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## **Our Mission**

The mission of Dolores Huerta Preparatory High is to provide an advanced and accelerated educational program in which students may achieve a two-year college degree and or college credit along with their high school diploma, in a challenging and supportive learning environment.

## **Our Vision**

Dolores Huerta Preparatory High wishes to advance the educational opportunities for all youth in Pueblo's community, by providing equal or advanced opportunities in research, technology, community and field service, and frequent opportunities to "stand and deliver." Further development of the heart and mind will be derived from interaction with significant and successful role models in the community and of the world. DHPH supports and believes "*Maestros mueven la mente y el espiritu,*" Teachers move the mind and soul; and seeks to improve the educational enrichment of all children through strong dedicated instructors and advanced proven curriculum. Through a committed and dedicated staff, DHPH seeks to change the face of education and move Pueblo's children to embrace a greater sense of self identity and self-esteem.

## **Our Educational Philosophy**

The school will reflect the founder's philosophy that:

- All young adults are capable of learning at high levels if they are taught by caring, skilled educators, challenged by an engaging curriculum, afforded adequate time, and held to ambitious standards;
- All students come to the world with a unique set of talents and resources that should be built upon to enhance learning;
- Quality learning experiences must be extended to all students on an equal opportunity basis;
- Schooling is most effective when it respects and reflects the history and culture of the students and families it is intended to benefit;
- Instructional practice is enhanced when staff work as a team and when professional development and regular assessment activities are tied closely to the school's goals and curriculum;
- Student success is enhanced when parents participate in the life of the school and when the school actively assists parents to play important roles in the learning process;
- Community involvement is a powerful vehicle for engaging students' many capacities and promoting the development of leadership skills and a commitment to citizenship;
- Student learning should be reflected through integrated projects, skill demonstrations, and standardized tests;
- Substantial student achievement must be demonstrated to the community at large through results of curriculum assessments, high stakes testing such as Colorado Student Assessment Program (CSAP) and college entrance exams (ACT & SAT).

# **Letter from Administration**

Dear Students Parent(s)/Guardian(s),

Welcome to the Scorpion Family!

Here at Dolores Huerta Preparatory High we are excited to begin a new chapter in educating Pueblo's students, as we prepare for this new year we want you to know that all students will be held to high expectations in academics, athletics, attendance and behavior. Our number one priority is ensuring that all students are prepared with the skills and knowledge to be successful, while instilling a work ethic that will last a lifetime.

We have designed this handbook to outline the expectations that will allow our students to be successful. The policies and procedures were created to ensure that the learning process goes uninterrupted and that students are given the opportunity to reach academic successes that they never thought possible. The administrators, teachers, and staff of DPHH promise to work diligently to uphold our mission, by providing the strategies and guidance to help our students set goals.

Successfully meeting the set goals will require that we work together to meet the challenges that come with the pursuit of achieving our dreams. As a tool to assist in meeting our goals, we have included a college handbook in the student planners; so that we can effectively help our students organize their thoughts, support their performances, and foster a work culture that produces results. The approach of the handbook mirrors the approach in our student handbook and that is "Every Opportunity to Succeed".

As we continue our partnerships with Pueblo Community College and CSU-Pueblo, in regards to our Early College program, be assured that this handbook and our policies and procedures will ensure that our ECP students will also demonstrate great work ethic and achieve academic success as they represent DPHH on these college campuses.

We believe that when given opportunities for success, our students can meet the challenges that a rigorous curriculum can present. We know that with support, discipline, and tools, our students will choose professions they will be happy with. The strategies for success that we provide all of our students will carry on through their high school experience, further into their college careers, and finally into their future professions.

We will offer ongoing evaluation and rewards, which can include a substantial monetary commitment, up to \$1000.00, from DPHH to further post secondary opportunities for all students who meet the criteria at the end of their senior year.

In closing, we would like to assure you that we at DPHH will work together to foster a culture of success through hard work, commitment, discipline, and integrity. We look forward to the opportunities that lie ahead!

# **Letter from The Board of Directors of Dolores Huerta Preparatory High**

Welcome to Dolores Huerta Preparatory High!

To all of our new families, we are happy to see you here and welcome you to “our family”, the students, parents, guardians, faculty, administration, associated staff, and directors of the best school in Pueblo.

To all students, welcome to a year of excitement, to a year of challenge and achievement! Dolores Huerta Preparatory High offers a stimulating, award winning curriculum that will prepare our students to be leaders in school, the community, and any environment they choose for their futures.

The Board of Directors was established to assist and guide the Administration, Faculty, Students, and Families in making Dolores Huerta Preparatory High the epitome of great instruction, a source of pride for all of us. We pledge to do our best in supporting the ideals of DHPH; the moral and civic pride of our students, the respectability due our namesake, Dolores Huerta, Dolores Huerta Preparatory High expects excellence in academics and behavior. We teach self-respect and respect for each other. Every student has strengths and every student has weaknesses. We will challenge the strengths, we will abolish the weaknesses. We have a teaching staff that is dedicated to the students. They are an awesome group of educators, as you will soon learn.

Our curriculum is demanding. Our dress code is uncompromising. Our students are not here for a fashion show. They are here to be educated. They are here to have fun while learning, to be excited while achieving, to be nourished while growing in imagination, in investigation, in gaining knowledge, in forming friendships for life, in making their teachers, their parents, their families and their selves filled with knowledge, pride, and respect! It is not an impossible journey, as witnessed by the great amount of returning students. The Board urges the returning student to assist their new classmates in learning the rules that are outlined in this handbook. We urge all families to review this set of guidelines with your students. And urge all families to review this set of guidelines with our students. An understanding of these rules can help avoid many problems in the future.

DHPH Board of Directors

## **Dolores Huerta Preparatory High School Asbestos Notification and Management Plan Availability**

After receipt of the management plan and at least once each school year thereafter Dolores Huerta Preparatory High School will notify in writing parents, teachers, and employee organizations of the availability of the management plans. Dolores Huerta Preparatory High School will give annual written public notice of availability of the plan; this public notice may be in the form of a newspaper advertisement, an article in the school newsletter, staff and students handbooks, or another appropriate form. This management plan will be updated by Dolores Huerta Preparatory High School to show which means was used to satisfy the notification requirement.

