

Culver Park High School

4601 Elenda Street, CP Annex
Culver City, California 90230

Phone (310) 842-4200 ext. 3600

Culver Park High School



PARENT/STUDENT HANDBOOK

2015 – 2016

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Culver City, California 90230
Phone (310) 842-4200 ext. 3600
www.cphs.ccusd.org

Welcome to Culver Park High School

Culver Park High School is a great educational option for students who need an alternative to the regular high school setting. We help students acquire the skills necessary to return to the traditional high school or transition to the work force and/or to higher education. The school provides a safe and supportive atmosphere to help students cope with and manage challenges of living in today's society.

Our Mission is:

- ❖ To provide individualized programs which maximize student success in obtaining a high school diploma.

Our Vision is:

- ❖ To create an environment and school climate that promotes and supports student achievement and gives students a sense of empowerment over their own education and personal growth.

We prepare students to be:

- ❖ Healthy Individuals who work cooperatively with others and resolve conflicts peacefully
- ❖ Responsible Citizens who take responsibility for their behavior
- ❖ Effective Communicators who read, listen, write and speak reflectively and critically
- ❖ Complex Thinkers who transfer learning to new situations
- ❖ Self-Directed Achievers who identify their goals and accept responsibility for meeting them

We empower students to succeed in their:

- ❖ College & Career
- ❖ Hobbies & Recreation
- ❖ Home & Family
- ❖ Community & Service

We are governed by our dedication to:

- ❖ The safety of *all* on campus and our environment
- ❖ The effective use of *all* instructional minutes
- ❖ The belief that *all* people deserve respect

We operate from these core fundamental beliefs:

- ❖ All kids are capable of success: no exceptions
- ❖ Success for all takes us all – all the time
- ❖ We never give up on kids

STAFF

Principal

Veronica Montes - veronicamontes@ccusd.org

Program Specialists

Bill Lockhart – billlockhart@ccusd.org

Ruth Morris – ruthmorris@ccusd.org

Teachers

Stephanie Bentsvi – stephaniebentsvi@ccusd.org

Karen Lanier – kanierlanier@ccusd.org

Anitha Matilda – anithamatilda@ccusd.org

Counseling Support Staff

Ida Spencer – idaspencer@ccusd.org

Rosa Maldonado – rosamaldonado@ccusd.org

Clerical Staff

Tasha Edwards, Secretary – tashaedwards@ccusd.org

Tonya McLinn, Attendance Clerk – tonyamclinn@ccusd.org

SCHOOL CALENDAR & SCHEDULES

Quarters:

Term	Dates	# of weeks	# of days
1	8/24-10/23	9	44
2	10/26-1/15	10	46
3	1/18-3/25	10	47
4	4/11-6/10	9	44

School Holidays:

September 7	Monday	Labor Day
November 11	Wednesday	Veteran's Day
November 25-27	Monday-Friday	Thanksgiving Break
December 21-January 1	Monday-Friday	Winter Break
January 18	Monday	Dr. King Day
January 19	Tuesday	Non-Pupil Day
February 8	Monday	Lincoln's Day (observed)
February 15	Monday	President's Day
March 28-April 8	Monday-Friday	Spring Break
May 30	Monday	Memorial Day

Testing:

CAHSEE - TBD

CAASP - TBD

Regular Day Bell Schedule

Minimum Day Bell Schedule *

	TIME	MINUTES
<i>Period 0</i>	8:00-8:30	30
Period 1	8:30 – 9:20	50
Period 2	9:20-10:10	50
Period 3	10:10-10:50	40
Brunch	10:50-11:20	30
Period 4	11:20-12:00	40
Period 5	12:00-12:50	50
Period 6	12:50-1:40	50

*** Students will be released at 12:05 on the following minimum days:**

Wednesday Staff Meetings
 Weekly
 Wednesday Back-to-School Night
 September
 Wednesday Open House
 February 3
 Friday Last Day of School

	TIME	MINUTES
<i>Period 0</i>	8:00-8:30	30
Period 1	8:30 – 9:20	50
Period 2	9:20-10:10	50
Break	10:10-10:25	15
Period 5	10:25-11:15	50
Period 6	11:15-12:05	50

June 10

Communication:

It is easiest to contact teachers and staff via e-mail. All CCUSD staff have an e-mail address that is their first name followed by last name (no space, dot or underscore) @ccusd.org. Example: joesmith@ccusd.org.

