



Camino Nuevo High School

2009-2010 School Year

Student and Parent Handbook

Camino Nuevo High School
Ana Ponce, Executive Director/CEO

Camino Nuevo Charter Academy welcomes you to the 2009-2010 school year. As we enter into our 10th year of existence, we re-dedicate ourselves to ensuring that all students receive a high quality college preparatory education across CNCA campuses.

Camino Nuevo teachers, school staff and administrators are committed to your child's academic success. We firmly hold high expectations for ourselves as educators and our students. "College Ready, College Bound, Agents of Social Change", is a positive, challenging and consistent message from preschool through high school.

Our students' incredible academic performance, as demonstrated on state-wide and internal school-wide assessments, proves all students can accomplish incredible goals when held to high standards, exposed to rigorous and relevant learning experiences, provided targeted intervention, and supported in a nurturing environment with adult advocates. Camino Nuevo High School graduates embody the core values of Camino Nuevo and we are very proud of their successes. Most of our graduates are in college working toward earning their college degree. CNCA graduates attend colleges and universities such as Loyola Marymount University, Saint John's University, Arizona State University, University of Southern California, Woodbury University and numerous University of California and California State University schools.

At Camino Nuevo, parents are important partners. We believe parent engagement in a child's education is critical to their success. We are committed to working with you to support you in supporting your child in various ways. We encourage and welcome parent participation in all school activities. Throughout the school year, there will be a number of different opportunities to volunteer in your child's classroom, in the school, and at special events.

Thank you for choosing Camino Nuevo Charter Academy as the school for your child. I urge you to take some time to read through this parent/student handbook in its entirety and discuss the school policies and procedures as a family. If you have any questions, do not hesitate to direct them to your site Principal.

Together we create opportunities to transform our community.

Ana F. Ponce
Executive Director/CEO

Camino Nuevo High School
Scott Weatherford, Principal

The mission of Camino Nuevo High School is to educate students in a college preparatory program to be literate, critical thinkers and independent problem solvers who are agents of social justice with sensitivity toward the world around them.

Dear Students and Parents:

From the first moment you step on the campus at Camino Nuevo High School, you recognize that it is a different type of school. At CNHS, staff, parents, and students work together to create a community where all of our students are *college ready, college bound, agents of social change!*

All students take rigorous courses that go beyond the minimum A-G requirements. All students learn to become agents of change in their community and their world through service learning projects, internships, and senior seminar projects that connect academic learning with real world issues important to the students. All students engage in inquiry driven, project based learning that will prepare them for college and the world beyond.

Please review this handbook and use it as a resource for you and your student during their time at CNHS. If at any point you have questions about any rule, program, or policy please do not hesitate to contact the school. You will find many opportunities to be involved at the high school and we look forward to working with you to ensure that your student is a *college ready, college bound agent of social change!*

Sincerely,

Scott Weatherford

Principal

Camino Nuevo High School

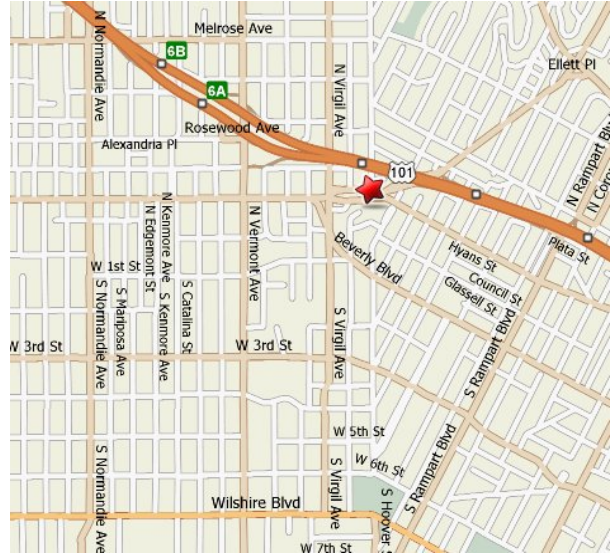
SCHOOL INFORMATION

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LOCATION

CAMINO NUEVO HIGH SCHOOL –
3500 W. Temple Street
Los Angeles, CA 90004

(213) 736-5566
(213) 736-5506 (fax)



SCHOOL PLEDGE

We are committed to preparing every student at Camino Nuevo High School for college. We understand that our students' educational success depends on the collaboration of faculty, parents, and students. Therefore, we agree to carry out the following responsibilities to the best of our abilities:

- We will provide students with a safe, collaborative, challenging and welcoming environment.
- We will give students the essential tools necessary to tackle challenging academic content.
- We will provide students with books and other appropriate materials that support the school's academic program.
- We will recognize students who successfully complete assignments and perform satisfactorily.
- We will provide parents and students with updates on student progress and conduct, including timely and fair notice of unsatisfactory work.
- We will give all students individual attention as they complete their Individualized Learning Plans.
- We will accommodate students with special needs.
- We will sponsor school activities, cultural events, and academic enrichment programs.
- We will provide meaningful and educationally relevant volunteer opportunities and workshops for students and parents.

