

PUEBLO CITY SCHOOLS

315 W. 11th Street
Pueblo, Colorado 81003

BOARD OF EDUCATION

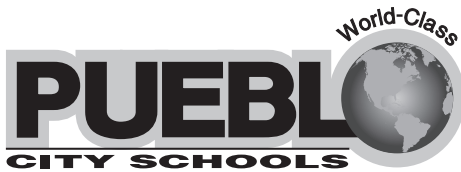
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MISSION STATEMENT

Pueblo City Schools – World-Class

Our mission in Pueblo City Schools – a unique educational community strengthened by its diversity, culture and traditions – is to guarantee a “**world-class education that prepares graduates to succeed in a global society.**” This will be accomplished in a safe, secure environment through innovative state-of-the-art technologies, superior curricula, and highly-skilled educators driven by active partnerships with students, families and communities.

Pueblo City Schools does not discriminate on the basis of race, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, religion, or other status protected by law in admission or access to, or treatment and employment in, its programs and activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities, programs and employment. The following individual has been designated to handle inquiries regarding the non-discrimination policies: EEO/Affirmative Action/Title IX/ Section 504 Compliance Officer, 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100.

Si tiene alguna pregunta sobre esta información, por favor llame a la escuela de su niño.

HEALTH ACADEMY HANDBOOK
2016 - 2017

INTRODUCTION TO THE HANDBOOK

It is with great pleasure that we take this opportunity to welcome you to the Health Academy. We are extremely proud of our program and we encourage you to make the most of your time with us.

This handbook is designed to help you understand our policies, procedures, and expectations. Read this handbook and the Pueblo City Schools Student Conduct and Discipline Code Handbook to be aware of your rights and your responsibilities. You will be working closely with students from the four local high schools and an excellent, dedicated teaching and support staff. It is important to earn and give the respect for which Health Academy students are known.

The Health Academy has an excellent teaching and support staff. We will help you and are sensitive to your needs. Take advantage of the many opportunities afforded you. Become involved! You make our program great!

Once again, welcome!

Sincerely,

Health Academy Staff

**ALL STUDENTS AND PARENTS ARE RESPONSIBLE FOR
READING THIS HANDBOOK, THE PUEBLO CITY SCHOOLS
STUDENT CONDUCT AND DISCIPLINE CODE HANDBOOK
AND FOR FOLLOWING ALL RULES.**

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HEALTH ACADEMY STAFF

INSTRUCTORS

Mr. William McAuliffe, M.A.Ed. william.mcauliffe@pueblocitieschools.us
Coordinator/CTE Teacher on Special Assignment
Mrs. Kelly Anaya, M.A.Ed., Language Arts kelly.anaya@pueblocitieschools.us
Mr. James Benedetto, M.A.Ed., Science james.benedetto@pueblocitieschools.us
Ms. Lynette Lievers, M.A., English, Language Arts lynette.lievers@pueblocitieschools.us
Ms. Amber Whitefield, Math amber.whitefield@pueblocitieschools.us
Mr. Bret Orton, B.S./B.S., *Math /Science* bret.orton@pueblocitieschools.us
Mrs. Cheryl Farrer, M.S., Science cheryl.farrer@pueblocitieschools.us

SUPPORT STAFF

Mrs. Peg Archuletta, Administrative Secretary – Career & Technical Education 549-7177

HEALTH ACADEMY LOCATIONS

Centennial High School	2525 Mountview Drive	Pueblo, CO 81008
Rooms 403,408,309,310,405,407		
Pueblo Community College	900 W. Orman Ave.	Pueblo, CO 81004
St. Mary-Corwin Medical Center	1008 Minnequa Ave.	Pueblo, CO 81004
Parkview Medical Center	400 W. 16th St.	Pueblo, CO 81003

MISSION STATEMENT

To provide students with pathways to certification and post-secondary education in the health care industry in order to meet the growing need for health care professionals in Southern Colorado

