

CHÁVEZ  HUERTA

K-12 PREPARATORY ACADEMY

2024-2025 Parent/Student Handbook

www.chpa-k12.org



César Chávez Academy



Ersilia Cruz Middle School



Dolores Huerta Preparatory High



BUILDING A LEGACY OF SUCCESS

CHÁVEZ HUERTA

K-12 PREPARATORY ACADEMY

Board of Directors

Steven Trujillo	President, Community Representative
Joseph Garcia	Vice President, Parent Representative
Nick Angiocchi	Treasurer, Community Representative
TBD	Secretary,
Matt Garcia	Parent Representative
Cindy Ayala-Cooper	Community Representative
Angela Giron	Community Representative

Administrative Services

Fred Segura, Executive Director
JoDee Alarid, Executive Administrative Assistant
Shannon Behling, Human Resources Director/Finance Lead
Jessica Gonzales, HR/Finance Specialist
Robin Archuleta, Enrollment/Marketing Director
Loretta Cruz, Information Technology Director
Mike Aguilar, Facilities Director
Arthur Alarid, Transportation Director

César Chávez Academy (CCA)

Connie Parker, Principal
Nicole Minniss, Assistant Principal

Ersilia Cruz Middle School (ECMS)

LeAnndra Beeman, Principal
Nicole Minniss, Assistant Principal

Dolores Huerta Preparatory High (DHPH)

Bryan Weimer, Principal
Nicole Minniss, Assistant Principal
Chris Carrillo, Athletic Director

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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

2135 Ruberson Drive
Pueblo, CO 81003
(719) 295-1623 Office
(719) 295-1625 Fax

Ersilia Cruz Middle School

2727 W. 18th Street
Pueblo, CO 81003
(719) 744-0806 Office
(719) 583-0636 Fax

Dolores Huerta Preparatory High

2727 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

ECMS Framework

Self-respect
Understanding
Responsibility
Goal-Oriented
Engagement

School Motto

“BUILDING A LEGACY OF SUCCESS”

Welcome from CHPA Executive Director

Welcome to Chávez/Huerta Preparatory Academy,
Bienvenido a la Academia Preparatoria Chávez/Huerta

My name is Fred Segura, and I am the Executive Director of Chavez Huerta Preparatory Academy. I am so proud to serve the parents and students of Cesar Chavez Academy, Ersilia Cruz Middle School, and Dolores Huerta Preparatory High School. This handbook provides an overview of the guidelines and procedures for all three academies, and the overall functioning of the schools and campus.

I want to make sure that students are safe and secure when attending any school at Chavez Huerta Preparatory Academy. We welcome all parents and visitors to our schools, but only certain entrances will be open during the hours from 7:45 a.m. to 4:00 p.m. Please make sure you check in at the visitor's office and receive a visitors pass if needed. The entrances at each school include a foyer area where parents can access the main office, pick up or drop off their students, or check-in to visit classrooms or meet with staff. After verifying your identity, the front office will allow you into the building. If you need to visit the school for any reason, please ring the doorbells located on the cameras at each campus. Please have your ID (Driver's license or some sort of picture ID) ready and show this at the entrance. Students, we ask that you do not use the doors towards the back and sides of the building, and do not allow any persons who come to these doors access into the building.

Students and parents, I am so proud to be making my return to CHPA. I want you to know that I believe it is a privilege to attend the schools of Chavez Huerta K-12 Preparatory Academy, and you are embarking or continuing on a great journey in your educational career. We want to prepare you for a rigorous experience that will give you the skills for college or provide a trade that will make you successful in whatever you dream.

Our vision refers to developing students "who are college ready, scholars, leaders of great characters, and productive citizens of the world." However, our vision extends much further as reflected in our core values. We want students to not only develop the academic growth and achievement they are capable of, but to also learn respect, empathy, and sacrifice to their fellow man. We want them to show leadership, guide their younger scholars and celebrate their culture and community.

Parents, guardians, and community members, we welcome you to our school and would like your feedback on our processes and procedures. We cannot improve unless we are informed of issues or concerns that you may have. Please set an appointment with our principals to discuss anything that will help us improve or give me a call to better the experience for all of our students at CHPA.