CNCA HIGH SCHOOL PARENT & STUDENT PLEDGES

PARENT PLEDGE

I understand that my student's studies are very important, and my participation in activities at CNCA High School will help my student succeed. Therefore, I agree to meet the following responsibilities:

- ❖ I will ensure that my student is at school by 8:10 a.m. every morning.
- ❖ I will provide my student with a clean uniform every day and ensure s/he obeys the school's uniform policy.
- ❖ I will enforce the school's Code of Conduct with my student, providing appropriate consequences at home for the student.
- ❖ I will provide a quiet place for my student to study where s/he will be able to concentrate.
- ❖ I will ensure that my student completes his or her homework daily by establishing routines at home to share school information.
- ❖ I will support my student in completing school projects independently and on time.
- ❖ I understand that students with special needs will be served with an inclusionary model, and English Language learners will be served within a full immersion model.
- ❖ I will enroll my student in academic enrichment programs as advised by the school.
- ❖ I will complete fifteen (15) hours of "service" to Camino Nuevo High School during the school year. These hours can be completed as Campus Volunteers, Off-Site Educators, or by furthering their education at one of our school based Parents and Partners Program (see parent brochure)
- ❖ I will attend Back to School Night, Open House, and Academic Presentations (i.e. Presentations of Learning, Art Exhibitions, and Student Performances) with my student at least twice a year.
- ❖ I will pay for any books or property damaged by my student.

STUDENT PLEDGE

I know that going to school is very important. My parents want me to try hard and do my best at Camino Nuevo High School because this will help me succeed in the future. I will meet the following responsibilities:

- ❖ I will come to school every day, on time, ready to learn, and prepared with all needed supplies.
- ❖ I will take care of books and other materials that the school lends me.
- ❖ I will complete all assignments to the best of my ability and turn them in on time.
- ❖ I will do my own work and maintain personal integrity. I will not plagiarize. I will not cheat.
- ❖ I will talk to my teachers in a timely manner if I have questions about my work and/or progress.
- ❖ I will always know what grade I am earning in my classes.
- ❖ I will come to school dressed properly in uniform every day and follow the school's dress code.
- ❖ I will obey the school's Code of Conduct, avoid conflict with other students and ask an adult for help if I am having a hard time getting along with someone.
- ❖ I will be trustworthy and faithful in carrying communication from school to my parents.
- ❖ I will listen to adults, because I know they want to help me be a good person and a successful scholar.
- ❖ I will serve, respect and appreciate my community, completing Service Learning.

A mid year and end of the year evaluation will be sent out in regard to compliance to this pledge! Continual enrollment at CNHS is contingent on pledge compliance.

ENRICHMENT PROGRAMS

Field Trips - Parents will be notified when field trips will occur. Trips will usually be scheduled intermittently throughout the year. A field trip slip is required for all field trips.

iRead - In addition to academic classes, every student is assigned to a reading focus group. A 30 minute reading block is carved out of the daily schedule when all students, school-wide, are simultaneously engaged in thoughtful activities connected to reading. At this time teachers allow students silent time for reading or sharing favorite books.

iConnect - iConnect is an advisory class in which every student at Camino Nuevo High School is enrolled. iConnect consists of small, intimate classes where every student on campus can connect with an adult and other student in a more authentic setting than the normal classroom. Students are provided with college counseling, information regarding health and wellness, and study skills, and they engage in a variety of fun, interactive activities designed to build our community. These classes meet 2 - 3 times a week.

Community Dialogue – Community Dialogue is a time set aside each week for students and staff to get together and discuss issues facing our CNHS family and the world.

Camino Nuevo Academic Internship Program (CNAIP) - The goal of CNAIP is to provide students with workplace skills, through project-based learning in a real-world environment. Additionally, the program is designed to provide local organizations with a well-supported intern who provides a modest return on investment. The CNAIP is an unpaid, academic program. Each intern will have a school site mentor and will attend job skills workshops prior to, and during, the internship. Students and mentors will be covered by Junior Achievement insurance both at the internship site and while involved in any internship related tasks.

Camino Nuevo Senior Project – A comprehensive culminating project is required for graduation from CNHS. Students will work on these projects in collaboration with their senior teachers. For more details about the program please refer to the Senior Project Handbook.

Graduate and Undergraduate Academy

The Camino Nuevo High School experience is divided into 2 divisions, an undergraduate academy for grades 9 and 10 and a graduate academy for grades 11 and 12. Transition from one academy to the next is contingent upon successful completion of a digital portfolio. The classes of the undergraduate and graduate academy are listed on page 14.

Career Pathways @ Camino Nuevo

Pathways integrate career and college preparation to help students explore a future line of work and specialize their academic content to more adequately prepare them for college. There are six pathways: Architecture & Engineering; Art and Design; Bio-Medics; Business; Information Systems and Teaching. Each academy adds to a high school curriculum that is demanding and rich in academic challenge. Some of the standing components of each academy are

1. Internship at the 11th and 12th grade
2. College classes
3. Comprehensive senior project; including
 - a. Research
 - b. Presentation
 - c. Product
4. Community Application

Some of the Pathways offered include: technology, entrepreneurship, health, law and civil science, teaching and architecture. More information will be distributed throughout the year to students and parents.

LUNCH PROGRAM

Camino Nuevo High School serves breakfast and lunch. All students need to complete a Lunch Application when submitting the enrollment application to Camino Nuevo High School. These applications determine the eligibility of free meals, reduced cost meals, or full priced meals. Students are responsible for paying the full cost of breakfast and lunch until their application is processed. Los Angeles Unified School District is responsible for processing the applications and students are notified of their eligibility within five business days.

ALL students will use an electronic lunch card that is programmed onto their ID cards. These cards will be swiped daily. Students who need to pay reduced or full price will be billed on a monthly basis. Parents are welcome to deposit money ahead of time in their student's lunch account. Failure to pay any outstanding fees will result in the holding of report cards, transcripts and any other official documents.

The price of meals is as follows:

Full Cost

Breakfast/nutrition - \$1.05

Lunch - \$2.25

Reduced Cost

Breakfast/nutrition \$0.25

Lunch - \$0.40

CNHS Nutritional Guidelines

Childhood obesity is a serious problem in the United States. In 2001, 26.5 percent of California pupils in grades 5, 7, and 9 were overweight, with rates being even higher for African-American children (28.6 percent) and Latino children (33.7 percent). Nationally, the prevalence of overweight children and adolescents has increased nearly fourfold in the last 40 years.

