

Culver Park High School

4601 Elenda Street, CP Annex

Culver City, California 90230

Phone (310) 842-4200 ext. 3600

www.cphs.ccusd.org

Culver Park High School



PARENT/STUDENT HANDBOOK

2018 – 2019

Kids at Hope Pledge

STUDENT

I am a Kid at Hope. I am talented, smart, and capable of success. I have dreams for the future, and I will climb to reach those goals and dreams every day. All kids are capable of success; NO EXCEPTIONS!

ADULT

As an adult and a treasure hunter I am committed to searching for all the talents, skills and intelligence that exists in all children and youth. I believe all kids are capable of success: NO EXCEPTIONS!

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. The school provides a safe and supportive environment to help students cope with and manage challenges of living in today's society. The adolescent years are marked by a roller-coaster ride of emotions – difficult for students and their parents. To proactively address some of these issues, Culver Park is offering a depression awareness and suicide prevention training as part of the SOS Signs of Suicide Prevention Program. The program encourages students to seek help if they are concerned about themselves or a friend. 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.

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. **Our Mission** is to provide individualized programs which maximize student success in obtaining a high school diploma.

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

COMMUNICATION

It is easiest to contact teachers and staff via e-mail; see list below. To contact via phone, please call 310-842-4200 ext. 3600. We are located at 4601 Elenda Street, CP Annex, in the back parking lot between Farragut Elementary and CC Middle School.

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

STAFF

Principal

Veronica Montes - veronicamontes@ccusd.org

Program Coordinators

Bill Lockhart – billlockhart@ccusd.org

Ruth Morris – ruthmorris@ccusd.org

Teachers

Stephanie Bentsvi – stephaniebentsvi@ccusd.org

Marc Ketchem – marcketchem@ccusd.org

Anitha Matilda – anithamatilda@ccusd.org

Dee Montealvo – deemontealvo@ccusd.org

Elizabeth Ordon – elizabethordon@ccusd.org

Claudia Benitez – claudiabenitez@ccusd.org

Counseling Support Staff

Rosa Maldonado – rosamaldonado@ccusd.org

Ida Spencer – idaspencer@ccusd.org

Clerical Staff

Tasha Edwards, Secretary – tashaedwards@ccusd.org
Tonya McLinn, Attendance Clerk – tonyamclinn@ccusd.org

Custodial Staff

Michael Marshall – michaelmarshall@ccusd.org

Adrian Parker – adrianparker@ccusd.org

Lunch Lady

Yanira Montes – yaniramontes@ccusd.org

Security Staff

Cornell Myles – cornellmyles@ccusd.org

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 220 semester credits (listed below) of classroom or supervised activities in grades 9-12 with passing grades.

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

C. MATHEMATICS (30 semester credits)

Note: All students must successfully complete Algebra 1 in order to receive a diploma.

D. SCIENCE (25 semester credits)

Health	5 Credits
Life Science (ex. Biology)	10 Credits
Physical Science (ex. Earth Science)	10 Credits

E. FINE ART (10 semester credits)

G. WORLD LANGUAGE (10 semester credits)

H. ELECTIVES (50 semester credits)

I. PHYSICAL EDUCATION (20 semester credits)

2. SERVICE LEARNING (60 hours total to be completed in grades 9-12)

CALIFORNIA HIGH SCHOOL PROFICIENCY EXAMINATION

State law requires that school districts notify students in 11th and 12th grade about the CHSPE registration before fall test.

About the Test

The California High School Proficiency Examination (CHSPE) is a testing program established by California law (Education Code Section 48412). If eligible to take the test, you can earn the legal equivalent of a high school diploma by passing the CHSPE. The CHSPE consists of two sections: an English-language Arts section and a Mathematics section. If you pass both sections of the CHSPE, the California State Board of Education will award you a Certificate of Proficiency, which by state law is equivalent to a high school diploma (although not equivalent to completing all coursework required for regular graduation from high school). Although federal agencies are not bound by state laws, the U.S. Office of Personnel Management has ruled that the Certificate of Proficiency shall be accepted in applications for federal civilian employment. The U.S. Department of Education, including the Federal Student Aid Office, recognizes the CHSPE as the equivalent of a high school diploma in applications for federal financial aid. All persons and institutions subject to California law that require a high school diploma for any purpose must accept the certificate as satisfying the requirement.