In addition, at least once each year, Dolores Huerta Preparatory High School will inform workers and building occupants, or their legal guardians, about the status of any asbestos inspections, response actions, and post-response activities including periodic surveillance and re-inspection activities that are planned or in progress.

The Principal of Dolores Huerta Preparatory High School will ensure that a complete, updated copy of this management plan is maintained in the school's administrative office and that this plan is made available for inspection without cost or restriction to workers before work begins in a school area. The school will also make this plan available for inspection to representatives of EPA and the State of Colorado, the public, including parents, teachers, and other school personnel and their representatives within 5 working days after receiving a request for inspection. The school may charge a reasonable cost to make copies of this plan. The principal will provide written notice of the availability of this plan to all building occupants or their legal guardians through posted notices, newsletter, memorandums, or other appropriate means. Copies of newsletter, memorandums, or other means of communications shall be maintained.

# Important Websites

The following are helpful resources for students:

- **Parent Powerschool Login**
  - <http://grades.ccsnco.org/public/>
- **Free Application for Federal Student Aid**
  - [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- **Colorado State University – Pueblo**
  - [www.colostate-pueblo.edu](http://www.colostate-pueblo.edu)
- **Pueblo Community College**
  - [www.pueblocc.edu](http://www.pueblocc.edu)
- **Testing**
  - ACT & PLAN [www.act.org](http://www.act.org)
  - SAT, PSAT & AP [www.collegeboard.com](http://www.collegeboard.com)
- **Writes of Passage**
  - [www.writes.org](http://www.writes.org)
    - Writing forum for teens, submission desk resources (HS newspaper and dictionaries) reading rooms
- **Plagiarism Information**
  - [www.plagiarismchecker.com](http://www.plagiarismchecker.com)
- **MLA Style**
  - [www.mla.org/index.html](http://www.mla.org/index.html)
  - [www.bibme.org](http://www.bibme.org)
- **Math help**
  - [www.hotmath.com](http://www.hotmath.com)
  - [www.purplemath.com](http://www.purplemath.com)
  - [www.math.com](http://www.math.com)
  - [www.sosmath.com](http://www.sosmath.com)
- **Social Studies help**
  - [www.historyteacher.net](http://www.historyteacher.net)
- **Choices – Career Planning**
  - [www.portfolio.bridges.com](http://www.portfolio.bridges.com)
  - [www.rocketcareer.com](http://www.rocketcareer.com)
- **College/Scholarship Opportunities**
  - [www.collegeincolorado.org](http://www.collegeincolorado.org)
  - [www.collegeassist.com](http://www.collegeassist.com)
  - [www.collegeinvest.org](http://www.collegeinvest.org)

**Dolores Huerta Preparatory High Graduation Requirements  
Graduating Classes of 2011 & 2012**

Subject Area	Credits	Requirements/Notes
English	4 Credits	English 9, Comp 10 and two credits elected by the student for 11 <sup>th</sup> and 12 <sup>th</sup> grade.
Math	4 Credits	Algebra, Geometry, and two credits elected by the student for 11 <sup>th</sup> and 12 <sup>th</sup> grade.
Science	3 Credits	General Science 9 and 10 and one credit elected by the student for 11 <sup>th</sup> or 12 <sup>th</sup> grade.
Humanities	3 Credits	Civics/World Geography, United States History and one credit elected by the student for 11 <sup>th</sup> or 12 <sup>th</sup> grade.
World Language	3 Credits	Three consecutive years of the same world language is best for college admissions.
Physical Education	.5 Credit	Any half a credits from physical education course offerings. **Participation in athletics and cheerleading can also fulfill the requirement.
Health	.5 Credit	
Electives	4 Credits	AAA, and Senior Seminar are required for one and a half credit of elective.

**Total Credits      22 Credits**

**Dolores Huerta Preparatory High Graduation Requirements  
Graduating Classes of 2013 and Beyond**

Subject Area	Credits	Requirements/Notes
English	4 Credits	English 9, Comp 10 and two credits elected by the student for 11 <sup>th</sup> and 12 <sup>th</sup> grade.
Math	4 Credits	Algebra, Geometry, and two credits elected by the student for 11 <sup>th</sup> and 12 <sup>th</sup> grade.
Science	3 Credits	General Science 9 and 10 and one credit elected by the student for 11 <sup>th</sup> or 12 <sup>th</sup> grade.
Humanities	3 Credits	Civics/World Geography, United States History and one credit elected by the student for 11 <sup>th</sup> or 12 <sup>th</sup> grade.
World Language	3 Credits	Three consecutive years of the same world language is best for college admissions.
Physical Education	.5 Credit	Any half a credit from physical education course offerings. **Participation in athletics and cheerleading can also fulfill the requirement.
Health	.5 Credit	
Electives	2 Credits	College Course, is required for one credit of elective.
Advisor/Senior Seminar	4 Credits	Freshman Advisor, Sophomore Advisor, Junior Advisor and Senior Seminar are 4 required electives.

**Total Credit      24 Credits**

# **Dolores Huerta Preparatory High School**

## **Class Ranking Requirements**

Class rank shall be determined by computing the total number of quality points (Q.P.). This total shall include all quality points earned during the regular school year by the end of the eighth semester. Quality points will not be awarded through any programs outside the regular school day, including those for summer school and district night school, these classes will be considered only for making up regular semester credits due to failure. Quality points will not be awarded to teacher, technical, office internships and/or classes students test out of.

Quality points for regular courses earning .5 credits per semester shall be awarded as follows:  
A = 4 Q.P., B = 3 Q.P., C = 2 Q.P., D = 0 Q.P., F = 0 Q.P., NC = 0 Q.P.

Quality points for regular courses earning 1.0 credit per semester shall be awarded as follows:  
A = 8 Q.P., B = 6 Q.P., C = 4 Q.P., D = 0 Q.P., F = 0 Q.P., NC = 0 Q.P.

Quality points for PCC, CSU-P, Honors, and Advance Placement courses earning .5 credits per semester shall be awarded as follows:  
A = 5 Q.P., B = 4 Q.P., C = 3 Q.P., D = 0 Q.P., F = 0 Q.P., NC = 0 Q.P.

Quality points for PCC, CSU-P, Honors, and Advance Placement courses earning 1.0 credit per semester shall be awarded as follows:  
A = 10 Q.P., B = 8 Q.P., C = 6 Q.P., D = 0 Q.P., F = 0 Q.P., NC = 0 Q.P.