The following guidelines have been adopted by Camino Nuevo High School in accordance with State Senate Bill 12 to meet the nutritional needs of our students:

- No soda is allowed on campus before or during school. Soda is only allowed at school events occurring ½ hour after the end of the school day.
- No junk food is allowed on campus.* Examples include candy bars, chips, sugary foods, and fried foods. 'Junk' food is only allowed at school events occurring ½ hour after the end of the school day.
- No 'fast food' will be allowed during the school day on or off campus. 'Fast food' may neither be brought on campus before school nor delivered to students during the school day by parents.
- The above guidelines will also be followed by CNHS in relation to the food service provided to students at breakfast and lunch, as well as for all fundraising and school activities during the school day.

* Definition of junk food from SB 12: Not more than 35 percent of its total calories shall be from fat, and not more than 10 percent of its total calories shall be from saturated fat. This paragraph does not apply to the sale of nuts, nut butters, seeds, eggs, cheese packaged for individual sale. Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugars.

ATTENDANCE POLICY

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School Office Hours: 7:45 am to 4:00 pm

Students may not arrive on campus earlier than 7:15 am. At that time, students may go to the courtyard until classes open. Breakfast will be served starting at 7:45 am. Students should leave campus by 4 pm unless involved in an after school activity.

Note: Students are prohibited to leave school grounds once dropped off for school, unless they are leaving on internships or with written parent permission. The school highly recommends that parents not allow students to purchase items at any of the local stores before or after school. The school will not provide supervision for those students.

ABSENCES

Being in school is one of the most important factors in your learning. You should avoid being absent whenever possible. There are four reasons for absences that are considered "excused":

1. Personal illness (when you are too sick to come to school)
2. Medical, dental, optometry, and court appointments
(Please schedule all appointments for after school hours and Saturdays, whenever possible)
3. Serious family emergency
4. Death of an immediate family member

All other reasons for absences are unexcused.

Procedures

1. Parents or guardians **must** call the school at 213)736-5566 and speak to or leave a message for the Student Service Manager when a student will be absent. Failure to do so will result in detention
2. Upon return to school, parents/students must provide a note of verification of absence and submit to the Student Service Manager. A note from a doctor, court, or dentist must be attached to the parent letter for the absence to be considered EXCUSED. The parent note should contain the following information:
 - a. Student's full name
 - b. Student's grade-level
 - c. Date(s) of the absence(s)
 - d. Reason for absence (please be specific)
 - e. Parent or guardian signature
3. If you are absent more than 4 days per semester, a parent conference may be scheduled.

TRUANCY

Absences not cleared by a parent will be considered truant. The consequence for truancy is in-school suspension. Students found guilty of truancy will be sent directly to the Assistant Principals office for disciplinary action. Chronic offenders will be sent to a truancy officer and may receive an actualy truancy ticket from the police.

TARDIES

- Students must arrive at school by 8:10a.m. in order to be IN the classroom by 8:15 a.m. Arrival at the gate at 8:15 a.m. will be considered a tardy.
- Tardy students will sign in (name, grade, time) at the gate starting at 8:15 a.m and go directly to class.
- Do not go to the office unless you have a note for an absence.
- **After 9:00a.m.**, students will go to the office and receive a tardy slip to bring back to class.

Consequences:

- Serve lunch detention ON THE SAME DAY of tardy in the auditorium. Sacked lunches will be served.
- Parent notification.
- If a student is tardy for over 30 minutes, a parent conference will need to be held. Truancy officer may be notified if problem persists.
- Repeated violations lead to Saturday detention.

LEAVING SCHOOL EARLY

If you must leave school early, you must be picked up from the main office by your parent or guardian. Students must have a note signed by the parent or guardian to leave campus, which will allow students to meet their parents/guardians in the main office. The note must state:

1. Time of student's departure
2. Date
2. Destination (where you are going)
3. Method of transportation (bus, walking, etc.)

MAKE-UP WORK

Attendance is a critical component of your success at Camino Nuevo. By coming to school every day, you make sure that you do not miss key learning experiences and information. However, if you are absent for any reason, you must arrange with all of your teachers to make up any class work and homework you missed by a date agreed upon with the teacher. **It is your responsibility to ask your teachers for your assignments on the day you return at a convenient time for the teacher.** If you know you are going to be absent in advance, ask for your assignments before you leave.

No opportunity will be given for make-up work for students who are suspended or truant.

15-MINUTE RULE

To help us keep the hallways clear, please do not leave class during the first or last fifteen minutes of every class period.

APPOINTMENT PROCEDURES

All formal appointments with the Principal, other administrators or teachers need to go through the front office staff. Arrangements must be made in advance.

Parents are welcome to visit or observe the school, please check in with the front office before proceeding to a classroom

DISCIPLINE POLICY

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Camino Nuevo High School Code of Conduct - Please adhere to the Code of Conduct at all times.

- I will treat everyone with courtesy and respect.
- I will treat personal and school property with respect.
- I will help create and maintain a positive and safe environment.
- I will come to school prepared for learning.
- I will act responsibly and accept consequences for my actions.
- I will help everyone in this school feel capable, connected, and contributing.
- I will connect and contribute to the community and world around me.

* California Education Code will be enforced.