For the latest news, information, forms or to access the student/parental portal, please visit our web site at: www.cphs.ccusd.org.

School Activities and Enrichment Partners:

Culver Park High School is fortunate to be able to work with a variety of community partners who function as part of our “village” of student support. Some of our partners include:

- ❖ artworxLA
- ❖ K9 Connection
- ❖ Culver Palms YMCA
- ❖ Red Hen Press
- ❖ S.T.E.P.S. (a UCLA Student Organization)
- ❖ Los Angeles Music Center
- ❖ Greener Way Associates
- ❖ Power Alliance

Graduation Requirements:

Each student must meet the following district and State requirements in order to qualify for a diploma from Culver Park High School:

1. Completion of no less than 220 semester credits (listed below) of classroom or supervised activities in grades 9-12 with passing grades (D or better).

A. SOCIAL STUDIES	(35 semester credits)
Global Issues	5 Credits
World History	10 Credits
U.S. History	10 Credits
U.S. Government	5 Credits
Economics	5 Credits

B. ENGLISH	(40 semester credits)
English 9	10 Credits
English 10	10 Credits
English 11	10 Credits
English 12	10 Credits

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|----------------|-----------------------|
| C. MATHEMATICS | (30 semester credits) |
|----------------|-----------------------|
- Note: All students must successfully complete Algebra 1 in order to receive a diploma.

D. SCIENCE	(25 semester credits)
Life Science (ex. Biology)	10 Credits
Physical Science (ex. Earth Science)	10 Credits
Health	5 Credits

E. FINE ART	(10 semester credits)
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G. WORLD LANGUAGE	(10 semester credits)
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H. ELECTIVES	(50 semester credits)
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I. PHYSICAL EDUCATION	(20 semester credits)
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2. Students must successfully pass the Mathematics and English Language Arts portions of the California High School Exit Exam.

3. SERVICE LEARNING	(60 Hours in grades 9-12)
9th Grade	10 Hours
10th Grade	10 Hours
11th Grade	20 Hours
12th Grade	20 Hours

Services Provided:

Food Services: During the regular day schedules, students have a 30 minute brunch break. On minimum day schedules, students have a 15 minute break. The cost of the food provided varies based on eligibility under the free/reduced lunch program. Apply online at www.culvercafe.org.

Health Services: The Culver City Youth Health Center (CCYHC) offers a wide range of services including confidential medical care, psychological counseling, and health education to Culver City students free of charge. Students can call (310) 842-4328 to make an appointment. Written parental consent is required for some services.

Tardy, Attendance, and Absence Policy and Procedures:

Regular school attendance is vital to successful academic growth. Students are expected to attend school every day and to be on time to each class. At Culver Park High School, there are no passing periods between classes, due to the proximity between classrooms. Student absences, whether excused or not, disrupt the continuity of the learning process. All students are expected to maintain satisfactory attendance. Students who do not maintain satisfactory attendance may not be able to: obtain a Work Permit, attend CPHS or CCHS events including Prom, Grad Night and graduation ceremony. Culver Park is a closed campus; students are required to stay on campus through the end of the school day or will be marked truant. Attendance is recorded for each class period. Parents will be notified of absences and tardiness by phone and/or letters.

Reporting student absences:

1. On the day of your son's/daughter's absence, call Culver Park at 310-842-4200 ext. 3600 to report the absence, the reason, and the date the student is expected to return to school.
2. If a student's absence has not been verified by a parent phone call before the student returns to school, the student must bring a written statement signed by their parent or guardian indicating the dates and the specific reason for the absence.
3. All absences will be considered unexcused unless cleared through the office. Unexcused absences will be marked as truant. Absences must be cleared within 5 days. Unexcused absences cannot be reclassified after the five day period and will remain TRUANT. Excessive truanancies will result in a referral to SARB (Student Attendance Review Board).

