood* brands, etc.) No muscle shirts, tank tops, low cut blouses, spaghetti straps, crop tops, or sleeveless jerseys can be worn unless a short sleeve shirt is worn underneath.
3. Pants must be worn at the waist; no sagging of jeans/pants is allowed. Pajama bottoms are not allowed.
4. Skirts, skorts or dresses must have a hemline that is marked no shorter than their middle finger when standing directly at attention and hands hanging at their side. Length must not change when students are standing or walking. If wearing shorts with tights or leggings, shorts must meet the length requirements.
5. Hats or bandanas cannot be worn in the school building. Hats will be confiscated and turned in to school administration. Parents will be required to pick hats up after school from administration. If administration is not available, parents will be asked to return at a later time to retrieve their student's hat.
6. Additional items: No hanging chains, hanging belts or metal hoods on clothing. Blankets are not a replacement for a jacket/coat and are not allowed on campus. They will be confiscated and parents called to pick the blanket up.

ECMS Uniform Violation Policy

- Violation 1:** Student will receive a warning and will be required to find suitable clothing for the remainder of the school day.
- Violation 2:** Parent or guardian will be notified by the school, and student will be required to find suitable clothing for the remainder of the school day.
- Violation 3:** Parent or guardian will be required to meet with the principal or designee and disciplinary action will be enforced as deemed appropriate by administrator.

DHPH School Dress Code

1. Shoes must be worn in good taste. Bedroom slippers or the resemblance of slippers will not be allowed.
2. No muscle shirts, sagging pants/jeans, pajama bottoms, t-shirts with inappropriate or offensive writing including but not limited to *Cookie* or *Backwood* brand apparel (drugs, alcohol, etc.), hanging chains, hanging belts or metal hooks on clothing. No tank tops,

sleeveless jerseys unless a short-sleeved t-shirt is worn underneath. Short sleeved t-shirts must be worn under all sport jerseys. No low-cut blouses, crop tops or spaghetti strap shirts.

3. No short shorts, skirts or dresses. Skirts, skorts or dresses must have a hemline that is marked no shorter than their middle finger when standing directly at attention and hands hanging at their side. Length must not change when students are standing or walking. If wearing shorts with tights or leggings, shorts must meet the length requirements.
4. Hats, bandanas or blankets cannot be worn in the school building. Hats will be confiscated by staff and turned into school administration. Parents will be required to pick up hats after school from administration. If administration is not available, parents will be asked to return at a later time to retrieve their student's hat.

***Hair, jewelry and body art must be in good taste and not distract from the learning environment.**

DPH Uniform Violation Policy

Violation 1: Student will receive a warning and will be required to find suitable clothing for the remainder of the school day.

Violation 2: Parent or guardian will be notified by the school, and student will be required to find suitable clothing for the remainder of the school day.

Violation 3: Parent or guardian will be required to meet with the principal or designee and disciplinary action will be enforced as deemed appropriate by administrator.

Classroom and Homework Expectations

The development of good study habits will enhance a student's ability to become engaged and develop critical thinking skills. Homework helps students to become better time managers, set priorities, problem solve and allows teachers to determine if students are understanding the subject matter. It is vital to a student's academic success that all homework is completed and submitted on time. In addition, good homework habits prepare students for the learning expectations in higher education.

K - 5th Grades

It is the expectation for all students to submit homework on time. If a student has an excused absence, they will be given the same amount of days absent to submit assignments.

6-8th Grades

It is the expectation for all students to submit homework on time. If a student has an excused absence, they will be given the same amount of days absent to submit assignments.

9-12th Grades

Assignments are due at the beginning of the class period in which it was assigned. If an assignment is submitted late, there could be a deduction of points dependent on the instructor's expectation and standards for the class as stated in the class syllabus. Students are allowed to make up work missed due to an excused absence. The student will be provided one day for every one day missed to turn in work. It is the student's responsibility to check on missing assignments and turn in missing work for absences.