Consequences for Negative Behavior*

- Warning
- Teacher-student conference
- Nutrition detention
- Parent phone call
- After or before school 1 hour detention
- Contract
- Campus beautification
- Parent visit
- Class suspension
- In-school suspension
- Suspension
- Expulsion

*Consequences may or may not proceed in this order

Students may not bring the following items on campus:

- Water balloons and water guns
- Matches/Lighters
- Laser pens
- Chains of any kind, articles of clothing or accessories with studs/spikes
- Permanent markers
- Any aerosol cans and items
- Any item marked with tagging or graffiti
- Fireworks and stink bombs
- Gum
- Hats, beanies, headwear
- Anything else that might be distracting or cause harm to other

iPods – May not be used during instructional time

Cell Phones: May not be used and must be off during school hours (8:10 am – 3:20 pm)

CNCA is not liable for lost or stolen items, including iPods and/or cellphones.

Consequences for students for inappropriate items on campus

- Item(s) will be confiscated and returned to parent
- For **repeated offenders**, there may be additional consequences including but not limited to: confiscation of items until end of semester, parent conference, community service, and possible removal from school.

DETENTION POLICY

Lunch Detention

Assignment of Detention

CNHS teachers or staff may assign lunch detention for school tardiness or school uniform violation. For example, if a student is late and out of uniform they will be assigned to two days of lunch detention. **Teachers may not assign lunch detention for tardiness or disruptive behavior unless it is a violation of an existing behavior plan.***

Teachers are encouraged to use their classroom management tools as well as their grading and behavior policies to address issues of tardiness and disruptive behavior. If tardiness and disruptive behavior becomes a barrier to student academic success, a behavior plan should be created with parent or guardian involvement. Lunch detention assignment must be done no later than 30 minutes before lunch. **Students will be clearly informed of any detention assignment made.** Any detention assignment made after this time will be added to the next school day's detention list. Lunch detention assignment must be communicated to our lunch detention coordinator, Elizabeth Aguilar, and the student's respective administrative disciplinarian.

Student Expectations

Students must arrive and sign in to the auditorium no later than 5 minutes after lunch has begun. If student arrives late they will owe 15 minutes of their lunch time the next school day. If a student arrives more than 15 minutes late for detention they will not be allowed to serve their detention that day and will be assigned an additional day of detention. Upon arriving to detention students may not engage in communication with another student nor may they be allowed to engage in any social or academic activity. Students will be dismissed from detention 5 minutes before lunch ends. Once a student **exceeds three lunch detentions in a span of 10 school days** the student's parents will receive a phone call from an administrator and they will be assigned to Saturday Detention.

Saturday Detention

Assignment of Detention

An administrator assigns Saturday detention when the lunch detention coordinator reports that a student has been assigned more than three lunch detentions in a span of ten school days prior to a Saturday detention date. Students and their parents/guardians must be informed of Saturday detention as soon as possible and **no later** than the end of the day prior to serving the detention. If a student cannot attend Saturday Detention the student's parent/guardian must discuss an alternative consequence with an administrator. Other immediate consequences may coincide with Saturday detention if directed by an existing behavior plan and/or is connected to other, more severe school policy violations.

Student Expectations

Saturday Detention is held for three hours. Detention may be served in a classroom or somewhere on campus performing campus beautification under the supervision of an administrator. Students must arrive and sign in at the time specified by the administrator. Late students will be assigned an extra hour of detention that Saturday. Students later than an hour will be assigned an in-school suspension the next Monday. Students are not to be allowed to engage in any social or academic activities. Campus beautification may be assigned as necessary.

* Individual teachers may organize, assign and conduct their own detention

SUSPENSION POLICY

A student can be suspended for violations of any part of the student pledge. Fighting is cause for suspension for both students involved regardless of who "started it." Pushing can be viewed as starting a fight and may be ground for suspension.

EXPULSION POLICY

We feel that the safety of all employees and students is our most serious priority. Students who are suspended for 10 or more days of school will be reviewed for expulsion. Per California Ed Code 48915c, students will be considered for immediate expulsion if they:

- Assault an employee or fellow student
- Commit any sexual harassment act
- Bring a weapon or any drug (including alcohol) on campus or to any school sponsored function
- Threaten any student, employee, or the school itself
- Cause significant damage to school/private property
- Can reasonably be found to be a credible threat to any person or part of the school

Note: If the leadership team or principal files a decision for expulsion, the parent/guardian of the student has 10 business days to turn in a written letter of appeal to the board of directors, c/o Philip Lance, Pueblo Nuevo Development, (213) 413-3838. The board of directors represents the final appeal. This school is not part of any District.

UNIFORM POLICY

CNHS is a family committed to a common student mission. The uniform communicates each student's commitment to the mission: My academic and social achievements will open opportunities for college admission and a lifetime of learning & service.

The basic high-school uniform colors are black and white.

All Students

- Plain white-collared polo shirts ONLY
 - Plain black pants, shorts, or skirts (max. 3 inches above knee)
 - Plain black, white, or grey sweatshirts and jackets (no fashion layering on top of shirt)
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- ✓ Safe Shoes – not open-toed, no sandals or flip-flops
 - ✓ Athletic shorts or sweatpants are not acceptable uniform items.
 - ✓ Uniform items must be no larger/smaller than 1 size of the student's clothing size.
 - ✓ Your white shirt must be on top of all clothing except for plain black, white, or grey sweatshirts and jackets (no fashion layering on top of shirt). Sweaters and jackets not in compliance with the school's policy will be confiscated and returned at the end of the day.
 - ✓ All head accessories such as hats, bandanas and beanies are to be left at home, or they will be confiscated.
 - ✓ If approved by teachers, students making presentations can wear professional dress (uniform or nicer -collared shirt, suite, dress, tie etc).

Out-of-Uniform Consequences

Process and Penalty for Non-Compliance:

- ✓ Parents may be asked to bring clothes to school. Same day lunch detention will be assigned.
- ✓ Repeated violations will lead to Saturday detention.
- ✓ The parent and student will re-commit themselves to the uniform policy and student mission or be withdrawn from CNHS.