VISION STATEMENT

To be the premier program in challenging and facilitating high school students as they prepare for careers in the health professions

GOALS 2016-2017

- Continue continuous Improvement in student achievement on standardized assessments such as PARCC and SAT
- Continue to improve student retention by at least 10%; at least 90% of our students should continue in the program the following school year
- Continue to increase participation by non-traditional students, especially males
- Increase post-secondary options through PCC Concurrent Enrollment, the PCS-PCC Early College Program, and Senior-to-Sophomore options through CSU-Pueblo

PUEBLO CITY SCHOOLS

Current as of February 23, 2016

2016 – 2017 TRADITIONAL INSTRUCTIONAL CALENDAR

August 2016							September 2016							October 2016							November 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3						1			1	2	3	4	5		
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28*	29	27	28	29	30				
													30	31													

December 2016							January 2017							February 2017							March 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28					26	27	28	29	30	31*	

April 2017							May 2017							June 2017							July 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6				1	2	3	4							1	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31			25	26	27	28	29	30	23	24	25	26	27	28	29		
30																			30	31							

IMPORTANT DATES TO REMEMBER

- Teachers Begin.....August 23
- Classes Begin.....August 29
- Principal Led Professional Dev./Bldg. MeetingsAugust 23
- District Professional Development Day (full day).....August 24;
October 14; February 17
- Teacher Work Days (full day).....August 25, 26;
October 31; January 23; April 3; June 7
- Labor Day..... September 5
- Thanksgiving November 21, 22, 23, 24, 25
- Winter Vacation..... December 19, 20, 21, 22, 23,
26, 27, 28, 29, 30
- Holiday.....January 16; February 20
- Spring Vacation.....March 20, 21, 22, 23, 24
- Early Release All Fridays
- Memorial Day May 29
- Graduation: CentralFriday, June 2, 7:00 p.m.
South Saturday, June 3, 8:00 a.m.
East Saturday, June 3, 12:30 p.m.
Centennial..... Saturday, June 3, 5:00 p.m.
- Classes End June 6
- Teachers' Last Day June 7

SEMESTER / NINE WEEKS

- 1st Semester BeginsAugust 29
- 1st Grade Period EndsOctober 28
- 2nd Grade Period/Semester Ends.....January 20
- 2nd Semester BeginsJanuary 20
- 3rd Grade Period Ends.....March 31
- 4th Grade Period EndsJune 6

KEY

- All Students Begin and End
- ★ Teachers Begin / End
- Holiday
- * Grade Period End
- ⌋ Semester Ends
- Teacher Work Day (full day) – Students Excused
- ⬡ District Led Professional Development (full day) – Students Excused
- ▲ Principal Led Professional Development/Building Meetings
- Kindergarten Testing
- Parent/Teacher Conference Window: 1st semester
Second semester conferences scheduled by each school
- IB Articulation Day – IB Schools Only – Students Excused
- ⋮ Graduation

PUPIL CONTACT DAYS

August	3	February	18
September	21	March	18
October	19	April	19
November	17	May	22
December	12	June	4
January	20	July	0
		Total.....	173

DAYS PER SEMESTER

1st Grade Period.....	43	3rd Grade Period	42
2nd Grade Period	43	4th Grade Period.....	45
1st Semester	86	2nd Semester.....	87
		Total.....	173



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APPROVED BY THE BOARD OF EDUCATION 02/23/2016

HEALTH ACADEMY “BELL” SCHEDULE*
M, T, W, Th

9th Grade	7:30 a.m. – 10:27 a.m.
10th Grade	7:30 a.m. – 10:27 a.m.
11th Grade a.m.....	7:30 a.m. – 10:27 a.m.
4th Period.....	10:32 a.m. – 11:24 a.m.
11th Grade p.m.....	11:58 a.m. – 2:45 p.m.
12th Grade a.m.....	7:30 a.m. – 10:27 a.m.
12th Grade p.m.....	11:58 a.m. – 2:45 p.m.

*Times are subject to minor changes depending upon bell schedules at home high schools.