To ascertain rank in class, students' total quality points shall be listed in order from highest to lowest and numbered accordingly, starting with rank one for the highest. Early graduates forfeit their right to be ranked.

- Gold cord recipients shall be those students with a quality point total of 178 or above.
- Silver cord recipients shall be those students with a quality point total of 168 through 177.
- For early graduates, gold cord recipients shall be those students with a quality point total of 155 or above, and silver cords will be awarded to those students with a quality point total of 143 through 154.

There shall be designated a valedictorian and a salutatorian from the senior class based on the two students with the highest total of quality points. When applicable, co-valedictorians and/or co-salutatorians shall be designated.

The method of selecting the student commencement speaker (s) shall be at the discretion of the school.

Class rank is determined by the top six (6) academic classes' quality points per semester. Students may take more than 6 classes a semester but class rank will be based on only the quality points earned in the top six (6) classes of that semester.

# **Early College Program Eligibility Policy**

The DPHH administration is pleased that your student will be applying to participate in the Early College Program (ECP) to attend classes at Pueblo Community College and/or Colorado State University – Pueblo. Students who wish to attend CSU-P must first complete Associate Degree requirements from PCC. With this privilege comes increased responsibility, and that is reflected in the eligibility requirements and approval process. Please read this important document, sign below and return to the counseling/ECP office.

## **Eligibility Requirements**

The Early College Program eligibility is based on a student satisfying four criteria: adequate high school credit acquisition, a minimum GPA, academic and behavioral good standing, appropriate Accuplacer or ACT scores, and a complete DPHH teacher recommendation form.

- To qualify for the ECP your student must have a minimum GPA of a 3.5. Students with GPAs between a 3.0 and 3.49 will be evaluated on an individual basis, and if accepted, will hold probationary status and be required to sign an Academic Resource Contract (ARC) outlining mutually acceptable strategies to support their academic goals.
- A thorough review of student attendance and behavior records must be completed before a student's ECP registration is approved. Students with major, or numerous, behavior, attendance, or truancy issues will not be allowed to participate in the Early College Program.
- Students who score a C or better on any of the 090 class year end finals taught at DPHH will also be considered for admission into the Early College Program. Students who opt to take the Accuplacer must score in the following range to be considered for admission:

Reading (ACCUR)	80+ or composite Rdg ACT of 17 or better.
Sentence Skills (ACCUE)	95+ or composite Eng ACT of 18 or better.
Elementary Algebra (ACCUM-EA)	61+ or composite Math ACT of 23 or better.
- **Two completed recommendation forms from current DPHH teachers.** That must be picked up from the counseling/ECP office and given to the teacher by the student. The teacher will then return the recommendation form to the counseling/ECP office.
- Students enrolled in ECP must take all state mandated tests including CSAP and ACT on the scheduled dates.

## **Failing Grades, Withdrawals, and Incompletes:**

To receive DPHH financial support students must earn a semester grade of a C or better. If a student receives a grade of D, F, I (incomplete) or W (withdrawal, the student and parent will be required to reimburse DPHH for tuition and all fees associated with the class. Failure to pay in full or make appropriate payment arrangements with the CCSN Business Office will result in the loss of Early College Program eligibility.

The eligibility of a student who does not pass any of their DPHH classes and/or one of their college classes with a semester grade of a C or better will be reviewed by the DPHH administration. DPHH administration can revoke ECP eligibility for a semester or more. Any student who fails more than one college class will lose their ECP eligibility for a minimum of one semester and will be required to re-apply. For more information contact Juli Gennetta at 583-1030.

## **Early College Program Scheduling Deadlines**

### Pueblo Community College Deadlines

Registration deadlines for early college program students attending PCC will be the second Friday of June for the Fall Semester and the second Friday of December for the Spring Semester. DPHH does not pay for students to take summer classes at the community college. If the student does not meet the PCC registration deadline they will not be able to attend classes until the following semester.

### Colorado State University – Pueblo Deadlines

Registration deadlines for early college program students attending CSU-P will be the third Friday of April for the Fall Semester and the third Friday of October for the Spring Semester. DPHH does not pay for students to take summer classes at the university. If the student does not meet the CSU-P registration deadline they will not be able to attend classes until the following semester.

## **2010-2011 ACT Test Dates**

<b>Test Date</b>	<b>Registration Deadline</b>	<b>(Late Fee Required)</b>
September 11, 2010	August 6, 2010	August 7– 20, 2010
October 23, 2010	September 17, 2010	September 18- October 1, 2010
December 11, 2010	November 5, 2010	November 6– 19, 2010
February 12, 2011	January 7, 2011	January 8– 21 2011
April 9, 2011	March 4, 2011	March 5 – 18, 2011
June 11, 2011	May 6, 2011	May 7 – 20, 2011

Register to take the ACT at [www.actstudent.org](http://www.actstudent.org)



## Registration

Applications to attend our school will be available in the front office or available on-line at [www.dhphs.org](http://www.dhphs.org). When an application is completed and turned in, the student will then be called to complete an assessment to determine Math and Reading challenge levels. The Students will then be enrolled as long as space is available. If the student is not admitted that current school year, he/she will then be placed on a waitlist and put in the school lottery for the following year. Invitations will be sent out in the spring with date and time of lottery, which will be held in March. The students are then randomly drawn and placed on the admittance list or the waiting list in the order in which they are drawn. If a student is admitted with siblings, those siblings will be moved to the top of the waiting list. Once the lottery is completed, students are admitted from the waiting list according to the order in which their name was drawn.

## Immunizations

Colorado law requires certain minimum immunizations including TDAP and booster before the 10<sup>th</sup> grade. A complete record of all immunizations your child has received must be furnished to the school. The record must be current and signed by a recognized medical authority as designated by the Colorado State Health Department. **If such record is not furnished to the school, regulations specifically demand that we disallow the child attendance in the school until the record, or a signed statement of exemption, is in our possession.**

## Administering Medications

Any medication that needs to be administered should be brought directly to the DPH office in the original container. The school must have written instructions as per quantity, time to administer, any other directions, and written permission for DPH to administer any medication. The school will have medication request forms for this purpose. The doctor must fill out appropriate paperwork before medication can be administered. All medications including over the counter medications, need to be administered by trained office personnel. This eliminates the potential hazard if complications arise.