STUDENT INFORMATION

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Required Materials

It is important to come to school prepared every day. Coming to school without necessary supplies may make it difficult to fully participate in class activities. By the second week of the new school year, you should come to school each day with the following items:

- Agenda book (provided by Camino Nuevo)
- Teachers will provide additional lists.

If you have any questions or concerns about getting the supplies, please call the CNHS office at (213) 736-5566.

School Support

The teachers, counselors, and administrators at Camino Nuevo are here to help you when you are having problems with your schoolwork or personal problems with your friends, family, feelings, or anything else that may be troubling you. Here are some ways we can help:

1. College Counselor is available to help you with questions regarding colleges, scholarships.
2. Director of Student and Family Services is available to help you with internships, service learning, health and wellness, early college and co-curricular opportunities and partnerships, and more.
3. Intervention Coordinator is available help you if you are having trouble with your class. We may meet with you, your teachers, and your parent/guardian to create an intervention plan to help you. This may involve homework assistance, after and/or before school classes, or support during the school day.
3. Counseling services and a teen clinic are available to help you. Referral forms available in the office.
4. Rock on Education (ROE) After-school Programs are available to provide enrichment courses such as art, sports, music, etc.
5. Rock on Education (ROE) Tutoring : On-going tutoring is a valuable tool used to help you learn something you are struggling with in class. CNHS believes that every one of you is capable of learning at high levels. You may be placed in tutoring to help you be as successful as possible.
6. Academic Advance by grade-level: Students may be referred to Academic Advance based on student performance and academic readiness in the class. Students will be required to attend when referred.
7. iConnect teacher will coach you through college application process and support you in developing essential life skills.

All students can do well in school. It takes discipline, organization and hard work. Below are ten tips successful students use to get good grades:

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|------------------------------------|---------------------------------|
| 1. Believe in yourself. | 6. Know how to read a textbook. |
| 2. Be organized. | 7. Study smart. |
| 3. Manage your time well. | 8. Use test-taking strategies. |
| 4. Be successful in the classroom. | 9. Reduce test anxiety. |
| 5. Take good notes. | 10. Get help when you need it. |

Your teachers will review these tips with you at the beginning of the school year. Developing good habits now will help you reach your goals in the future.

Source: How to Get Good Grades: In Ten Easy Steps by Linda O'Brien

ACADEMIC POLICY

Graduation Requirements

CNHS aims to educate all students, so they are prepared to attend a 4-year university after high school. At graduation all Camino Nuevo students will have met acceptance requirements for both the University of California system (such as UCLA, UCSD, UCI, etc.) and the California State University systems (Cal State Long Beach, Cal State Los Angeles, San Diego, San Luis Obispo etc.).

Additionally, students will fulfill campus requirements, which include, but are not limited to 4 years of Integrated Academics through Social Justice and iConnect (our student advising program) as well as Internships, Service Learning and a Senior Project.

CNHS's education policies are shaped by student needs and not the other way around. In the graduation plan noted below, some students may take one of the classes at a different grade level than the one identified. CNHS is aware that no two students are the same and actual requirements will depend on each student's needs.

GRADUATION REQUIREMENTS

CNHS's graduation requirements meet the national and state standards as well as the A-G requirements of admission into the University of California and California State University and graduation requirements of LAUSD. The following chart outlines this comparison.

	SUBJECT	CNHS	UC/CSU	LAUSD
A-G REQUIREMENTS	SOCIAL STUDIES (A requirement)	3 Years World History US History AP US History Economics/US Government	2 Years	3 Years
	ENGLISH (B requirement)	4 Years English 9 English 10 English 11 English 12	4 Years	4 Years
	MATH (C requirement)	4 Years Algebra 1 Geometry Algebra 2 Probability & Statistics OR Precalculus OR Calculus	3 Years	2 Years
	SCIENCE (D requirement)	3 Years Biology Chemistry Physics	2 Years Lab Sci.	2 Years
	FOREIGN LANGUAGE (E requirement)	2 Years Spanish 1 Spanish 2 AP Spanish Language	2 Years	2 Years
	VISUAL/PERFORMING ARTS (F requirement)	1 Year Integrated Arts 1 Integrated Arts 2 Graphic Design	1 Year	1 Year
	COLLEGE PREPARATORY ELECTIVE (G requirement)	1 Year Expository Reading & Writing LACC Courses		1 Year
SOCIAL CHANGE REQUIREMENTS	COMMUNITY INVOLVEMENT	100 hours minimum		1 service learning project
	APPLIED TECHNOLOGY	Digital portfolio updated yearly 10 th gr: digital portfolio defense 12 th gr: digital portfolio defense		1 year or computer literacy project
	COLLEGE PREP	3 university applications PSAT/SAT/ACT 2 Financial aid applications iGrad		

Under special circumstances, students may be graduated having met only A-G requirements.

Camino Nuevo High School also offers **honors, AP, and community college courses** that are open to all students.

SEQUENCE OF COURSES

Undergraduate Academy

Courses	UC/CSU Correlation
9th grade	
English 9	B
Writing and Composition	
Algebra 1 or Geometry	C
Math support	
Electives including but not limited to Graphic Design, Integrated Art, and foreign language 2 Electives	F or E
10th grade	
English 10	B
World History	A
Geometry or Algebra 2	C
Biology	D
Electives including but not limited to Graphic Design, Integrated Art, and foreign language 2 Electives	F or E
Optional AP or community college courses.	F, E, or G

Graduate Academy

11th grade	
English 11	B
US History	A
Pre-Calculus or Algebra 2	C
Chemistry	D
Electives including but not limited to Graphic Design, Integrated Art, and foreign language 2 Electives	F or E
Summer Internship	
Optional AP or community college courses.	F, E, or G
12th grade	
Senior Seminar	
English 12	B
U.S. Government and Economics	A
Calculus or Pre-Calculus	C
AP Environmental Science	D
Electives including but not limited to Graphic Design, Integrated Art, and foreign language 2 Electives	F or E
Optional AP or community college courses.	F, E, or G

GRADING POLICY

REPORTCARDS AND GRADES

Camino Nuevo is divided into two 20-week semesters. You will get a report card at the end of semester and quarter, as well as a progress report mid-way through each quarter. The report card will show where you are in terms of meeting academic standards in each class. Report cards will be mailed home. The first Progress Report of each semester will be distributed at "Parent Day." Please plan ahead in order to attend.