HEALTH ACADEMY “EARLY RELEASE” SCHEDULE*
(FRIDAY)

9th Grade	7:30 a.m. – 9:30 a.m.
10th Grade	7:30 a.m. – 9:30 a.m.
11th Grade a.m.....	7:30 a.m. – 9:30 a.m.
11th Grade p.m.....	10:39 a.m. – 12:50 p.m.
12th Grade a.m.....	7:30 a.m. – 9:30 a.m.
12th Grade	10:39 a.m. – 12:50 p.m.

*Times are subject to minor changes depending upon bell schedules at home high schools.

ATTENDANCE POLICY

Throughout this attendance policy, Pueblo City Schools and Pueblo City Schools and the Health Academy wishes to acknowledge that good attendance and punctuality are life-long professional skills. Regular attendance is essential to success in school and work. Students who have good attendance achieve higher grades, enjoy school more, and are more employable after leaving school. The responsibility for regular school attendance rests with the student and the parent/guardian.

All absences must be excused. In order to excuse an absence, a parent/guardian of the student must contact the Health Academy (549-7632) and the student's home high school within 48 hours. Absences not called in within 48 hours will remain unexcused.

Centennial High School – 549-7335

Central High School – 549-7301

East High School – 549-7222

South High School – 549-7740

To contact the Health Academy, you may call **549-7632** 24 hours a day, seven days a week. It is recommended you call as soon as you know your child will be absent. Please leave your child's name, your name, and the reason for absence.

Refer to the Pueblo City Schools Student Conduct and Discipline Code for information about the District's policies, rules, and regulations that apply to student absences.

EXCUSED ABSENCES / MAKE-UP WORK / LATE ASSIGNMENTS

Students are allowed to make-up assignments without penalty and hand-in assignments late without penalty when absences are excused. In order to excuse an absence, a parent/guardian of the student must contact the student's home high school within 48 hours. The parent must also contact the Health Academy (549-7632) when a student is absent.

Refer to the Pueblo City Schools Student Conduct and Discipline Code for information about the District's policies, rules, and regulations that apply to student absences, make-up work, and late assignments.

TARDY POLICY

Tardiness is a disruption to the classroom environment. Coming in late not only deprives the tardy student of full learning time, but also disrupts the education of other students. A tardy is defined as the student not being in the assigned classroom when class begins. **Tardies may be excused with a note or a phone call from parent or guardian.**

Refer to the Pueblo City Schools Student Conduct and Discipline Code for information about the District's policies, rules, and regulations that apply to student tardiness

EXCUSED FROM SCHOOL DURING SCHOOL DAY

On occasion, it is necessary to be excused from part of the school day due to doctor or dental appointments or other valid reasons. Absences for which no valid reason is provided will be considered UNEXCUSED. Please try to schedule doctor and dental appointments after Health Academy time.

Parents/guardians must call the Health Academy at 549-7632 to request that a student be excused from school. A phone call must also be made to the attendance office at Centennial High School (549-7335) so that the student can be released. Students can only be excused and released through Centennial's attendance office. **Students are not allowed to leave the school grounds at any time without properly checking out with the Health Academy and Centennial High School.**

To call in absences:

Health Academy at Centennial H.S. – 549-7632

Refer to the Pueblo City Schools Student Conduct and Discipline Code for information about the District's policies, rules, and regulations that apply to student absences.

VISITORS TO HEALTH ACADEMY LOCATIONS

Students will not be allowed to bring visitors to the Health Academy at anytime during the school day, including lunch. Students are not allowed to bring younger brothers or sisters or other young relatives to any Health Academy location. On occasion, H.A. students may allow other students to shadow them during the school day. All shadowing experiences must be approved by contacting the Health Academy office and the Centennial H.S. office.

ILLNESS

If a student becomes ill during Health Academy time and it becomes necessary for the student to leave the building due to illness, the Health Academy instructor is authorized to excuse students after parent contact has been made. Students must not leave the school grounds at any time without checking out with a Health Academy instructor. In rare instances where help is not available, students may secure assistance from one of the Assistant Principals or Principal at Centennial High School.