## Accident Insurance

All parents/guardians of students at DPH must have their children covered by their own accident insurance. A Secondary insurance will be required from the school for a small fee in addition to your regular health coverage (\$15 for the year, unless student is a football player). Football players are required to have additional coverage. This is a requirement of our insurance provider, and we cannot be flexible in this matter. However, students who are on Medicaid are not required to pay the \$15 fee, provided they can furnish proof of Medicaid. **This fee is included in the DPH Activities fee.**

## **Illnesses, Accidents, and Injuries**

If a student becomes ill, he/she will be isolated from the other students. A parent/guardian will be called to pick up your child to prevent other students from getting ill. **Parents are required to keep the school informed of any changes to your work or emergency phone numbers.** If you cannot be reached we will try to contact someone on your authorization list located on the Emergency Card.

Minor cuts and abrasions will be taken care of by school personnel. The staff will also attend to other minor injuries such as sprains, etc. The office staff is certified in First Aid and CPR. If your child is seriously injured, staff will take whatever steps necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to:

1. Attempt to contact parent or guardian
2. Attempt to contact you through any persons listed on the emergency information form.
3. If we cannot contact you, we will do any or all of the following:
  - a. Call an ambulance.
  - b. Call a paramedic.
4. Utilize AED Automatic External Defibrillator when deemed necessary.

## **Emergency Procedures**

**Snow Days** – In the event of inclement weather, school may be closed occasionally. Under severe weather conditions, please listen to the local radio stations for school closings. There may be days when the District does not cancel school, but since all of our students commute, we may call school off. The television or radio station must specify our schools name, not just District 60 or Pueblo City Schools.

**Fires** - In case of a fire, an alarm will sound. The staff will escort the students out of the building. Attendance will be taken after they have reached a safe area. Members of the faculty will be the last to leave the building, checking all rooms, bathrooms, etc. Fire drills will be practiced regularly from various parts of the building. Students and staff will not return to the building until the authorities have authorized it.

**Tornadoes** - In the event that a tornado warning has been issued, the staff will escort the students into the designated "safe area" of the school. Attendance will be taken. They will remain there until the warning has been lifted. Tornado drills will be practiced every three months.

**Blizzards** – In the event of a blizzard that prevents parents from picking up their children, the staff will remain at the school with them. Food and other provisions will be available.

**Bomb Threat** – In case of a bomb threat, the decision may be made to evacuate the building to a safe location depending on the nature of the threat. Students and faculty are asked to report suspicious objects, but not to move, jar, or touch the object or anything attached to it. A search of the building will be conducted, and students will be allowed back into the building when it is deemed safe by authorities. All threats are taken seriously.

## **Drop-off and Pick-up Procedures**

Students should be dropped off on the drop off loop in front of Dolores Huerta Preparatory High at all times. It is asked that you follow the 5 mph speed limit in the parking area and any signs that are posted. Students should not be dropped off before 7:30am, as there will be no one to supervise them. All students must be off campus by 3:30pm unless supervised in tutoring, College Prep or a sports activity. Students must be picked up in front of the school. Notices will be sent home should policy change due to construction.

## **Visitors**

Parents and guardians are always welcome!! Please use the main entrance when visiting the school. You must check-in at the office before visiting classrooms. State and federal law require that visitor sign-in with the *Visitors Log* and wear a *Visitors Badge* while on school premises. Classroom observations must be scheduled 24 hours in advance with the instructor and DHPH Administration. Parents are not to confront any other student regarding any issues. The state requires that frequent visitors/volunteers undergo a background check. Parents may be asked to shadow their students for disciplinary purposes. If this is the case visitor's tags must be visible. Prospective students wishing to visit or tour DHPH during school hours must arrange a visit with the office 48 hours in advance.

*\*\*Office personnel are the only authorized individuals to pull students out of class to see parents or guardians.*

## **Student Driver Policy**

All Staff & Students, parking in the DHPH/CCA lots will be required to have a parking permit. Permits are free of charge and must be used at all times. Permits will hang from rear view mirror and may be changed from car to car, by staff or student. Replacement parking permits may be purchased for \$5. Parking in the wrong area or not using the permit, may result in your vehicle being towed at your expense or the driver being ticketed.

Parking in handicapped sections will be a ticket from local police.

Parking in Staff or Visitor parking without the proper permit will be issued a \$10 fine.

Parking in other areas on campus without a proper permit will be a fine or towing or both.

(Fines will start at \$10, increase to \$20, \$30 until vehicle loses all parking rights, then shall be towed at owner expense)

\*Permits will be assigned through the Security Department at DHPH.

Students that will be driving must provide DHPH with a copy of their Driver's license, registration and current proof of insurance in order to receive the required parking permit. Students must park in the designated student parking area. FYI, it is illegal for teen drivers to have minor passengers other than siblings in their vehicle while driving, see Colorado State Laws for further details.

## Volunteers

The success of our school will depend greatly on the willingness of parents to volunteer their time and serve in many different capacities. There are opportunities to volunteer on committees, classroom participation, extra-curricular activities, and virtually every aspect of school life. You can call the office or your child's teacher if you want to find out more about how you can help. If you are going to be a frequent volunteer, there is a state requirement that we conduct a background check. Please let us know in advance if this may apply to you. Parental involvement is one of the critical variables in a student's success in the school. We hope you take advantage of every opportunity to participate in your child's education.

## Student Fees

DPHH students are required to pay a \$50 Student Fee at the beginning of each school year or when a new student starts at DPHH. The fee will cover the required supplemental insurance, school ID card, school planner, DPHH spirit day shirt and admittance to all home athletic events. The students will be allowed entry into home athletic events at DPHH free of charge when they present their school ID to the ticket person. This does not include playoff games.

## Breakfast Program

Dolores Huerta Preparatory High will have breakfast available to students before school. Students who qualify for free or reduced lunch will receive the same rate for breakfast as well. Please turn in Free/Reduced Lunch Forms to the office by the end of the first week of school or within one week of enrolling at DPHH. Food or drink is not allowed in classes at any time.

## Textbooks and Supplies

All textbooks are loaned free of charge for the student's use during the school year. Students enrolled in college courses will receive a stipend for college textbooks when attending Colorado State University-Pueblo; students are responsible to pay any cost difference after the stipend has been used. Students enrolled in Pueblo Community College will receive their textbooks through a loan program provided by PCC. Whenever possible we ask that students protect their textbooks with a book cover. This will help add to the life of each book. A cover made from a grocery bag is sufficient. Ask your child's teacher for assistance if necessary. Textbooks issued to students are their responsibility; and if the books are damaged or lost, students will be held responsible to pay for them. If the fines are not paid, the report card, transcripts and/or diploma will not be issued at the end of the year.