INCOMPLETES & FAIL POLICY

- A student will receive an "Incomplete" grade for a class if he or she has completed the majority of coursework and/or demonstrated near grade-level proficiency, while earning a cumulative grade between 60-69%. If a student earns a cumulative grade of 59% or lower, he or she will receive a Fail (F) for the class.
- A student who receives an Incomplete must complete the coursework and/or demonstrate grade-level proficiency within one semester (not including summer school) of receiving the Incomplete. If the student does not complete coursework and does not successfully pass the class within one semester of receiving the initial Incomplete, the grade will become an F.
- A student who submits outlined coursework and demonstrates grade-level proficiency for an Incomplete may receive a passing grade of a B or a C (depending on grades for work submitted and total points earned). A student may not receive a passing grade of an A for an Incomplete
- Students with fails must retake the course as part of a credit recovery program, either at CNHS or other local schools. Fails will stay on students historical transcripts & be included in GPA, along with the grade for the credit recovery course once completed.

What are the cut off averages for letter grades?

CNHS uses the following grading scale for academic courses:

- A + = 100-97
- A = 96-93
- A- = 92-90
- B+ = 89- 87
- B = 86-83
- B- = 82-80
- C+ = 79-77
- C = 76-73
- C- = 72-70
- I = 60-69 (change to F if not remediated within 2 semesters)
- F = 59 and below

ACADEMIC INTEGRITY POLICY

As an instrument of learning, Camino Nuevo High School is based on the existence of an environment of integrity. As members of the academic community, faculty, students and administrative staff share the responsibility for maintaining this environment. Students share this responsibility for maintaining standards of academic performance and classroom behavior conducive to the learning process. Parents must be responsible for the establishment and maintenance of procedures to support and enforce those academic standards. Students found guilty of plagiarism, cheating, forgery, or copying will be subject to disciplinary action, including expulsion from Camino Nuevo High School.

Incomplete Report

Name: _____
Class: _____

Current %: _____
 <60%

EL Level: _____

Grade: _____
 9 10 11 12

60-65%
 66-69%

RSP/IEP: _____
 Y / N

Skills Assessment

- | | |
|--|---|
| <input type="checkbox"/> Student struggles with workload. | <input type="checkbox"/> Student is chronically absent |
| <input type="checkbox"/> Student does not understand directions. | <input type="checkbox"/> Student is chronically tardy |
| <input type="checkbox"/> Student has very low English Language skills. | <input type="checkbox"/> Student is disruptive / disrespectful |
| <input type="checkbox"/> Student has difficulty specific to this content area. | <input type="checkbox"/> Student has difficult peer relationships |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Accommodations and Support Offered to Student

Please check those that apply and circle those you've found to be successful with this student.

- | | |
|---|--|
| <input type="checkbox"/> Buddy Pair | <input type="checkbox"/> Contacted previous classroom teacher |
| <input type="checkbox"/> Small Group Instruction | <input type="checkbox"/> Contacted parents in a language they understand |
| <input type="checkbox"/> Homework Check | <input type="checkbox"/> Reviewed cumulative file (Previous grades, record of attendance, referral information, educational history) |
| <input type="checkbox"/> Independent Review | <input type="checkbox"/> Consulted with elective teachers, Special Education teacher, ESL specialist |
| <input type="checkbox"/> Modified/Reduced Assignments | <input type="checkbox"/> Consulted with school counselor, administrator, psychologist, social worker |
| <input type="checkbox"/> Daily Agenda Check | |
| <input type="checkbox"/> Academic Advance | |
| <input type="checkbox"/> Positive Referral | |
| <input type="checkbox"/> Other (please elaborate): | |

Student Statement

Directions: Please read and discuss this form with your teacher. Then complete the sentences below.

1. I learn the most when....
2. I could do better in school if....
3. I earned this incomplete because...
4. I would like my teachers to know...

Teacher:		Subject:		Admin:	
Student	<input type="checkbox"/> Semester 1 <input type="checkbox"/> Semester 2	<input type="checkbox"/> June 22	<input type="checkbox"/> Independent Project # (s) _____	<input type="checkbox"/> Summer School	Date Completed
Comments					

Date of follow up meeting:	Status at follow up:
_____/_____/_____	

CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE) 2009-2010

Notice to Parents/Guardians:

All California public school students are required by state law to pass the California High School Exit

Examination (CAHSEE), in addition to satisfying all other state and local requirements, to receive their high school diploma. All students, including English learners and students with disabilities, must first take the CAHSEE in the tenth grade. Students who do not pass the exam in grade ten will have additional opportunities in grades eleven and twelve to retake the part(s) not passed.

What the CAHSEE Covers

The CAHSEE has two parts: English-language arts (ELA) and mathematics. The ELA part addresses state content standards through grade ten. In reading, this includes vocabulary, decoding, comprehension, and analysis of information and literary texts. In writing, this covers writing strategies, applications, and the conventions of English (e.g. grammar, spelling, and punctuation). The mathematics part of the CAHSEE addresses state standards in grades six and seven and Algebra I. The exam includes statistics, data analysis and probability, number sense, measurement and geometry, mathematical reasoning, and algebra. Students are also asked to demonstrate a strong foundation in computation and arithmetic, including working with decimals, fractions, and percents. To download CAHSEE test blueprints, go to: <http://www.cde.ca.gov/ta/tq/hs/admin.asp>.