Parent/Teacher Conferences

Studies show that parental involvement is one of the key ingredients in a child's success in school. As a parent, you are welcome to visit your child's classroom or arrange to meet with your child's teacher to discuss his/her progress. In addition, you may access your student's progress through PowerSchool. Parent/Teacher conferences are scheduled three times per year and attendance by the student and parent/guardian is crucial. Students will have early release at 1:30p.m. on the conference dates noted. The Student Led Parent/Teacher conferences for 2022-2023 will be held after school from **1:30p.m. until 4:30p.m.** as follows:

Wednesdays and Thursdays:

October 12 and 13, 2022

January 11 and 12, 2023

March 15 and 16, 2023

Achievement Awards

Students who demonstrate excellence in academic achievement, attendance, and citizenship are eligible to receive achievement awards. The Águila, Toro and Scorpion awards are the highest honor awards students can receive at CCA, ECMS and DPHH. The 180° award is for students who have improved in the areas of academic achievement, attendance, behavior and uniform compliance.

César Chávez Academy (CCA)

There are several awards at CCA that students can be awarded based on grade point average (GPA), excellent attendance (no more than 4 absences or tardies) and citizenship (behavior). Below is a list of the awards and qualifications.

Principal Award

- 4.0 GPA

Honor Roll Award

- 3.75 – 3.99 GPA

Merit Roll Award

- 3.5 – 3.74 GPA

César Chávez Leadership Award

- Students who demonstrate CHPA core values can be nominated for the prestigious *César Chávez Leadership Award* by CHPA faculty, staff and/or parent(s). Nominations will be reviewed and chosen by the Student Accountability Committee (SAC). For a nomination form, please speak with the school Assistant Principal.

Phi Theta Kappa (4th – 5th grades)

- 3.75 GPA or higher for first semester and/or second semester

Águila Award (Eagle Award)

- Academic Achievement – Principal Award recipient (GPA 4.0)
- Attendance – Student has excellent attendance and arrives to school on time
- Citizenship – Student has no disciplinary issues logged in PowerSchool

Pluma de Águila Award (Citizenship Award)

- Academic Achievement – Merit Roll Recipient (GPA 3.5 – 3.74)
- Attendance – Student has good attendance and arrives to school on time
- Citizenship – Student has no disciplinary issues logged in PowerSchool

180° Awards

- Students who have improved in the areas of academic achievement, attendance, citizenship, and uniform compliance

Ersilia Cruz Middle School (ECMS)

There are several awards at ECMS that students can be awarded based on grade point average (GPA), excellent attendance and citizenship (behavior). Below is a list of the awards and qualifications. Below is a list of the awards and qualifications.

Principal Award

- 4.0 GPA

Honor Roll Award

- GPA 3.75 – 3.99

Merit Roll Award

- GPA 3.5 – 3.74

Academic Letter/Bar

- Students can earn by attaining a 4.0 GPA per semester.

Toros Award (6th – 8th)

- Students who demonstrate excellence in academic achievement, attendance, and behavior.

Ersilia Cruz Leadership Award (6th – 8th)

- Students who demonstrate CHPA core values can be nominated for the prestigious *Ersilia Cruz Leadership Award* by CHPA faculty, staff and/or parent(s). Nominations will be reviewed and chosen by the Student Accountability Committee (SAC). For a nomination form, please speak with the school Assistant Principal.

180° Awards

- Students who have improved in the areas of academic achievement, attendance, citizenship, and uniform compliance

Dolores Huerta Preparatory High (DHPH)

There are several awards at DHPH that students can be awarded based on an unweighted grade point average (GPA), good attendance and citizenship (behavior). Below is a list of the awards and qualifications. Below is a list of the awards and qualifications.

Principal Award

- 4.0 GPA

Honor Roll Award

- GPA 3.75 – 3.99

Merit Roll Award

- GPA 3.5 – 3.74

Academic Letter/Bar

- Students can earn by attaining a 4.0 GPA per semester.

Scorpion Award (9th – 12th)

- Students who demonstrate excellence in academic achievement, attendance, behavior, and uniform compliance will be eligible for the DPHH Scorpion award.

Dolores Huerta Leadership Award (9th – 12th)

- Students who demonstrate 3 of the 10 CHPA core values can be nominated for the prestigious *Dolores Huerta Leadership Award* by CHPA faculty, staff and/or parent(s).

Nominations will be reviewed and chosen by the Student Accountability Committee (SAC). For a nomination form, please speak with the school Assistant Principal.