Supply lists will be provided during the first mandatory conference. If you have any questions concerning any of the items, contact the individual teacher. If you have trouble locating an item, ask the teacher where it can be purchased. Also, in order to keep costs down at the school, **each student will be asked to bring two reams of white copy paper;** to donate to the school's supply. Please turn into your morning advisor teacher. Thank you in advance for your cooperation.

## **Bell Schedules**

Teacher Office Hours: 7:30am-8:08am  
Morning Advisor: 8:08am-8:18am  
1<sup>st</sup> hour: 8:21am – 9:15am  
2nd hour: 9:19am: 10:13am  
3rd hour: 10:17am – 11:11am  
4<sup>th</sup> hour A: 11:15am – 12:09pm  
Lunch I: 11:11am – 11:46am  
Lunch II: 12:09pm – 12:44pm  
4<sup>th</sup> Hour B: 11:50am – 12:44pm  
5<sup>th</sup> Hour: 12:48pm – 1:42pm  
6<sup>th</sup> Hour: 1:45pm – 2:40pm  
Afternoon Advisor: 2:44pm – 3:00pm  
College Prep: 3:00pm – 4:00pm  
Teacher Office Hours: 4:00pm – 4:30pm

### **Assembly Schedule**

Teacher Office Hours: 7:30am-8:08am  
Morning Advisor: 8:08am-8:18am  
1<sup>st</sup> hour: 8:20am – 9:05am  
2nd hour: 9:08am: 9:52am  
3rd hour: 9:55am – 10:40am  
4<sup>th</sup> hour A: 10:43am – 11:28am  
Lunch I: 10:40am – 11:15am  
Lunch II: 11:28am – 12:02pm  
4<sup>th</sup> Hour B: 11:18am – 12:02pm  
5<sup>th</sup> Hour: 12:05pm – 12:50pm  
6<sup>th</sup> Hour: 12:53pm – 1:48pm  
Afternoon Advisor: 1:51pm – 2:00pm  
Assembly 2:05pm – 3:00pm  
College Prep: 3:00pm – 4:00pm  
Teacher Office Hours: 4:00pm – 4:30pm

### **Reverse Assembly Schedule**

Teacher Office Hours: 7:30am-8:08am  
Morning Advisor: 8:08am-8:18am  
Assembly 8:20am – 8:50am  
1<sup>st</sup> hour: 8:55am – 9:45am  
2nd hour: 9:50am: 10:40am  
3rd hour: 10:45am – 11:35am  
4<sup>th</sup> hour A: 11:40am – 12:30pm  
Lunch I: 11:35am – 12:10pm  
Lunch II: 12:30pm – 1:05pm  
4<sup>th</sup> Hour B: 12:15pm – 1:05pm  
5<sup>th</sup> Hour: 1:10pm – 2:00pm  
6<sup>th</sup> Hour: 2:05pm – 3:00pm  
College Prep: 3:00pm – 4:00pm  
Teacher Office Hours: 4:00pm – 4:30pm

## **Leaving During School Hours**

Appointments with doctors, dentists and other professionals should be scheduled after school. In an emergency, when this is not possible, **Parents must sign out their child in the office when they leave and must sign their child back in when they return.** Students will not be dismissed early directly from the classroom for any reason. All students **must be dismissed through the office during school hours.** Great attendance is imperative because of our rigorous program. Vacations must be scheduled according to our calendar in order to meet our attendance expectations. Failure to do so may result in a loss of good standing. Absences due to illness require a doctor's notice. Students are not allowed to leave the campus without permission for any reason, if caught doing so it will be handled as a truancy (also known as ditching.) DPHH will not allow students to complete finals early, please see DPHH school calendar for school days and assessment windows.

**DPHH is a closed campus. Students are not allowed to leave campus during school hours which includes lunch hours. Students who are in the Early College Program will have this documented on their school ID.**

## **Security Videos**

Schools are increasingly using security cameras as a tool to monitor and improve student safety. Images of students captured on security videotapes that are maintained by the school's law enforcement unit are not considered education records under *FERPA*. Accordingly, these videotapes may be shared with parents of students whose images are on the video and with outside law enforcement authorities, as appropriate. Schools that do not have a designated law enforcement unit might consider designating an employee to 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.

## **Family Support**

The Family Support Team provides assistance to students and families through prevention strategies in order to promote student achievement, safety, and well being. Family support seeks to prevent academic failure through early intervention, frequent progress monitoring, and utilizing intensive research-based instructional interventions using a response to intervention (RTI) model. RTI is a multi-tiered service delivery model including primary, secondary, and tertiary levels of support. Teachers provide primary support through classroom interventions. Once it is determined that the student is in need of more intense support, the family support team designs a standards for success plan based on research based interventions. Following progress monitoring by teachers, the family support team and parents can make informed decisions about the student's need for more intense support.

# **School Safety and Security**

It is important that students feel safe in their learning environment. We ask that students keep their hands and feet to themselves to help prevent accidental injury on any DPH area or commons area, students should refrain from activities that are likely to cause injury (e.g. tackle football). Bullying, harassment, fighting, and other infractions of school policies that threaten student safety will not be tolerated, failure to meet these expectations can result in a loss of good standing.

## **Hands Off Policy**

Our “Hands Off Policy” does not allow students to invade other people’s personal space, property and privacy. This includes but is not limited to handholding, hugging, kissing, horseplay, or any other public displays of affection.

## **Discipline Policy**

At DPH our philosophy is to guide student behavior for success in post secondary education. Our expectations of our students are high. We will do all we can to keep your child’s learning environment safe and conducive to our mission. We will involve parents in this process, and we hope that you will support your child in any way to ensure his/her education. Our **SCHOOL-WIDE** expectations are listed below.