Passing the CHSPE does not, by itself, exempt minors from attending school. Minors who have a Certificate of Proficiency must also have verified parent/guardian permission to stop attending school. Many students who pass the CHSPE continue to attend school. State law provides that, if you leave school after passing the CHSPE and are no more than 18 years old, you may reenroll in the district in which you were registered with no adverse consequences. If you do reenroll you may be required to meet new or additional requirements established since you were previously enrolled. If you reenroll and then leave school again, you may be denied re-admittance until the beginning of the following semester. Contact your guidance counselor or school administrator for further information and details about leaving school after passing the CHSPE.

Dropping out of school after registering for the CHSPE or while awaiting results is unlawful for those under 18 years old. It may also result in failing grades for courses in which you are enrolled.

Description of the CHSPE

The CHSPE consists of two test sections: English-language Arts and Mathematics. You must pass both sections to receive a Certificate of Proficiency. For more information and specific skills tested, go to <https://www.chspe.net>.

SCHOOL SCHEDULES & CALENDAR

Bell Schedule

Regular Day (M,T,Th,F)		
P1	90	8:00-9:30
P2	90	9:30-11:00
Nutrition	25	11:00-11:25
P3-HR/Advisory	20	11:25-11:45
P4	90	11:45-1:15
P5	90	1:15-2:45

Minimum Day (W)		
P1	55	8:00-8:55
P2	55	8:55-9:50
Nutrition	20	9:50-10:10
	0	
P4	55	10:10-11:05
P5	55	11:05-12:00

Quarters

Term	Dates	# of days
1	8/27-10/30	45
2	10/31-1/23	45
3	1/24-4/11	45
4	4/12-6/14	45

School Holidays

September 3	Monday	Labor Day
September 19	Wednesday	Yom Kippur
November 12	Monday	Veteran's Day
November 21-23	Wednesday-Friday	Thanksgiving Break
December 24-January 4	2 Weeks	Winter Break
January 21	Monday	Dr. King's Day
January 22	Tuesday	Non-Pupil Day
February 18	Monday	President's Day
March 25-April 5	2 Weeks	Spring Break
May 27	Monday	Memorial Day

Testing:

11th Grade - CAASPP ELA and Math – TBD

12th Grade – CA Science Test - TBD

SERVICES PROVIDED

Food Services: During the regular day schedules, students have a 25 minute brunch break. On minimum day schedules, students have a 20 minute break. The cost of the food provided varies based on eligibility under the free/reduced lunch program. Apply online at www.culvercafe.org. Only one application listing all children per family is needed.

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 our students free of charge. Students can call (310) 842-4328 to make an appointment. Parental consent is required for some services.

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 include: artworxLA, K9 Connection, Red Hen Press, Actor’s Gang, Wallis Annenberg Center for the Performing Arts, Los Angeles Music Center and various colleges.

ATTENDANCE, TARDY, & ABSENCE POLICY & 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. **Students who want to attend prom and/or grad night may not have more than 7 tardies and/or 4 unexcused absences/truancies to any one period per quarter.** 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. *School authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil’s parent or guardian.*

REPORTING STUDENT ABSENCES:

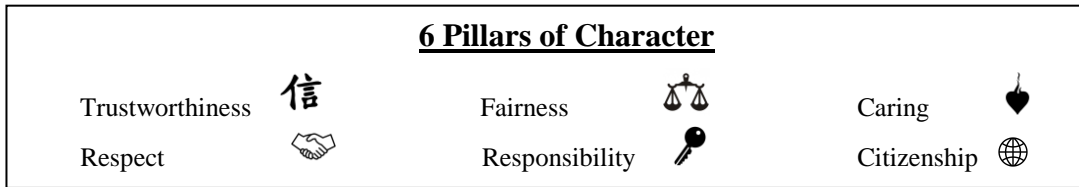
1. On the day of your son’s/daughter’s absence, call Culver Park at 310-842-4200 ext. 3600 to report the absence, the reason, and the date the student is expected to return to school.
2. Upon return, the student must bring a written statement signed by their parent or guardian indicating the dates and 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 a truancy. Excessive truancies 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 is applied to their detention, effectively making them “whole” again.

STUDENT BEHAVIOR EXPECTATIONS



1. **Respect**

- a. Be respectful of your peers, school personnel and school property at all times.
- b. Wear appropriate attire. The following is considered inappropriate at school: graphics or words that relate to sex, drugs, alcohol or violence, and clothing that does not cover undergarments.
- c. Use appropriate language and volume in and out of the classrooms. Inappropriate language includes: profanity, hate speech and sexual innuendos.