Requirements for Passing the CAHSEE

Students must earn a score of 350 or higher on each part of the CAHSEE (English-language arts and mathematics) to pass the exam. Students do not need to pass both parts of the exam during the same administration in order to satisfy the CAHSEE requirement.

Testing Dates

The CAHSEE will be administered at the school site during regular school hours on the dates specified in the table below. As required by state law, students in grade ten must take the CAHSEE during the March 2010 administration. For students who are absent, a make-up administration will be offered in May. Students will receive additional instruction, if needed, to ensure success on this exam. Grades eleven and twelve students who have not passed one or both parts of the CAHSEE will be offered the exam on the dates listed in the chart below. They are allowed to retake the CAHSEE only twice per school year.

November 3-4, 2009	Grades 11, 12
February 2-3, 2010	Grades 11, 12
March 16-17, 2010	Grades 10
May 11-12, 2010	Grades 10 (Make-ups), 11, 12

For More Information...

For the latest information regarding the CAHSEE, please visit the California Department of Education's website at <http://www.cde.ca.gov/ta/tq/hs/>. If you have any further questions about the CAHSEE, please contact our school office during regular school hours at 213-736-5566 and ask for our testing coordinator.

PARENT INFORMATION

.....

As part of the CNHS parent pledge, parents agree to complete fifteen (15) hours of service to Camino Nuevo High School during the school year. These hours can be completed as Campus Volunteers, Off-Site Educators, or by furthering their education at one of our school-based Parents and Partners Program classes. Parents can also earn their hours by completing city college classes or enrolling in other community based education programs

We understand that each parent has a different schedule and the High School Parent Program has been designed to offer parents flexibility in contributing to their child's education.

Here is a list of just a few opportunities that go on throughout the year, and that are available to you as parents and guardians. (For an extended list of activities, please see our website or the parent brochure.)

- Literacy and Computer classes – parents further their education at CNHS
- College Trips – parents attend university field trips with their students
- Service Hours – lending a helping hand to our staff
- Workshops – on housing, health and counseling
- Educational trips – library, museum and political activities done with parents and students
- Conferences – parents and teachers conference throughout the year as needed to address concerns and needs
- Parent Days – Twice a year, full-day conferences and workshops for parents and students
- PowerSchool - remote access for parents to check on student progress (training and access are also available on campus)
- Parent Center – hub of parent info, access and reflection
- Computer, health and English classes

Should you have any questions, please do not hesitate to contact the front office at 213.736.5566

Two (2) rules in regards to the Parent Pledge:

- ✓ Parents must come to campus at least **twice** through out the year (this can be in form of site workshops, Presentations of Learning, Student work exhibitions or parent days)
- ✓ Parents must complete all 15 hours of school engagement before the end of the school year in June.

A Parent evaluation will be sent out at the mid-year point. Any parent not done with at least half of their hours at this point may be put on probation.

PARENT CONFERENCE POLICY

Teachers and parents are given the opportunity to discuss students' progress during Parent Conferences.

Scheduling Parent Conferences

Please contact the school to schedule a parent conference for a time other than normally scheduled parent conference night. Teachers can also be reached directly through email.

VOLUNTEER POLICY

If you would like to fulfill your parent hours by volunteering on campus, here are a few guidelines:

1. We recommend you call in advance.
2. All parents coming in to do volunteer hours are to go directly to the office.
3. A school employee will provide you with:
 - a. An assignment.
 - b. Time card or sheet that must be signed by the teacher/staff member for whom this parent is working. It is the parent's responsibility to make sure the time card/sheet is signed and returned before you leave the school.

Please make note of the following policy regarding how to fulfill service hours:

- It is possible for parents to be credited with "double hours" when both parents are working in school, but on SEPARATE tasks.
- Only immediate family members older than 18 and legal guardians can fulfill the hour requirements for a student.

OFF-CAMPUS VOLUNTEER

You can also receive volunteer hours for spending time with your student off campus engaged in education activities such as: museum visits, library trips, City Council meetings, Neighborhood Council meetings, campaign speeches, and community outreach programs, anything related to learning about culture, community or education.

Requirements

When submitting your reflection to be considered for service hours please include proof of attendance (agenda, ticket, pictures) along with answers to the following questions:

- What do you think your child learned?
- How will your learning impact your child's achievement at school?
- What will you do differently next time you go?

Bulletins

CNHS distributes a monthly bulletin with upcoming events and important announcements. These bulletins will also be posted on the schools website, and are available by e-mail. To be on the newsletter e-mail list please send an e-mail to smarroquin@caminonuevo.org

SITE-BASED COUNCIL (SSC) POLICY

The School Site Council (SSC) is made up of:

- 1 Parent per grade level
- 1 Teacher
- 1 Classified employee representative
- 1 Administrative representative
- The Student Council President

SSC meetings are the 3rd Tuesday of the month, unless otherwise noted in the monthly school bulletin.

Representatives are elected during the first quarter and elected representatives must attend SSC meetings beginning shortly thereafter. Meetings are held monthly. The Site-Based Council is responsible for hearing appeals, organizing major events, addressing complaints or comments brought by any member of the Camino Nuevo High School community.