180° Awards

- Students who have improved in the areas of academic achievement, attendance, citizenship, and uniform compliance

Grading and Weight Scales

K-12 ACADEMIC GRADE SCALE

A	92-100
B	84-91
C	70-83
D	65-69
F	64 and below

(No high school credit is given for grades 64 and below)

The determination of the student's grade by the teacher is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

Grade Change

The removal or change of a grade from a student's record shall only be done once a reasonable review of the requested grade change has been initiated by the teacher, Assistant Principal, Principal and President/CEO. The President/CEO shall make the final decision for all grade changes. The Board approved CHPA policy *BP 3020 Grade Change* and the administrative procedure *AP 3020 Grade Change* can be reviewed on the CHPA website at www.chpa-k12.org under the Board of Directors section under the *About Us* tab.

CCA (K-5th) Report Cards

Our school year consists of four quarters. Report cards will be distributed each quarter at parent/teacher conferences. *If at any time you have questions or concerns about how your child is performing, please log into PowerSchool to review your child's grades.* Please refer to the CHPA website at www.chpa-k12.org for more information on how to create your PowerSchool account.

ECMS and DPH (6th-12th) Report Cards

Secondary level classes consist of two semesters. Report cards will be distributed at parent/teacher conferences at the end of each semester. Individual teachers may send progress reports home at various times throughout the year. *If at any time you have questions or concerns about how your child is performing, please log into PowerSchool to review your child's grades.* Please refer to the CHPA website at www.chpa-k12.org for more information on how to create your PowerSchool account.

Student Transcripts

Official and unofficial student transcripts may be requested at no cost. Official transcripts must be obtained from the Registrar's office. Unofficial transcripts can be obtained from the school counselor.

Advanced Instruction

Students who have been identified as Gifted and Talented and/or students who display academic advancement in specific coursework may be able to enroll in advanced courses based on advanced scores on multiple assessment measures. The Principal and the Director of Student Support Services (SSS) will determine the student's academic ability and authorize the enrollment in such courses.

CCA Summer Academy

Chávez/Huerta K-12 Preparatory Academy may provide and conduct courses in subject matters normally included in the regular school program or in demand by the students during a period of the calendar year not embraced in the regular school calendar. Students participating in the summer programs may be given regular school credit for satisfactory completion of such courses.

Summer academies will be offered during the summer of 2023. Specific programs and admissions criteria will be determined by 2023.

ECMS Summer Academy

Summer academies are a time for remediation and enrichment at ECMS. Students will not experience the usual types of curricula they receive during the school year. They will engage in math, English language arts, science and social studies activities centered around an essential question. Students who do not perform well during the school year, fail multiple classes or do not show growth on standardized assessments may also be required to attend the summer academy to ensure that they are prepared for the next school year.

DHPH Credit Recovery

If a student receives one or more "F" grades they receive no credit and will be deemed as credit deficient. DHPH credit recovery summer program will be required. Summer school information such as dates and time are normally available by the second week of May. Failure to register for summer school when notified may alter the student's graduation progress and graduation.

Promotion, Assignment and Retention

Upon review of a body of evidence by the educational team, including parents, the following criteria will determine *Promotion*, *Assignment* and *Retention*. *Promotion* means the student is performing at grade level academically and is positioned for success in the next grade level. *Assignment* means the student is performing below grade level and is positioned to receive extra support. *Retention* means the student has not responded to extra support and is positioned for required intervention. CHPA reserves the right to make the final determination regarding student *Promotion*, *Assignment* and *Retention*.

High School Graduation Requirements

The CHPA Board of Directors understands and realizes they must provide an academic curriculum that meets or exceeds the Colorado Graduation Guidelines. To this end, and with the understanding that CHPA seeks to develop life-long learners and post-secondary readiness, the following guidelines for graduation have been adopted.

Every student must meet a guideline in both English and Math in order to satisfy the state graduation guidelines requirement in order to graduate. Each guideline evaluates both Math and English proficiencies. A student must meet guidelines for both Math and English, however they do not need to follow the same guideline for both. (For example, a student can demonstrate English proficiency through an ACCUPLACER score and Math proficiency through a District Capstone.)