ADMINISTERING PRESCRIBED MEDICATION TO STUDENTS

Refer to the Pueblo City Schools Student Conduct and Discipline Code for information about the District's policies, rules, and regulations that apply to administering medication to students.

HEALTH ACADEMY BEHAVIOR EXPECTATIONS

Students are expected to be attentive, cooperative, and respectful to teachers and other students during instruction time. Excessive classroom disruptions and inappropriate behavior prevents students from learning and instructors from teaching.

Disruptions and inappropriate behavior will be dealt with in a logical, respectful manner.

Severe infractions will be dealt with in accordance with the Pueblo City Schools Student Conduct and Discipline Code.

Refer to the Pueblo City Schools Student Conduct and Discipline Code for information about the District's policies, rules, and regulations that apply to student behavior and conduct.

ILLEGAL SUBSTANCE USE

Since Health Academy students have many opportunities to interact with the members of the Pueblo health care community and the public, it is necessary for our students to be model representatives of the Health Academy. Therefore, if a student is in violation of Pueblo City Schools' illegal substance use policy, the student will be subject to disciplinary action, which may include dismissal from the Health Academy. Incidents of illegal substance use will be dealt with on an individual basis.

Refer to the Pueblo City Schools Student Conduct and Discipline Code for information about the District's policies, rules, and regulations that apply to student drug, alcohol, and controlled substance offenses.

DRESS EXPECTATIONS

The Health Academy takes pride in the appearance of our students. Students' dress reflects the quality of the school, the quality of students' conduct and of their schoolwork.

Students are encouraged to dress in a neat, professional manner. As part of Professional Attire Fridays, students are required to wear grey scrubs (top and bottom). Students are also required to wear grey scrubs when participating in Health Academy activities and events.

Parkview Medical Center and St. Mary-Corwin Medical Center have strict dress policies that must be adhered to when Health Academy students are at these locations. Both medical centers provide an orientation where students will be informed of dress policies. Students are required to wear grey scrubs while at these locations.

Refer to the Pueblo City Schools Student Conduct and Discipline Code for information about the District's policies, rules, and regulations that apply to the student dress code and dress expectations.

ELECTRONIC DEVICES

The use of cell phones, MP3 players and electronic games are discouraged at school. If electronic devices (cell phones, pagers, etc.) ring or are used inappropriately, the device may be confiscated and parents contacted.

GRADUATION REQUIREMENTS

Refer to the PCS High School Course Description Guide for specific information on number of credits, number of credits in specific subjects, weighted credits, etc.

Health Academy students are **strongly encouraged** to complete the requirements for a Diploma With Career & Technical Endorsement. The successful completion of four years in the Health Academy and four years of Social Studies at the student's home high school, along with other requirements in PE, Health, World Language and Arts/ Electives will qualify students for the Diploma With Career & Technical Endorsement.

GRADES AND GRADING INFORMATION

Standard Scale:	Honors Scale:	STS and PCC Scale:
A - 90% - 100%	A – 92% - 100%	A – 93% - 100%
B - 80% - 89%	B – 82% - 91%	B – 85% - 92%
C - 70% - 79%	C – 72% - 81%	C – 84% - 77 %
D - 60% - 69%	D – 65% - 71%	D – 76% - 70%
F - 0% - 59%	F – 0% - 64%	F - 0% - 69%

PCC Courses – Concurrent Enrollment

- Students must earn at least a “C” to earn PCC credit in Concurrent Enrollment (CE) courses (Medical Terminology, Intro to Health, Nursing Asst. Cert., E.M.T.)
- A letter grade of “D” earns only Pueblo City Schools credit.
- Intro to Health Professions and Medical Terminology will be transcribed onto a PCC Transcript upon the completion of a PCC Concurrent Enrollment course at the end of the 11th grade year.
- In order to be admitted into PCC – CE courses, students must earn certain minimum scores on PCC’s Accuplacer Assessment or ACT test or SAT test. Students and parents will be informed of Accuplacer requirements prior to registration for CE courses
- Students earning a letter grade of “D” will not be eligible for CE opportunities in the subsequent semester.
- Students earning a letter grade of “D” are responsible to Pueblo City Schools for the cost of tuition, fees, and books.
- Concurrent Enrollment courses do not carry a “weighted” grade

*These minimum test scores do not apply to the 10th grade Intro to Health Professions and Medical Terminology courses.