Students, we have many improvements this year: new facilities at all three campuses, new leadership at CHPA, and a brighter outlook on our future. I ask that you to take advantage of this wonderful opportunity that is presented before you. It is a privilege to attend CHPA, don't take it for granted. Study hard, engage yourself in the school and its activities, try something new, and find your way at CHPA.

Sincerely,



Fred A. Segura, MAED; Ed.S
Executive Director
Chavez Huerta K-12 Preparatory Academy

Admissions

Applications to attend our school are available in the Admissions office and on our website at www.chpa-k12.org. Along with the application, all necessary forms will need to be submitted to complete their enrollment packet such as, Birth Certificate, transcripts if high school, legal guardian paperwork if necessary and immunization form. Any child wishing to attend Kindergarten will need to be 5 years old by October 1st which is the state requirement. 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 provides 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 your child's school.

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 the administration of each school. Please contact the front office for more information.

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 want to commit to over 10 volunteer hours of service to the school annually 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 regularly and provide first-hand information on your child's academic progress, behavioral issues and/or other issues your child may be 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 your concern has not been addressed by the principal, you may contact the Executive Assistant to the Executive Director of CHPA (719) 546-6263 to address your concern and set up an appointment to speak with the Executive Director.

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 school/security personnel and 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 upon approval by the Executive Director. 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 administered at school 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 by 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

To ensure the safety of our students, faculty and staff, the Building Emergency Response Team (BERT) has developed an Emergency Management Plan 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 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 training 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 an 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 near 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 and others' safety, 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 the 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 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 people 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 in 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 at 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) has/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 8:00a.m.-3:30p.m.**

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, community liaison, and administrators. All are responsible for phone calls home, home visits, and conferences. Community liaisons attend truancy court with our families weekly, if needed.

School hours are as follows: Monday through Thursday – 8:00a.m. to 3:30p.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.** Our phones have voicemail, so messages can be left at **ANY** time. If a call to the front office has not been made concerning an absence, a note must be presented to the 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 the 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 administration 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 8:05a.m. 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 doctor's office or attending a funeral.* All other reasons for tardies will be recorded as unexcused. *Getting up late, parents 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. **Parents must present ID to staff before students are released from the classroom.**

Student Parking

All students who drive and park at CHPA are required to park in the student parking lot off of Ruberson St. Student parking is not allowed in the staff parking lot on the East side of DH. 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 be dropped off as early as 7:30a.m. ***Personnel will be on duty by 7:30 a.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.

Grades K – 5th Drop-Off and Pick-up

Students can be dropped off at 2135 Ruberson Dr.. 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.

Students should be dropped off and picked up in front of CCA building. Parents enter the driveway on Ruberson Drive in the right lane to stop and let their students out. The 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 3:45p.m. unless supervised in afterschool tutoring. Students who participate in the afterschool tutoring must be picked up in front of the school. The school bus will drop off and pick up at Ruberson Drive.

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. All students must be off campus by 3:45 unless in a supervised activity. 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.

Grades 6th – 8th Drop Off & Pick-Up

Drop-Off : There are two options for dropping your child off: First option – We will have a Kiss & Go/Stop & Drop in the roundabout area. Parents pull up next to the red Fire-Lane curbing, kiss your child, and have them quickly exit your vehicle. To exit, move to the inner lane of the roundabout and exit. Second option: Parents may park on either side of 18th St. Students will exit the vehicle and move to where staff is on duty to cross the street.

AFTER SCHOOL PICK-UP IS ON 18TH STREET, ONLY.

Middle school students should be dropped-off and picked-up on 18th St. in front of DH/ECMS. Parents may use both sides of 18th St. U-turns are not allowed on 18th St. Parents who are parked facing West may exit via 18th St. to Pueblo Blvd or take the first exit in the roundabout onto Sun

Mountain. Parents may also utilize Ruberson St. to pick up students. Parents must follow ALL posted speed limit signs in the parking areas and any signs posted in the school zone.

All students must be off campus by 3:45p.m. unless supervised in an afterschool extracurricular or sports activity. Students who participate in the afterschool extracurricular activities must be picked up in front of the school. The school bus will drop off and pick up in front of DHPH.

