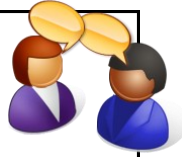


## \*\*\* TEN THINGS EVERY HERITAGE PARENT NEEDS TO KNOW \*\*\*

### 1. COMMUNICATION IS KEY! (303) 347-7600



**Daily**—For up-to-the minute news, check the HHS website at: <http://heritage.littletonpublicschools.com> or checkout the new digital displays on the first and second floors.

**Weekly**—Sign up to receive the PTO's "In the Know" email each Monday during the school year.

**Bi-Monthly**—Parent newsletters are published approximately every other month and are available online or in the Main Office, or submit an Opt-in Form to have it mailed to your home.

**As Needed**—All-Call phone calls are made when urgent information needs to be communicated. Be sure to update your contact information!

### 3. ATTENDANCE / CLINIC (303) 347-7630

- Parents need to call the Attendance Office to **excuse** their student's absence by 12 noon of the day following the absence. Notes are not accepted at high school.
- If a student needs to be excused from school early for an appointment, the parent should call the Attendance Office the day before the appointment and have the student pick up a pass to excuse him/her from class early on the day of the appointment.
- Students must check in at the Attendance Office when they arrive to school late.
- Parents should notify the Attendance Office at least one week prior to **pre-arranged absences** of three or more days.
- Students are allowed to self-medicate in high school, providing they do not share their medicine. We do **not** stock aspirin or other medication.

### 5. LATE START DATES

September 2, 2009  
September 30, 2009  
October 21, 2009  
November 18, 2009  
December 9, 2009  
January 13, 2010  
February 3, 2010  
February 24, 2010  
April 7, 2010  
May 5, 2010



### 2. INFINITE CAMPUS

Parents can access the following information via the web-based *Infinite Campus* Student Information System:

**Schedules, Grades, Attendance, Fees and Fines.**

To receive a password and instructions on how to access *Infinite Campus*, parents need to present a photo ID at the Main Office. If you received a password at another LPS school, you do not need to get another one.

If you get locked out of the system or have problems, please contact Technology Coordinator Heidi Dudley at [hdudley@lps.k12.co.us](mailto:hdudley@lps.k12.co.us) or (303) 347-7676 for assistance.

### 4. COUNSELING DEPARTMENT (303) 347-7610

**Counselors** are assigned to students alphabetically. Students can sign up to meet with their counselors during their unscheduled periods.

**Requests for homework** can be made by calling before 8 a.m. on the third day of an illness. Homework will then be available for pick-up after 3 p.m.

**Transcripts** are only viewable on *Infinite Campus* during certain times. Final transcripts are sent to colleges the first week of June.

**The Post Grad Center** is located inside the Counseling Office and is a great resource for students to explore their post-high school options.

## TEN THINGS EVERY HHS PARENT NEEDS TO KNOW (CONT.)

### 6. ATHLETICS / ACTIVITIES (303) 347-7640

- Students who get involved at high school are more successful!
- Complete lists of clubs, activities, sports, coaches, and summer sports camps are posted on the HHS website under “Campus Life.”
- Athletic schedules can be accessed at <http://www.highschoolsports.net>
- Athletic packets are available online or may be picked up in the Main Office. They are due before the first day of practice each season.

### 8. HERITAGE LIBRARY (303) 347-7674

#### Library Hours

7 a.m. to 3:30 p.m. (Monday—Thursday)

7 a.m. to 3 p.m. (Friday)

Student ID’s are required to checkout materials.

A limited number of computers are available for students to use during their unscheduled periods. Heritage subscribes to several electronic databases.

### 9. ADDRESSING CONCERNS

1. First step is to have a conversation with appropriate teacher, coach, sponsor, or staff member.
2. Second step is to meet with student’s counselor.
3. If unable to find a resolution to a problem, the third step is to meet with the appropriate administrator:  
Mr. Shelton      12th Grade  
Ms. Rickard      11th Grade  
Mr. Wells        9th and 10th Grades

### 7. BELL SCHEDULES

#### Monday/Thursday

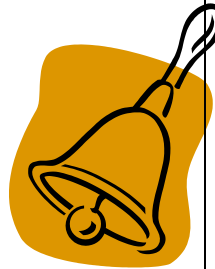
1st	7:21-8:13
2nd	8:18-9:08
Advisory	9:13-9:43
3rd	9:48-10:38
4th	10:43-11:33
5th	11:38-12:28
6th	12:33-1:23
7th	1:28-2:18

#### Tues/Weds/Friday

1st	7:21-8:18
2nd	8:23-9:18
3rd	9:23-10:18
4th	10:23-11:18
5th	11:23-12:18
6th	12:23-1:18
7th	1:23-2:18

#### Late Start Wednesday

1st	9:21-10:00
2nd	10:05-10:43
3rd	10:48-11:26
4th	11:31-12:09
5th	12:14-12:52
6th	12:57-1:35
7th	1:40-2:18



### 10. PARENT / TEACHER ORGANIZATION

Many volunteer opportunities are available to parents. You can sign up to help on a regular basis throughout the year, just one time, or on an as-needed basis. Be sure to review the Volunteer Sign-Up sheet in the registration packet to see what fits your schedule.

**HHS parents make a huge difference  
at our school!**

**\*\*\* PLEASE SAVE FOR FUTURE REFERENCE! \*\*\***

*More detailed information on these and other important topics can be found in the Student Planners which will be distributed in August.*