PCC Concurrent Enrollment Courses and FERPA

1. What is FERPA?

According to the U.S. Department of Education, the Family Educational Rights and Privacy Act (FERPA) is a “Federal law designed to protect the privacy of student education records.” FERPA is also known as the Buckley Amendment,

2. What rights does FERPA give students?

FERPA gives students the right to do the following:

- Inspect and review their education records.
- Request an amendment to their education records.
- Participate in a hearing if the request for an amendment is unsatisfactory.
- Request that the institution not disclose directory information items about them.
- File a complaint with the U.S. Department of Education.

3. What does FERPA mean for colleges?

In general, colleges must do the following:

- Notify the students annually about FERPA.
- Provide students access to inspect and review their education records.
- Allow students to request to amend their education records.
- Provide students an opportunity to sign written releases of their student record information.
- Keep records of requests for and disclosures of student education records.
- Restrict school officials’ access to records for legitimate educational purposes only.

4. What does FERPA mean for faculty?

Faculty should not post, display, or make the following available to the general public or other students (even if they are in the same class):

- Class lists
- Grade sheets
- Anything containing a student SSN, student ID, GPA or grade
- Any other information that would personally identify the student

Faculty generally may not view a student’s education records without first identifying a legitimate educational interest.

5. What does FERPA mean for staff?

- All employees who have access to educational records are responsible for maintaining the confidentiality of those records.
- Staff may not release non-directory information to a third party without the written consent of the student.
- Staff should be aware of what is considered directory information and only release such information after confirming that the student has not requested directory exclusion.

6. What does FERPA mean for a student’s parents?

Current regulations also provide that even after a student has become an “eligible student” under FERPA, postsecondary institutions (and high schools, for students over 18 years of age) may allow parents to have access to their child’s education records, without the student’s consent, in the following circumstances:

- the student is a dependent for Federal income tax purposes
- the disclosure is in connection with a health or safety emergency under the conditions specified in (i.e., if knowledge of the information is necessary to protect the health or safety of the student or other individuals
- for postsecondary students, the student has violated any Federal, State or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, if the institution determines that the student has committed a disciplinary violation regarding that use or possession and the student is under 21 at the time of the disclosure.

- **Disclosure of non-directory information to a third party (parents, guardians) requires student consent**

7. When do student rights under FERPA begin?

Student rights begin when the student is in attendance as defined by the institution. A common definition may include the following:

- Student is admitted, is registered for classes, and first day of term has occurred

CSU-P Courses

Students in the Health Academy have the opportunity to take college courses (such as Senior-to-Sophomore or STS) under the Post-Secondary Option Legislation. These courses are open to 11th and 12th grade students; and enrollment for CSU-P credit is optional. Generally, one hour of credit costs about \$50.00. See the Handbook at your home high school for more details and specifics.

**COLORADO COMMISSION ON HIGHER EDUCATION (CCHE)
PRE-COLLEGIATE REQUIREMENTS**

The Colorado Commission on Higher Education (CCHE) has established a pre-collegiate curriculum recommended for admittance to Colorado public four-year colleges and universities. Students who graduate from high school in the spring of 2016 and seek admission to Colorado’s public four-year colleges and universities should complete the following courses:

- Four years of English
- Four years of mathematics at the level of Algebra 1 and higher
- Three years of natural science –two of which must be laboratory courses
- Three years of social studies – one of which must be U.S. History or World Civilization
- Two years of academic electives
- One year of a foreign language

For graduates of 2016 and beyond, the pre-collegiate curriculum recommends a fourth year of mathematics and two years of a foreign language, in addition to the requirements listed above.