Grades 9th – 12th Drop Off & Pick-Up

High school students should be dropped-off and picked-up on 18th St. in front of DH/ECMS. Parents may use both sides of 18th St. U-turns are not allowed on 18th St. Parents who are parked facing West may exit via 18th St. to Pueblo Blvd or take the first exit in the roundabout onto Sun Mountain. Parents may also utilize Ruberson St. to pick up students. Parents must follow ALL posted speed limit signs in the parking areas and any signs posted in the school zone.

All students must be off campus by 3:45p.m. unless supervised in an afterschool extracurricular or sports activity. Students who participate in the afterschool extracurricular activities must be picked up in front of the school. The school bus will drop off and pick up in front of DHPH.

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 from 8:00-8:15 a.m. each morning. Please make sure to have your students at school on time for them to eat breakfast. Instruction starts promptly at 8:15.

ECMS and DHPH students can receive breakfast before school beginning at 7:30a.m. in their respective cafeterias. **Students are prohibited from ordering or having food delivered to campus. Any food delivered to the school without prior authorization by the building Principal will be refused.**

Textbooks and Supplies

Textbooks will be provided to students when necessary to use during the academic year at no cost. We require students to 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 student's responsibility 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 2024-2025

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		
DHPH (9 TH -12 TH) ATHLETICS	Participation Fees	Replacement Costs
Baseball	\$50	Based upon current uniform or equipment value for replacement
Boys' Basketball	\$50	
Cheer	\$50	
Cheer Uniform		
Esports	\$50	
Football	\$55	
Girls' Basketball	\$50	
Girls' Soccer	\$50	
Boys' Soccer	\$50	
Softball	\$50	
Track	\$50	
Volleyball	\$50	
Wrestling	\$50	
ECMS (6 TH -8 TH) ATHLETICS	Participation Fees	Replacement Costs
Boys' Basketball	\$50	Based upon current uniform or equipment value for replacement
Girls' Basketball	\$50	
Girls' Softball	\$50	
Track	\$50	
Volleyball	\$50	
Wrestling	\$50	
Cheer / Cheer Uniform	\$50	
TECHNOLOGY	Participation Fees	Replacement Costs
Technology Fee	\$25	Based upon current item value for each technology equipment piece
Broken/Lost iPad Charger	No participation fees	
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		
Lost/Total Computer Damage		
iPad/Screen Damaged or Broken		
Laptop Bag		

***Any replacement costs not listed above are subject to repair costs.**

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. The proceeds 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 daily for \$1. The 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 in 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 the 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

CCA K-5th

Cell phone use is prohibited from 8:00 a.m. to 3:30 p.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.

When immediate contact with a student is necessary, parents may contact the front office if they need to relay information to the student.

In the event a student is asked to put the cell phone away due to disruption of instructional time and/or the staff member confiscates the device, CHPA will not be held liable for lost, stolen or damaged devices.

ECMS 6th-8th

Cell phone use is prohibited from 8:00 a.m. to 3:30 p.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.

When immediate contact with a student is necessary, parents may contact the front office if they need to relay information to the student.

In the event a student is asked to put the cell phone away due to disruption of instructional time and/or the staff member confiscates the device, CHPA will not be held liable for lost, stolen or damaged devices.

DHPH 9th-12th

Cell phone use is prohibited from 8:00 a.m. to 3:30 p.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.

When immediate contact with a student is necessary, parents may contact the front office if they need to relay information to the student. Parents may message student(s) through their cell phone and student(s) may check their phone for message between classes, during lunch, or after school. The use of cell phones during this time is a privilege not a right.

In the event a student is asked to put the cell phone away due to disruption of instructional time and/or the staff member confiscates the device, CHPA will not be held liable for lost, stolen or damaged devices.

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 positively and professionally. (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.

Food at our New Buildings

No gum will be allowed at the new school buildings, including CCA. Students will be asked to spit out their gum if they are caught chewing it in the building. No TAKIS or Hot Cheetos will be allowed. Caffeinated drinks such as Starbucks, Dunkin Donuts, Monster or Red Bull will not be allowed. We ask parents to have their students bring water bottles, as there are water stations throughout each of our buildings.

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 always in effect, 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 of 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.