***All drug/alcohol use and other issues not covered by this handbook will follow the the Student Behavior Standards Policies, unless otherwise specified.***

**\*\*Any disruption in the teaching/learning process will be taken seriously. “Time on Task” is the key to success!**

**\*\*Hall passes (located in student planners) must be evident and shown at all times.**

**\*\*If a discipline issue deems police involvement, parent/guardian will be contacted immediately.**

**\*\* DPH enforces the “Hands Off Policy” which does not allow students to invade other people’s personal space, property and privacy. This includes but is not limited to handholding, hugging, kissing, horseplay, or any other public displays of affection. DPH follows the Pueblo City Schools Student Conduct and Discipline Code policies for anything not outlined in the handbook.**

## **Electronic Devices and Cell Phone Policy**

Electronic devices are not allowed on campus at any time. Electronic devices are, but not limited to I-Pods, MP3 players, walkmans, radios, portable CD players, cell phones, pagers, electronic game devices, headphones and ear pieces. Cell Phones are acceptable before and after school and must be kept in their backpack. Cell Phones are prohibited during school hours 8:08 a.m. to 4:00 p.m. Any cell phone in sight will be confiscated by staff. First offense student may pick up after school or the next day if the phone is taken after noon, second offense a parent must pick up the phone and third offense the phone may be picked up at the end of the semester. **Text messaging is considered a severe violation of the**

**cell phone policy during school hours and will not be tolerated.** Violation of this policy will require parents to come in and obtain the confiscated phone and to sign a policy violation. **Parents and guardians please refrain from calling or texting your student during the school day.** Consequences will be administered to the student if this type of violation occurs. If you need to contact your student, please call the front office at 583-1030.

## **College Prep**

College Prep is a designed school wide intervention to promote your students' academic success. It is not used as disciplinary action but rather to support the students' effort in achieving success. All teachers are available during this time to assist your student in what academic needs they may have. Your support in this intervention is critical to your students' success.

DHPH will use the phone number or email address indicated on the "Preferred Contact Number for College Prep" sheet to notify parents no later than 3:00pm that afternoon if your student needs to stay for College Prep. In the event of an emergency, students will be allowed to make alternative arrangements pending a written excuse by the parent/guardian. ***Prior transportation arrangements or alternative activities do not constitute an emergency situation.*** Missing advisor class and/or College Prep will be treated as a truancy.

The parent(s)/guardian(s) should check their student's homework and planner nightly prior to school to know whether he/she will have to stay for College Prep and is in need of making alternative transportation arrangements. Mondays and Tuesdays are mandatory Math and Science days and Wednesdays and Thursdays are mandatory for all other classes. There is not College Prep on Fridays. Please note that students may seek help from any teacher any day even if it is not the allotted day for that subject. The assigned days are for students who are mandated to stay.

### **Below are the College Prep and Detention Procedures.**

1. College Prep will not be mandatory for students who are passing their class. College Prep will be an **option** given to students who do not get homework turned in on time in any of their classes.
2. College Prep will be **mandatory** for students that are receiving an NC in any class.
3. College Prep will be held in the modular wing. All Advisors that have classrooms in the Science and Tech wing will escort College Prep students to the modular wing.
4. Students will only have to stay in College Prep for as long as it takes to get their work done and it is up to the standards of the teacher that is expecting the work. Once a student has the work completed, the teacher responsible will issue the student a pass to leave the College Prep area.
5. Teachers will keep a record of students that took the option for College Prep and which students did not take to option to get work done.
6. Students that have been sent to detention will be sent to Mrs. Beeman's room and will remain in detention from 3:00 to 4:30.

# **DPH Student Success Plan**

## **Standards for Success**

### **Standard 1**

#### **Minimum Classroom Expectations**

Students will:

- Be in class on time daily
- Will have class materials (pencil, paper, book, binder, etc.) ready for use every day.
- Will start "Do Now" when the tardy bell rings

### **Standard 2**

#### **Academic Involvement—Classroom Participation**

Students will:

- Take and maintain lecture notes in an organized manner
- Make effective use of classroom time, (starting homework, review daily notes, study, etc.)
- PARTICIPATE (active listening, raising hand, keep comments on subject)
- Be constructively involved during group activities

### **Standard 3**

#### **Academic Involvement—Independent Expectations**

Students will:

- Turn completed homework in on time
- Make arrangements to get additional help prior to due date of assignment or assessment (24 hours notice)
- Be responsible for the arrangement of allowed make up work
- Seek instructional help when needed during instructor office hours

### **Standard 4**

#### **Assessment Preparation**

Students will:

- Utilize study guides/pretest, lecture notes, text for content mastery
- Actively participate during review (express content concerns/questions during review)
- Utilize CCSN assessment strategies. Answer every question, prove the answer in the text, rephrase the question in a constructed response, evaluate every possible answer choice, answer questions you know first then revisit and answer difficult items last
- Be required to attend student scheduled tutorial sessions for assessment scores of 70% or below during the instructors office hours.

# **DPH Every Opportunity to Succeed**

**The following requirements are designed to help you, the student, succeed in your classes and consistently grow and learn.**

- A score of 70% or below on an assessment will require two mandatory tutorial sessions
  - Tutorial session one will be a review of the material with your content area instructor who provided you with the assessment.
  - Tutorial session two will be a retake of the entire exam to show mastery of the material.
- If a student scores less than 71% on a test, a retake test will be administered after a teacher tutorial. The retake score will be the recorded score up to a maximum of 71%.
- The two tutorial sessions must be completed within a week of the assessment.
  - Example: If your first test was given on November 20, then two tutorial sessions (including the test retake) must be completed by November 27<sup>th</sup>.
- All tutorial sessions must be done during the instructor's office hours. An appointment must be scheduled with your instructor to arrange for the two tutorial sessions.
- THERE ARE NO RETAKES ON FINAL EXAMS.
- DPH Grading Scale:
  - 92% - 100% = A
  - 84% - 91% = B
  - 70% - 83% = C
  - Below 70% = No Credit
- DPH Weighting Scale:
  - Participation 10%
  - Do Nows/Attendance 10%
  - Homework 10%
  - Assessment 70%

# **DHPH Homework Policy**

## **Student Responsibilities**

1. When students are given homework, the homework is due the next day and is then eligible for full credit.
2. If the homework is not turned in on time, the student then has the opportunity to attend optional College Prep where the student will have time to complete the homework and get help if needed. 10% of the total point value of the homework will be deducted when completed in college prep.
  - a. The student will not be allowed to turn in the work during the day because that indicates that the student did work in another class, therefore taking time away from another course of instruction.
3. If the student fails to get that homework turned in at the end of college prep, then the student will receive no credit on the piece of homework.
4. College prep will be the buffer for kids to get late work turned in the day it is due.
5. If a student is absent, the student will go to the homework folders placed in the room and pick up the homework that was missed. The student will then have the amount of time they were absent to get the homework in.
6. It is the responsibility of the student to check the homework folders on return to school.
7. If a student is truant and misses a class where homework is due, that student will have no chance to make up that work.
8. The parent must take the responsibility to excuse any absence so the student will show up on the excused absence list.