Subject Area	Credits	Requirements/Notes
English	4.0	4.0 credits minimum of English which can consist of the following classes (English 9, Grammar and Writing, Film and Literature, Creative Writing/Yearbook, Expository Writing/Literature and Composition 10) or higher level/college course
Math	4.0	4.0 credits minimum of Math which can consist of the following classes (Introduction to Algebra, Algebra I, Geometry, Algebra II, Math Intervention, Personal Finance) or higher level/college course
Science	3.0	3.0 credits minimum of Science which can consist of the following classes (Physical Science 9, Biology, Chemistry, Geology, STEM, Introduction to Science, Astronomy) or higher level/college course
Social Studies	3.0	0.5 credit of Civics or American Government-state mandated 2.5 credits minimum which can consist of the following classes (World Geography, US History I, US History II, Economics, World History) or higher level/college course
World Language	2.0	2.0 credits minimum which can consist of the following classes (Spanish I, Spanish II, Spanish III) or higher level/college course
Physical Education	0.5	0.5 credit minimum which can consist of the following classes (Physical Education, Team

		Sports, and Weightlifting). Participation and completion in athletics can also fulfill this requirement.
Health	0.5	0.5 credit minimum can consist of the following class (Health) or higher level/college course
Electives	7.0	7.0 credits minimum; higher level/college courses can also fulfill this requirement.

Higher Education Admission Recommendations (HEAR): Guidelines for high school courses/rigor for students who plan to attend college

Subject Area	Credits
English	4 credits
Mathematics	4 credits *Must include Algebra I, Geometry, and Algebra II*
Science	3 credits *Must include 2 credits with lab-based classes (examples: Biology, Physics, Chemistry) *
Social Studies	3 credits *Must include US History or World History*
World Language	2 credits
Electives	2 credits

Students are also required to demonstrate college or career readiness in English and Math based on at least one measure. Graduation Guidelines begin with the implementation of Individual Career and Academic Plans (ICAP); 21st Century Essential Skills; and Colorado Academic Standards for all content areas, including Civics.

Please see the following chart for Graduation Guidelines that begin with the Class of 2021 and beyond. District Guidance: www.cde.state.co.us/postsecondary/graduationguidelines

ACCUPLACER				
Classic	English	62 on Reading Comprehension OR 70 on Sentence Skills	Math	61 on Elementary Algebra
Next Generation	English	241 on Reading OR 236 on Writing	Math	255 on Arithmetic OR 230 on Quantitative Reasoning, Algebra, and Statistics (QAS)

ACCUPLACER is a computerized test that assesses reading, writing, math and computer skills. The results of the assessment, in conjunction with a student's academic background, goals and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels.

<u>CONCURRENT ENROLLMENT</u>	
English	Passing grade per CHPA and higher education policy (grade of a C or higher)
Math	Passing grade per CHPA and higher education policy (grade of a C or higher)

Concurrent enrollment provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit. School districts and institutions of higher education each determine passing grades for credit and concurrent enrollment. An eligible concurrent enrollment course is 1) the prerequisite directly prior to a credit-bearing course or 2) a credit-bearing course, and 3) governed by a district-level cooperative agreement or MOU.

<u>SAT</u>	
English	470
Math	500

The SAT is a college entrance exam that is accepted or required at nearly all four-year colleges and universities in the U.S. The current SAT includes sections on reading, writing and math. The highest possible score for each section is 800.

<u>ACT</u>	
English	18 on ACT English
Math	19 on ACT Math

ACT is a national college admissions exam. It measures four subjects – English, reading, math and science. The highest possible score for each subject is 36.

<u>ASVAB</u>	
English	31 on the AFQT
Math	31 on the AFQT

The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.

<u>DISTRICT CAPSTONE</u>	
English	Individualized
Math	Individualized

A capstone is the culminating exhibition of a student's project or experience that demonstrates academic and intellectual learning. Capstone projects are district determined and often include a portfolio of a student's best work.

SERVICE LEARNING CREDIT

Students are highly encouraged to complete 90 hours of service learning through the duration of their high school program. This certificate can support their pursuit of scholarships and college applications as students move forward in their academic career. Consult your academic advisor or high school counselor for more information.

Students who are enrolled in the Early College Program (ECP) may earn high school equivalency credit. College classes must be above a 100 level in order to receive high school credit. If a student participates and successfully completes a 1.0 – 2.0 credit college level course, they will be awarded 0.5 credit towards their high school graduation requirements. If a student participates and successfully completes a 3.0 – 5.0 credit college level course, they will be awarded 1.0 credit towards their high school graduation requirement. Classes below 100 level must be approved by the Chief Executive Officer or Principal in order to receive high school credit.