Restorative Practices:

CCUSD's initiative to support the whole child blends with the State of California's changes in methods of addressing discipline issues. "Restorative Practices" is a movement grounded in principles designed to create powerful relationships, which are central to building thriving communities. This represents a paradigm shift that focuses on harm done, rather than the rule broken, and in the restoration of relationships. Our goal is not to simply punish a student for a wrong-doing, but, instead, to use it as a learning experience for those involved, thus improving a student's future behavior.

To that end, detentions may be accumulated in the following ways: tardiness, truancy, disruptiveness, profanity, and other violations of school norms. At Culver Park High School, we offer students daily opportunities to earn redemption time that restores their record, effectively making them "whole" again.

Our new 0 period is such an opportunity; it is designed to provide time for enrichment and/or redemption during the school day. Some activities may qualify for Service Learning and/or class assignments. 0 Period activities will include: calisthenics/yoga/self-defense techniques, sustainable garden maintenance/recycling/campus beautification, arts workshops, college & career prep/life skills.

FREQUENTLY ASKED QUESTIONS

Is Culver Park High School accredited?

Culver Park High School is accredited by the Western Association of Schools and Colleges (WASC).

Can Students Graduate From Culver Park High School?

The courses are content equivalent to that of Culver City High School. Students who graduate from Culver Park will receive a Culver Park High School diploma in a joint ceremony with Culver City High School.

Can Students Transfer to Culver City High School?

Transfers to CCHS can occur only at the beginning of a semester. Students who are voluntarily transferred to Culver Park may return to CCHS at the beginning of any semester. Students who were involuntarily transferred must remain at Culver Park for the semester in which they were transferred plus an additional semester.

How are Credits Earned?

Course credits are earned on an individualized basis at Culver Park. The teacher and student agree on a contract which outlines the requirements for course completion. Credit is earned as soon as the requirements are met. Although students may work at their own pace according to their ability, students are expected to complete 4-6 courses per quarter.

Can Other Courses Be Taken?

Yes. Courses offered at Adult School, iAcademy, Regional Occupational Program (ROP), and community colleges can be taken while a student is enrolled at Culver Park. Pre-approval is required prior to enrolling in any of the above options. Speak to the principal for more information about these options.

Do Students Get Homework?

All course work is assigned by the teacher. Homework may be assigned by the teacher based on student request, completion rate or other factors. Students must be actively working during their class period. Assignments completed at home will only be accepted if the student gets prior approval from the teacher.

Will Students Have Books?

There are class sets of all books available for students to use in class. Students who have been assigned work to be completed at home are able to check out a book.

How Does a Student Get an ID?

Each student receives an official school ID card. Photos are taken within the first month of the school year. Students are required to carry the ID card during school hours and at school events.

How Does a Student Get a Work Permit?

Students under age 18 who are working are required by law to have a work permit. See Tasha Edwards for information. A new permit is required each semester even if the student has not changed employers. Permits will be revoked if students do not maintain satisfactory attendance and academic progress.

Where Do Students Park?

Students must park cars on available local streets. There is no student parking lot available. A bike rack is available on campus for students. However, students must bring their own lock. Bikes are not allowed to be stored in the office or classrooms. Skateboards must be stored in the office.

Does Culver Park Have a School Site Council?

Culver Park has a School Site Council comprised of staff, parents and students working together in order to better the school. If you are interested in participating in the School Site Council please contact the principal.

Does Culver Park Have a PTA?

Culver Park and CCHS have a joint PTA.

Student Behavior Expectations

Respect

- ❖ Be respectful of yourself, all others and school property at all times. Do not throw or waste food, liquids or other resources. Put trash in appropriate recycle bins.
- ❖ Wear appropriate clothing to maintain a safe and respectful school environment. This includes no graphics or words that relate to sex, drugs or violence. No short shorts, midriiffs, or sagging pants showing underwear.
- ❖ Use appropriate language and volume in and out of the classrooms. Do not yell and/or use profanity.