A student who completes the four-year Health Academy program will meet the English, mathematics, natural science, and 2.0 years of academic electives requirements. Introduction to Health Professions, Medical Terminology, and Nursing Assistant Certification are approved career and technical education courses that are counted as academic electives.

PROGRAM COMPLETION REQUIREMENTS

Health Academy courses are designed to prepare students for post-secondary education and career pathways in the health care field. These courses are designed to be interdisciplinary and use cross-curricular approaches. Therefore, if a course is offered through the Health Academy curriculum, students must complete the course in the Health Academy. Completion of these courses outside of the program not only compromises the student's post-secondary readiness, but also compromises the integrity of the program. **Therefore, to be a Health Academy student, all students must follow the Health Academy curriculum as outlined below*:**

9th Grade

9th Literature & Composition **or** Freshman Literature & Composition – Honors
Biology I
Algebra I **or** Geometry **or** Algebra 2 **or** Trigonometry
Introduction to Health Professions (PCC articulated enrollment course)

10th Grade

10th Composition & Literature **or** 10th Composition & Literature – Honors
Chemistry 1
Intermediate Algebra **or** Geometry **or** Algebra 2 **and/or** Trigonometry
Medical Terminology (PCC articulated enrollment course)

11th Grade

11th Literature and Composition
Anatomy & Physiology – STS
Science options: Microbiology STS
Intermediate Algebra **or** Algebra 2 **or** Trigonometry **or** College Algebra - Honors **or**
Pre-calculus – Honors **or** Math Modeling
PCC Concurrent Enrollment Options – all 11th grade students must complete one of these options:
Nursing Assistant Certification
Emergency Medical Responder / Intro to Occupational Therapy
Phlebotomy Technician Certification

**Course selections may be adjusted according to program requirements.*

12th Grade

English 101 – STS (1st semester)
English 102 – STS (2nd semester)
Chemistry 2 – Honors
Science options: Microbiology STS
Intermediate Algebra **or** Trigonometry **or** Pre-calculus – Honors **or** Math Modeling
Health Occupations Seminar
PCC Concurrent Enrollment Options – students may choose one of these options:
Emergency Medical Technician – Basis Certification
Intro to Occupational Therapy
Emergency Medical Responder
Phlebotomy Technician Certification
Pharmacy Technician Certification

12th grade students are required to participate in the weekly Friday sessions of Health Occupations Seminar, also known as Senior Seminar. Failure to follow the Health Academy curriculum will result in the following: students will not be eligible for a completion certificate, Health Academy Foundation scholarships, and Health Academy related extracurricular opportunities. With only a few instructor-recommended exceptions to math courses, each year every Health Academy student will take a math, science, and language arts course through the Health Academy.

In order to be considered a Health Academy program completer and receive a Certificate of Completion upon graduation, a student must:

- Complete all Pueblo City Schools graduation requirements to earn a Diploma with Career and Technical Endorsement, including the required minimum 20 hours each year of Interscholastic Activity
- Be continuously enrolled in and successfully complete four **Health Academy** math courses* during grades 9 – 12
- Be continuously enrolled in and successfully complete four **Health Academy** language arts courses in grades 9 – 12
- Be continuously enrolled in and successfully complete four **Health Academy** science courses in grades 9 – 12
- Successfully complete either the Nursing Assistant Certification course or another PCC Concurrent Enrollment (AVEP) course during the 11th grade year.
- Successfully complete either the Health Occupations Seminar course (internship) or a PCC Concurrent Enrollment course during the 12th grade year.

*Students will only be allowed to take non-Health Academy math courses if there are non-resolvable schedule conflicts, non-resolvable transportation issues, or if the student's appropriate math course is not available as part of the Health Academy curriculum (as determined by Health Academy staff).