High School Academic Recognitions

Traditional systems based on measurements of recognizing student achievement have been used to determine class ranking based on “measurements of performance and peer comparisons” (Great Schools Partnership). However, the traditional systems do not allow recognition of students who have accomplished academic success due to small differences in grade point averages (GPA).

The Latin Laude Honor System is based on **an unweighted** 4.0 grade point average (GPA) and recognizes student “honor” on a 3-tier level system:

1. Summa Cum Laude (highest honor with gold cord) – 3.90 GPA or higher
2. Magna Cum Laude (great honor with silver cord) – 3.70 – 3.89 GPA
3. Cum Laude (with honor with royal blue and yellow cord) – 3.50 – 3.69 GPA

Students will be recognized for their academic achievements at the graduation ceremony with Latin Laude Honors.

For graduation, the student speakers will be chosen by administration based on overall performance

Early College Program

The **Early College Program (ECP)** at Dolores Huerta Preparatory High (DHPH) provides students with a rigorous, college level curriculum and access to college level courses through our partnership with Pueblo Community College (PCC) and Colorado State University-Pueblo (CSU-Pueblo) and the University of Colorado - Denver. Students are allowed to enroll in college courses as early as the second semester of their freshmen year and can earn an Associate's degree or certificate in conjunction with their high school diploma.

Our high school curriculum is developed with the strong academic components to prepare our students for entrance into the top colleges and universities. Studies show that students enrolled in early college programs are academically prepared for college level coursework. In addition, students are exposed early to college level courses and a college environment quickly transition into the collegiate world and are more likely to complete a college degree. Students who are academically ready for college level courses also avoid the need for remedial coursework and reduce the cost of a formal education.

Early College Program Eligibility

- Students take the Accuplacer test given at DPHH by PCC proctors
 - If they receive qualifying scores, GPA is checked for a 3.0, must submit an essay on the topic of “What a college education means to me”.
 - Students may also qualify by scoring above the benchmark for SAT reading and/or math scores
 - If GPA is less than 3.0, and above a 2.5, student must apply for Upward Bound through PCC, submit an essay on the topic of “What does college mean to me”.
- All eligible students for Early College Program sign ECP contract.
- Students can begin the second semester of Freshman year.
- Students begin the program with 2 college classes and work up to being full-time students at Pueblo Community College or Colorado State University-Pueblo
- Tuition and fees are paid for by CHPA as long as students receives a grade of “D” or higher
 - If a student receives a grade of “D”, the credit will apply towards electives.
- Early College students receive a book reimbursement of \$300.00 per semester once they bring in their receipt for any books purchased after looking through the book inventory. Students are required to turn books in after semester ends per contract.
- Students participating in the Early College Program will be issued a laptop with Microsoft Suite to use while enrolled in the program
 - Specialized software can be installed if required for certain classes.
 - Upon exiting the program, the laptop will be returned to CHPA to avoid replacement cost of the laptop.
- Transportation is provided to Pueblo Community College and/or Colorado State University-Pueblo
- Student meets with High School Counselor to go over transcript to ensure that high school graduation requirements are being met before meeting with PCC advisor for registration of Fall or Spring classes. Must have a signed transcript in hand before scheduling of college classes with the College Advisors.
- If student fails a class at PCC/CSU-P, student is placed on Probation for a semester. Failing grade is applied toward an ELECTIVE credit. Student is then required to pay CHPA for failed class per contract.
- If student fails a DPHH class, student is pulled from program for a semester to allow for GPA to be worked on and raise back to eligible requirement of 3.0. If student fails 2 or more classes at PCC/CSU-P, student is pulled from program for a semester to work on GPA. Student is then required to pay CHPA for failed classes per contract.
- ECP students are required to take all assessments (MAP, PARCC, CMAS, PSAT, SAT)
- Student follows CHPA code of conduct while on the campus of PCC and/or CSU-Pueblo.
- Student follows the Dress Code of DPHH including Wednesday’s Dress for Success.

Please see the Early College Program Contract for more information.



K-12 PREPARATORY ACADEMY

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