Instructional Time

- ❖ Be at school every day, in class and on time to each class. Be prepared for each class by bringing basic school supplies: pens, pencils, paper, and a notebook.
- ❖ Do your work throughout each class and follow the teacher's directions. No disrupting class including talking to other students, walking around the classroom or going to another classroom without permission and talking loud or using profanity.
- ❖ Maintain academic honesty in all your work.

Safety & Environment

- ❖ Stay on campus throughout your school day including during breaks. Obtain permission from the office to leave campus during the school day.
- ❖ Eat food provided by food services or bring food from home. Please note that food may not be brought to school after the school day has begun. You must keep your food with you. School facilities may not be used to store or heat food.
- ❖ The following is prohibited:
 - Using electronic devices in class (laptops, cell phones, music players, cameras, tablets, headphones, earphones) for any purpose other than schoolwork, as directed by the teacher.
 - Playing music that others can hear during any part of the school day including breaks. Music amplifiers will be confiscated.
 - Riding bicycles, skateboards or scooters on campus
 - Possession of laser pens
 - Possession of graffiti tools (markers, paint, etching, stickers)

Failure to comply with these behavior expectations will result in consequences including suspension and recommended expulsion. Please note: a student's back pack or purse may be randomly searched and items confiscated.

Consequences

- ❖ Truancies and tardies will result in one or more of the following:
 - Detention hours

- Student conference and parent notified
- Parent and student conference with administrator or administrative designee
- Referral to SARB (Student Attendance Review Board)
- Ineligibility to participate in activities such as dances, Prom, Grad Night, graduation, etc.
- Citation

❖ Classroom disruption will result in one or more of the following:

- Detention hours
- Teacher/student conference and parent notified
- Teacher/student/parent conference with administrator or administrative designee
- Mandatory counseling

❖ Cheating will result in:

- 1st Offense – Student receives a zero on that assignment and parent notified
- 2nd Offense – Student receives a 0 on the assignment; parent/student conference is required before student can continue in course.
- Future Offenses – Student is dropped from that class & must retake class elsewhere.

❖ Defacing school property with erasers, pencils, pens, markers, paint, etching tools or stickers may result in one or more of the following:

- Item confiscated
- Student conference with administrator or administrative designee and parent notified
- Parent and student conference with administrator or administrative designee
- Detention and/or community service
- Mandatory counseling
- Citation

❖ Improper use of electronic devices will result in the item being confiscated and:

- 1st Offense –Teacher/staff member will return it at the end of the day.
- 2nd Offense – Parent contacted and the student can pick it up at the end of the day.
- 3rd Offense – Parent contacted and the student can pick it up the following Monday.
- Future Offenses – Parent/student conference with administrator/designee; item returned to parent.

❖ The following may result in suspension, expulsion, and/or police citation:

- Theft, destruction and defacing of school property
- Fighting, bullying or harassment of any kind.
 - Possession of a knife or anything that may be considered a dangerous weapon including firearms & explosives.
 - Possession, selling or furnishing, or under the influence of any controlled substance, drugs, alcohol, or intoxicant. This includes possession, selling or furnishing of drug paraphernalia.
- Possession or use of any tobacco/cigarettes and any incendiary objects including lighters or matches.

Williams Uniform Complaint

IMPORTANT INFORMATION ABOUT YOUR COMPLAINT RIGHTS

Williams Uniform Complaint Process, Education Code Section 35186(f)

This notice is provided to inform you of the following:

1. Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use in class and to take home or use after class.
2. School facilities must be clean, safe, and maintained in good repair.

3. Each class should be assigned a teacher and not a series of substitutes or other temporary teachers. The teacher should have the proper credential and subject matter training to teach the class, including training to teach English Learners, if present.

To file a complaint regarding the above matters, complaint forms can be obtained on our web site at: www.cphs.ccusd.org.