STUDENTS IN GOOD STANDING

To be considered in good standing, a student cannot be failing any Health Academy class. Students will be placed on academic probation if at the end of the first semester s/he is failing any class. If the student fails again second semester, the student will be dismissed from the Health Academy at the end of the year. If a student successfully completes a summer school course with a “C” or above in the course that s/he failed previously, the student may apply for re-admittance.

If the appropriate class status is not attained by the first day of classes for the new school year, the student will not be eligible to continue in the Health Academy. The Health Academy staff will notify his/her counselor for a schedule that reflects full-time placement at the home high school for the upcoming school year.

Class Standing Requirements

With the School Board approving new graduation requirements starting with the class of 2021, please refer to the information below for the minimum number of credits needed to achieve the given class standing.

Number of credits required to attain class status –

- Six (6) credits denotes 10th grade status
- Twelve (12) credits denotes 11th grade status
- Eighteen (18) credits denotes 12th grade status

ACADEMIC DISHONESTY

Academic dishonesty, such as cheating, copying other students work, downloading material from the Internet without proper citation, plagiarism, etc... will not be tolerated. Consequences for academic dishonesty are as follows:

1. zero or no credit on assignment
2. parent/teacher conference
3. possible dismissal from Health Academy

INTERNET USAGE

Many Health Academy courses require the use of computers and the Internet for writing papers, PowerPoint presentations, research, etc. All students must have a Pueblo City Schools Internet Usage Agreement contract signed and on file.

Additionally, all Health Academy students are encouraged to have a school G-mail account. Teachers will help students set up accounts during the first week of school.

TEXTBOOKS AND EQUIPMENT

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students' names and grades are to be written in the books by the teacher in case they are misplaced. Fines will be levied upon student account for books that are abused or lost. No fines will be charged for normal use of books. Lost books may cost \$75.00 to \$100.00 each. Fines for books and equipment must be paid directly to the Health Academy. Lost equipment such as stethoscopes and gait belts are also subject to fines.

LOCKERS

Lockers will be made available to Health Academy students at Centennial High School and students' home high schools. Students are to use only the locker issued to them. Lockers should be locked at all times.

Students are not to tamper with another locker or give their combination to anyone. Inside of the lockers may be decorated and personalized, but not with permanent markers or paint. The student issued the locker will be responsible for its upkeep. Abuse of the locker or the locker procedure may result in a student being denied the use of a locker. School officials reserve the right to enter lockers for a valid reason. We discourage keeping items of great value in your locker. **ONLY SCHOOL ISSUED COMBINATION LOCKS ARE TO BE USED.**

PARKING

At Centennial, students must obtain a parking permit to park in designated student parking areas located at the east and west areas of the building. The parking areas are **OFF LIMITS** during the school day once a student arrives at school. Students are not allowed to return to their vehicles after the school day has begun.

HEALTH ACADEMY LABS

The Health Academy labs at Centennial H.S. are open from 7:30 a.m. to 3:00 p.m. or by special arrangement each school day. We encourage students to use the computer lab anytime during these hours to study, research materials, or read current magazines and newspapers. Students may use the computer lab before or after school or during lunchtime at their convenience. **No food or drinks are allowed in the Labs.** Students using the Internet in the computer lab must have a Pueblo City Schools Internet contract signed and on file.

EMERGENCY DRILLS

Emergency drills are frequently held at Centennial High School. Health Academy staff and students will follow the emergency procedures and plans of Centennial High School.

YEARLY IMMUNIZATIONS AND TESTS

In accordance with Centura Health, St. Mary-Corwin Medical Center, and Parkview Medical Center, all employees, and thus Health Academy students and staff, are required to have and provide proof of an annual tuberculosis (Tb) test and influenza vaccination. Additional information, forms, and due dates are posted on the Health Academy website.