2. **Learning**

- a. Attend school every day: be on time to school and to every class.
- b. Be prepared for each class by bringing basic school supplies: pens, pencils, paper, and a notebook.
- c. Do your work throughout each class and follow the teacher's directions. Do not disrupt the classroom, including side conversations with other students, walking around the classroom or visiting other classrooms without permission.
- d. Maintain academic honesty in all your work.
- e. Electronic devices cannot be visible or used in the classroom; this includes charging them.

3. **Safety & Environment**

- a. Stay on campus throughout the school day. Do not go onto any other school campus during their school day. This is considered trespassing and you will be cited.
- b. Put waste in appropriate bins. Do not throw or waste food, liquids or other resources.
- c. Eat food provided by Food Services or bring food from home. Students may not have food delivered or brought, nor may school facilities be used to store or heat food.
- d. The following is prohibited:
 - Taking video, photo or audio recordings of any person(s) without their explicit permission
 - Using music amplifiers
 - Riding bicycles, skateboards or scooters on campus
 - Possessing laser pens, graffiti tools, sharp objects, dangerous weapons, firearms, explosives
 - Possessing, sharing, or selling controlled substances of any kind, drug/smoking paraphernalia including, lighters, matches, and all electronic smoking devices
 - Being under the influence of any controlled substance or intoxicant.

CONSEQUENCES

Students will only be removed from a classroom in cases of safety or extreme defiance. Violations of Behavior Expectations may result in one or more of these consequences:

Tardies and unexcused absences

- Parent notified
- Detention hours assigned
- Student conference
- Parent-student-admin designee conference
- Referral to SARB (Student Attendance Review Board)
- Ineligibility to participate in CCHS or CPHS activities
- Citation

Campus disruption/defiance (resistance/disregard of classroom, school, and community behavior expectations)

- 1st offense: teacher-student conversation; detention assigned
- 2nd offense: teacher informs parent; teacher-student conference; detention assigned;
- 3rd offense: teacher-student-parent-admin designee conference; detention assigned
- Future offenses – Student may be dropped from the class and must retake class elsewhere

Cheating

- 1st offense – Student receives a zero on the assignment(s) and may not redo it
- 2nd offense – Student receives a zero on the assignment(s) and may not redo it; parent-student-admin designee conference required before student can continue in course
- Future offenses – Student is dropped from the class and must retake class elsewhere

Defacing/destroying school property

- Item confiscated; detention hours assigned
- Student-admin designee conference; parent notified
- Student-parent-admin designee conference
- Community service or financial restitution
- Mandatory counseling
- Citation

Improper use of electronic devices

- 1st offense – Device confiscated; returned to student at the end of the day
- 2nd offense – Device confiscated; parent contacted; returned to student at the end of the day
- 3rd offense – Device confiscated; parent contacted; returned to student at the end of the next day
- Future Offenses – Device confiscated; parent-student-admin designee conference; returned to parent after conference

Substance Use: If we suspect that a student is under the influence of any substance, the student will be removed from class immediately. If determined that the student is under the influence, medical attention will be provided, paramedics and/or law enforcement may be called

- Mandatory counseling
- Referral to drug diversion program
- Loss of eligibility to participate in school activities including field trips, prom, grad night, etc
- Suspension
- Citation
- Expulsion

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

- Fighting, bullying, or harassment towards others including electronic, verbal or physical threats
- Theft, destruction and defacing of school property
- Possessing any item considered a dangerous weapon including knives, firearms and explosives*
- Possessing*, selling*, furnishing, or being under the influence of any controlled substance, drugs, alcohol, intoxicant or its paraphernalia.
- Possessing or using tobacco/cigarettes and any incendiary objects such as lighters or matches.

*requires mandatory suspension and a recommendation for expulsion (EC 49915)

FREQUENTLY ASKED QUESTIONS

Is Culver Park High School accredited?

Culver Park High School is accredited by the Western Association of Schools and Colleges (WASC) and courses meet the UC-CSU a-g approval.

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.

Can other courses be taken concurrently?

Yes. Courses offered at Adult School, iAcademy, CCHS/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.

Is there student parking?

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

Where do I pick my child up in the event of a disaster?

Culver Park emergency disaster area is in the Farragut field. The reunion gate is at the back of Farragut near the OCD bungalows.

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. There should be no teacher vacancies or mis-assignments.

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