Student Searches

Students may be searched when there is “reasonable suspicion” that a law or school rule has been broken. To initiate a lawful search, a school official or school security officer must have reasonable suspicion to believe all of the following:

- A criminal law or school rule has been or is being violated;
- A particular student or group of students has committed a criminal law or school rule violation;
- The suspected criminal law or school rule violation is of a kind for which there may be physical evidence; and
- The sought-after evidence would be found in a particular place associated with the student(s) suspected of committing a criminal law or school rule violation.

The concept of “reasonable suspicion” is based on common sense. A school employee has “reasonable suspicion” if he or she is aware of objective facts and information that — taken as a whole — would lead a reasonable person to suspect that a rule violation has occurred, and that evidence of that infraction can be found in a certain place. Please see Administrative Policy 3400 for more detail on Student Searches.

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 suspension 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/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 by scheduling an appointment with the Executive Director.

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 widely accepted as an effective way to convey school pride and respect while developing a positive self-image. School uniforms can be bought at Embroidery Plus at 501 West Street, 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 that 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 (Optional)



K-5 Every Day Dress (Required)



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. All shoes must have hard soles.
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 *Cookies* and *Backwoods* 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 into school administration.
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 item up.

ECMS Dress Code Violations

- 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 *Cookies* or *Backwoods* 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 sports 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 the student is wearing shorts with tights or leggings, shorts must meet the length requirements.
4. Hats, bandanas, and blankets cannot be worn in the school building. They will be confiscated by staff and turned into school administration. Parents will be required to pick up hats after school from administration.

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

DHPH Dress Code 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 number of days absent to submit assignments. Homework will only be given as practice and will not be factored into their overall grade.

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 number of days absent to submit assignments. Daily use of student planners will be required. There will be a \$5 replacement cost for a student planner. Restroom passes will be required (they are in the back of your planner). Students will be allowed 4 restroom passes out of each class per quarter. Once passes have been depleted, students will not be allowed to leave the classroom. Students with medical needs will be evaluated on an individual basis.

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 students 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. The Parent/Teacher conferences for 2023-2024 will be held on the following **Thursdays:**

October 24, 2024

January 16, 2025

March 21, 2025

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 DPH. 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 at 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 dress code 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 DHPH 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 dress code 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 will determine the student's academic ability and authorize the enrollment in such courses.

CCA and ECMS Summer Academy

Summer academies for both CCA and ECMS will be determined at a later date.

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 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.) 24 total credits are needed to graduate.

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 is 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 or any other language.
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.

CONCURRENT ENROLLMENT	
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.

SAT	
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.

ACT	
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.

ASVAB	
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.

DISTRICT CAPSTONE	
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 throughout 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 Executive Director 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 the 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 degree or certificate in conjunction with their high school diploma.

Our high school curriculum is developed with 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 receive 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 college classes with the College Advisors.
- If a student fails a class at PCC/CSU-P, the 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 a student fails a DPHH class, the student is pulled from program for a semester to allow for GPA to be worked on and raised back to eligible requirement of 3.0. If a student fails 2 or more classes at PCC/CSU-P, the 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)
- Students follow CHPA code of conduct while on the campus of PCC and/or CSU-Pueblo.
- Students follow the Dress Code of DHPH including Wednesday's Dress for Success.

Please see the Early College Program Contract for more information.



K-12 PREPARATORY ACADEMY

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PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I am aware of the 2024-2025 Chávez/Huerta K-12 Preparatory Academy (CHPA) Parent/Student Handbook and understand it is my responsibility to read and familiarize myself and my child with CHPA's expectations, policies and guidelines set forth in the Parent/Student Handbook.

I understand if I have questions regarding information provided in the Parent/Student Handbook, it is my responsibility to request clarification from a CHPA teacher, Counselor, Assistant Principal or Principal.

I understand as a parent/guardian I have access to my student's grades utilizing PowerSchool which can be accessed through the CHPA website at www.chpa-k12.org.

By signing this document, I acknowledge that the 2024-2025 Parent/Student Handbook is available online and agree to abide by the expectations, policies and guidelines as set forth.

Parent Signature

Date

Printed Parent Name

Student Signature

Date

Printed Student Name

_____ **Yes, I would like additional information of how to access my student's educational records in PowerSchool.**

Please provide updated contact information:

Address: _____ Zip: _____

Phone Number: _____ Email: _____