DRUG SCREENING AND BACKGROUND CHECKS

During the 11th grade year as part of the Nursing Assistant Certification class, and during the 12th grade year as part of Health Occupations Seminar and PCC Concurrent Enrollment courses such as EMT-basic, Pharmacy Tech and Phlebotomy Tech, Health Academy students must undergo a drug screening and background check. Drug screenings and background checks are required by PCC, CSU-Pueblo, St. Mary-Corwin Medical Center, and Parkview Medical Center in all nursing and health care-related courses where students have direct hands-on contact with patients. Documentation of a clear drug screening must be provided to PCC. Students who cannot or do not provide documentation of a clear drug screening may be dropped from the Nursing Assistant program or Concurrent Enrollment courses.

PCC will provide a list of agencies that perform background checks and drug screenings.

Background checks will cost students 10.75 (if under 18 years of age). Drug screenings (urinalysis or UA) will cost the student 35.00. Prices are subject to change.

VOLUNTEERING/INTERSCHOLASTIC ACTIVITY

Upon completion of every school year, Health Academy students are **required** to have performed at least 20 hours of community service. The guidelines for volunteering are as follows:

1. Volunteering areas must be approved by the Health Academy.
2. Volunteering shall be in a health-related setting, if possible.
3. Volunteering shall not be with an immediate member of the student's family.
4. Volunteering must be completed by May 1st.
5. All volunteer hours must be verified by the person in charge of volunteering at the community site.

Health-related community service is a pre-requisite for reserved positions in PCC courses such as Pharmacy Technician and Phlebotomy Technician, letters of recommendation, and the Health Academy Foundation Scholarship.

DISTRICT-WIDE TWO-HOUR DELAY / SCHOOL CANCELLATION

In the event of a district-wide weather-related delay or cancellation, all Pueblo City Schools families will be notified through the School Messenger system. Delay and Cancellation information will also be posted on the District's website and the Health Academy website, <http://healthacademy.pueblocitieschools.us>

COLLEGE OPPORTUNITY FUND

The College Opportunity Trust Fund (COF), created by the Colorado Legislature, provides a stipend to eligible undergraduate students. The stipend pays a portion of a student's total in-state tuition when attending a Colorado public institution or a participating private institution.

Eligible undergraduate students must apply, be admitted and enroll at a participating institution. Both new and continuing students are eligible for the stipend.

Qualifying students may use the stipend for eligible undergraduate classes. The stipend is paid on a per credit hour basis to the institution at which the student is enrolled. The credit-hour amount will be set annually by the General Assembly. Currently, the credit-hour limit is 145 hours.

In order to participate in an AVEP Concurrent Enrollment class such as Nursing Assistant Certification, Pharmacy Technician, or EMT-basic, a student must apply for the COF stipend. A student does not have the option of not using the COF stipend with an AVEP class. Unfortunately, the COF stipend can only be used for 145 hours, the normal amount of credit hours to earn a Bachelor's degree. Students must pay full tuition for hours that exceed 145. Since certificated courses generally are not part of a Bachelor's degree, students who take AVEP courses as part of their high school curriculum may end up paying full tuition for some courses at the completion of their Bachelor's degree.

Senior-to-Sophomore classes are not affected by COF. Any credits earned through STS do not count toward COF's limit of 145 hours.

HEALTH ACADEMY STUDENT HANDBOOK

Verification of Receipt

2016 - 2017 School Year

Parent/Guardian Verification of Receipt

I understand that two of the most important factors in ensuring my child's educational development are parental involvement and parental responsibility. Further, I understand it is my obligation to ensure that my child receives adequate education and training. Therefore, I will make every effort to ensure that my child and I will follow all Health Academy policies and procedures outlined in this Health Academy Student Handbook.

Name of Parent/Legal Guardian (Signature)

Date

Name of Student (Print)

Date

Student Verification of Receipt

I understand that the Health Academy is a unique educational program. In order to maintain a positive learning environment, certain regulations, policies, and procedures are required. I also understand that it is my responsibility to follow these policies and procedures to the best of my ability.

Name of Student (Signature)

Date

Name of Student (Print)