## **Teacher Responsibilities**

1. Teacher will inform students when the assignment is due (most of the time it will be the next day).
2. Teachers will have homework folders for each day of the week. Copies of the homework will be placed in the folders for kids to access.
3. The teacher will make that home work available only for that week and will clean out those folders the following week.
4. The teacher will make a special folder for students with prolonged absences.
5. Teachers **must** get homework graded on a timely manner.
6. If the teacher has a project that requires more than one night, the teacher will give a deadline date for the project to be done and students will get no extra time on project based work that may take several days or weeks.
7. Teachers will not make deals with students who did not have the responsibility to get the homework turned in on time.

## **Tutoring**

Tutoring will be available to all students that need the extra help or that are falling behind in their studies. Students must make arrangements with individual teachers. Best available times are during instructors office hours (before and after school), and during College Prep. Please keep in mind that a 69% or below mandates attendance to College Prep (see College Prep guidelines).

# Attendance Policy

**All students, in accordance with Colorado School Attendance Law, are expected to attend all of their classes daily. The annual school calendar is set by CCSN and attendance on all school days is of prime importance in the educational process.**

**Tardies – Anytime a student is not in their seat by the time the tardy bell rings and the door is closed.**

- After 4 unexcused tardies:  
Teachers fill out **Intervention I** on the Solution Log and do a redirection with the student.
- 5<sup>th</sup> Tardy:  
Teachers fill out **Intervention II** on the Solution Log and make contact with parent or guardian.
- 6<sup>th</sup> Tardy:  
Teachers fill out **Intervention III** on the Solution Log and require student to stay in detention with teacher. Teacher will give a 24 hour notice to parent or guardian
- 7<sup>th</sup> Tardy:  
**Automatic referral** to Administration. Student will be put on an attendance contract. Further consequences will follow if behavior does not change.

**Truancy – Any un-excused absence; or anytime a student is late more than 10 minutes to any class, or anytime a student walks out of a class without permission from the teacher.**

- Students who are truant will earn an hour and a half of detention.
- If a student is truant for more than 3 hours, this will be considered a full day truancy. Student will be assigned to a full day of in school suspension.
- Excessive absences and truanicies (ditching) will be documented through an office referral and Administrative action will take place.
- Student will be put on a DHPH Student Attendance Improvement Plan.
- Student may be referred to family support as part of the intervention process.
- If student attendance does not improve, a Truancy Notice will be filed. Once a Truancy Notice is filed the student can be assigned to Truancy Court. Loss of Good Standing may be imposed if behavior does not improve.
- Parents must call in all absences. Failure to do so will result in the student being marked truant and the homework policy will then be followed. (See Homework Policy numbers 7 through 10.
- **TRUANCIES WILL NOT BE TOLERATED**

Students need to attend school consistently in order to learn. This is a simple concept. All absences should be called in to be excused daily by a parent or guardian. Failure to do so will result in an un-excused absence. All absences must be called by a parent or legal guardian in to DHPH daily (583-1030)

**Monitoring:** The Dolores Huerta Preparatory High monitoring system ensures that all students arrive safely at school and are accounted for, early in the day. Parents will receive

an automated phone call when the student is marked un-excused. It is the parent's responsibility to contact the school and provide information excusing the absence. The all-call system phone numbers are provided by parents during the initial conference and must be updated when they are changed by the parent. Our monitoring system does three things:

- Increases the safety of students because all students are accounted for early.
- Creates a school norm that **all** absences and tardies are important
- Provides the necessary information for quick intervention in attendance problems.

\*\*Staff will monitor ECP attendance as well.

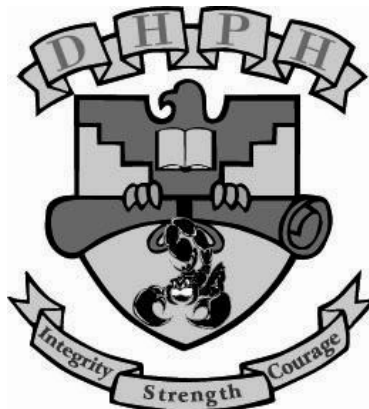
**Intervention:** Intervention services are geared to respond to all types of absences. The Dolores Huerta Preparatory High intervention system is designed to respond quickly and flexibly each morning. Families must understand that the Dolores Huerta Preparatory High takes **all** absences seriously. The school offers a variety of supportive and problem-solving services for particular families including: wake-up calls, escort service, home visits, and/or phone/mail warnings. An attendance contract will be assigned in order to facilitate improved attendance.

The school offers a variety of supportive and problem-solving services for particular families.

- Wake-up calls--some families benefit from a wake-up call in order to ensure that their children arrive at school on time.
- Escort Service—the school may be able to provide an escort to school for a family that needs assistance in the morning.
- Home Visits—the school visits the home of some chronically absent or tardy students to assess the nature of the attendance problem and to provide the family with any needed assistance.
- Warnings – students who have received an unexcused absence will be contacted by phone/mail

## **Athletics**

DPHH is committed to providing a wide variety of sports activities for our students. DPHH students who wish to participate in athletics are required to pay \$75 athletic fee for the first sport, \$50 for the second sport and \$25 for every sport after in that school year. If the student has free or reduced lunch the fees are all lowered to \$25 per sport. Appropriate athletic uniforms are provided free of charge, but students are responsible for lost or damaged material. DPHH will work with high schools regarding coordinating sports activities. Each sport has its own set of athletic expectations in conjunction with the DPHH student athlete code of conduct.



# Dress Code

## General Rules for Dress and Appearance

All clothes must be in good condition, neat and clean. Clothing may not be oversized and must fit properly. Items that are torn or cut in any way are prohibited. All clothing must be worn in good taste. All shorts must be finger tip length. All shirts must not have a low cut neck or mid-drift (stomach showing)

**Violation of the dress code will result in disciplinary action by the faculty and/or administration.**

1. For young men and young women, extreme hairstyles, unnatural colors and/or unnatural dying patterns as deemed by administration are not allowed. This includes fads or cuts that draw undue attention. No hairstyles or dyed hair with color that are a distraction to the academic environment. Inappropriate hairstyles will be determined by DHPH faculty and/or administration. A student may be suspended until the dyed hair color is changed. No hats or bandanas are allowed. **Students who arrive on campus in violation of this policy will be sent home to remedy the problem.** The Principal and/or Director are the final authority in making these judgment calls. Parents are required to pick their student up to change.
2. Make-up must be used with discretion and taste. It is not to be used to draw undue attention. Body glitter, Gothic wear/make up is not allowed as well as anything deemed distracting to the learning environment by Administration.
3. Jewelry must be worn in good taste. No oversized earrings or other excessive jewelry is permitted. Necklaces should be worn in good taste. Long necklaces should be worn inside the shirt during lab classes. No visible body piercings are allowed with the exception of the ears. (Note:) One facial piercing may will be allowed. No spike jewelry allowed, as safety is our #1 concern.
4. Shoes must also be worn in good taste. Bedroom slippers and high heel shoes over 2" will not be allowed.
5. No muscle shirts, no sagging, no pajama bottoms, no t-shirts with inappropriate writing (drugs, alcohol, etc.), no hanging chains, hanging belts or metal hooks on clothing. No tank tops, no sleeveless jerseys unless a short sleeved t-shirt is worn underneath.
6. Every Wednesday will be Dress for Success Day:
  - a. Acceptable for young women:
    - i. Girl's 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. Pantsuits are also appropriate. **No denim items, tennis shoes, sport shoes or flip-flops.**
    - ii. Necklines must be appropriate if the dress is sleeveless. It is important that undergarment straps etc. are not visible. Halter-tops are not allowed and upper torso must be covered appropriately. Naval areas should not show when girls raise both hands in the air.
  - b. Acceptable for young men:
    - i. Dress shirt, dress slacks, **tie**, NO JEANS, DRESS SHOES MUST BE all black or brown. NO TENNIS SHOES. Slacks must not be too baggy and shoes must show. No sagging allowed. Shirts must be tucked in and belt must show. In winter boys may wear a professional looking sweater with a collar

shirt and tie underneath. No sweatshirts or jackets may be worn on Dress for Success days. Blazers may be worn to replace sweatshirts or jackets.

## **Summer School Program**

If a student receives one or more NC's they will be credit deficient. DHPH utilizes Pueblo City Schools summer school program to assist students in remediating credit deficiencies to insure that our students graduate on time. Summer school information such as dates, time and location is normally available by the second week of May.

## **Parent/Teacher Conferences**

Studies show that parental involvement is one of the key ingredients in a young adult's success in school. As a parent, you are always welcome to visit your student's classroom or arrange to meet with your student's teacher to discuss his/her progress. We have also set aside some dates in the academic year for planned conferences. Parent attendance at the three **mandatory** conference sessions during the year is required.

## **Report Cards**

Our school year will consist of two semesters. We will mail progress reports at the end of each nine weeks of each semester. Individual teachers may send progress reports home at various times throughout the year. Grade reports will be mailed out every four to five weeks. If you have concerns about how your student is doing, please call or email your student's advisor for an update. DHPH's grading scale follows the honor's grading scale in which 92-100% is an A, 85-91% is a B, 84-70% is a C and any grade below a 70 will not earn credit. 22 credits are needed for graduation for the classes of 2011 and 2012. 24 credits are needed to graduate for the class of 2013 and beyond. Please keep your contact information up to date.

## **Field Trips**

Some classes may utilize field trips as learning experiences. Visits are made to libraries, museums, drama productions, and sources related to specific areas of classroom instruction. Parents will be notified in advance, and a Permission Slip must be signed prior to the specified field trip. Parents are invited on field trips must provide their own transportation. Guests or siblings are normally not allowed due to liability issues.

## **Academic Advisors**

At DHPH, each student will be assigned an academic advisor. The faculty member will serve as a mentor to the student facilitating their success in high school and preparing them for college. The faculty member will also serve as a liaison to the parent for communication of important issues about their students' success. Students will meet with their advisor daily to go over assignments and have a planner check during Advisor Hour.

## **Lost and Found**

All lost and found items are to be turned into the school office. A box containing all found items will be kept there, and students can go there to claim any missing articles. At the end of each semester, all found items will be displayed for students to claim. Any unclaimed articles will be donated to a local charity. Valuable items, unless required for a classroom project should be left at home. **Dolores Huerta Preparatory High, including any member of the faculty or staff, is not responsible for any valuables brought to, lost, stolen or left at the school.**

## **Monthly Newsletter**

DHPH will provide a monthly newsletter that will be sent home every month. This bulletin is to inform you of any upcoming events such as; meetings, award assembly, music performances, special events, etc. Please review this newsletter carefully. If you are not receiving a monthly newsletter please contact DHPH to update your contact information.

## **Money and Valuables**

DHPH will not be responsible for any student's personal items. Each student is responsible for his/her possessions. I-Pods, MP3 players, walkmans, radios, portable CD players, cell phones, pagers, electronic game devices, headphones, ear pieces etc., should **not** be brought to school. If such items are found at school they will be confiscated. Please do not permit your student to bring unnecessary money to school. If the school requires your student to bring money for any reason you will be properly notified. No trading and/or selling items are permitted in school.

## **Reporting Child Abuse or Neglect**

Any staff member of DHPH who has reasonable cause to suspect that a student has been subjected to abuse or neglect, or who has observed the student being subjected to circumstances or conditions, which would reasonably result in abuse or neglect, must report this to the Principal. The Principal will make the decision to report this to the Pueblo County Department of Social Services and the Pueblo Police Department. DHPH and its staff have your child's best interest in mind, and therefore, we will always error on the side of protecting the student.

## **Questions and Concerns**

If a question or concern should arise during the school year, we ask that you first try to resolve the issue with your students' advisor or teacher. If it is beyond their scope or if a satisfactory solution cannot be reached, the matter will be referred to the appropriate coordinator. If the issue remains unresolved, it will then be taken to the Principal. This process is put in place to resolve each and every matter at its appropriate level. We also hope this will help answer questions and concerns in a timelier manner.