PARENT SUPPORT

Your child needs you to be interested and involved in his/her academic progress. Below are some strategies that may be used to support your child at home:

1. **Be interested.** Make sure that your child knows that his/her academic progress is important to you. Attend all open houses, parent conferences, and as many student exhibitions as possible. Know when each grading period ends and make sure you see all progress reports and report cards as soon as they come out. Otherwise, contact the school and request a copy immediately.
2. **Discuss classes and set goals.** You have already taken the time to sit with your child and set realistic academic and social goals for the year in the Individualized Learning Plan. Talk to your child about class happenings and progress. Throughout the term, recognize effort and improvement and acknowledge each academic success. Offer “rewards” at the end of the term if goals are met and/or “consequences” if they are not. Rewards are particularly good when you want to encourage a change in attendance, effort, or behavior. Consequences should be logical. For example, a logical consequence for routinely being late to school is an earlier bedtime. Do not take away a positive activity (such as sports or music lessons) as a consequence.
3. **Offer to help.** Offer to help with homework, but don't give more help than is wanted. Keep in mind that it is your child's responsibility to be organized, to get homework done, and to prepare for tests.
4. **Listen.** Talk to your child about what is happening in school and be a good listener.
5. **Encourage involvement.** Students who are involved in school-related activities seem to enjoy school more and they generally have greater academic success.
6. **Monitor activities at home.** Make sure that your child is not spending too much time watching T.V., playing computer games, “surfing the Net,” or talking on the phone.
7. **Avoid these “don'ts”.**
 - Don't nag about school or grades. Your child will tune you out.
 - Don't allow your child to miss school unless s/he is really ill. You are sending a message that school is not important.
 - Don't criticize a teacher in front of your child. S/he will only lose respect for that teacher.
 - Don't make your child's failures (or successes) your own. Your child may see getting poor grades as a way to rebel.
 - Don't have expectations that are unrealistic. Knowing s/he will never be able to meet them, your child may decide not to even try.
8. **Work with the school.** Know that teachers, counselors, and principals are here to help your child get the best education possible. A health problem, a death in the family, or a divorce can affect your child's attitude and/or performance in school. If such a circumstance should arise, call the school and tell them what is going on. If you have a question or concern that relates to a specific teacher or class, call the teacher. For other questions and concerns, call the school counselor.

Source: How to Get Good Grades: In Ten Easy Steps by Linda O'Brian

What is sexual harassment?

Sexual harassment is...

- Unwelcome sexual conduct by other students or school employees that interferes with a student's right to get an education or to participate in school activities. Sexual harassment may be either same-sex or opposite-sex.
- A form of sex discrimination, which is illegal.
- A violation of your civil rights.
- Hostile or demeaning conduct targeting someone's sex, sexual orientation, or gender.

The following are some examples of conduct that, if unwelcome, could constitute sexual harassment:

Physical

- Purposely bumping or hurting someone because of their sex, sexual orientation, or gender
- Pulling up, snapping, pulling down, or grabbing clothing
- Blocking someone's movement, standing too close, or stalking someone
- Unwanted hugging, kissing, touching, grabbing, or pinching

Verbal

- Pestering for dates
- Spreading rumors about or rating others
- Making sexually suggestive sounds, whistles, or rude sexual noises
- Using insults, threats, slurs, or sexual jokes that target someone's sex, sexual orientation, or gender

Visual

- Displaying pictures, posters, cartoons, drawings, or computer-generated images of sexual nature
- Writing notes, letters, or graffiti that are sexually explicit
- Making obscene gestures or suggestive body movements that are sexual in nature

How can you fight sexual harassment?

- Don't harass. Remember, "I was only kidding" is not a defense for sexual harassment.
- Give everyone respect. Be sensitive to how others perceive your actions and words.
- If you are harassed, tell the harasser that the conduct offends you and you want it to stop –if it is safe for you to do so.
- If the harassment does not stop, report it. Ignoring it doesn't stop it.
- Don't be a social spectator. Doing nothing empowers the harasser.
- If a friend or a classmate confides in you about sexual harassment, listen with understanding and support. Encourage that person to report the harassment.

What can you do if you think you are being sexually harassed?

If you find that any of your rights are being violated, you can do something about it. **It's your right!**

Complaint Process

- Take your verbal or written sexual harassment complaint to the school administrator or Title IX Complaint Manager within **six months** from the date the incident occurred. You have the right to a timely and informal resolution at the school site.
- If you are not satisfied with the school site resolution, you may file a written complaint appeal directly with the local District's Title IX Coordinator within 15 days of receiving the school site decision. This will begin a formal investigation process that must be completed within 60 days.
- If you are not satisfied with the Local District's response, you may appeal that decision by writing to or calling the Title IX Coordinator in the District's Educational Equity Compliance Office or by contacting the California Department of Education's Gender Equity/Coordinated Compliance Review Coordinator.

Your complaint will be kept as confidential as possible. Retaliation against someone who files a complaint is not permitted.

What are disciplinary consequences for students/adults who commit sexual harassment?

- Verbal/Written Warning
- Disciplinary Conference
- Detention
- In school Suspension
- Class/Schedule change
- Opportunity Transfer
- Suspension
- Expulsion/Dismissal

Disciplinary consequences depend on the seriousness of the sexual conduct and frequency of such behavior. Parent(s) of student will be notified of such behavior.

Who can help you? Your Principal, your School Title IX Complaint Manager, Your Local District Coordinator or the District's central office.

"Title IX and Nondiscrimination"

How does that relate to you?

"Title IX and nondiscrimination" refer to federal and state anti-discrimination laws that ensure equality in education. Title IX prohibits discrimination, harassment, exclusion, denial, limitation, or separation based on sex or gender. Title IX applies to school receiving federal funding.

California Education Code §200 through §282 and Los Angeles Unified School District Board Policy prohibit discrimination on the basis of sex, sexual orientation or gender.

In what areas does Title IX protect you?

Programs and activities

- Students have the right to equal learning opportunities in their schools.
- Students and employees may not be excluded from participation in, be denied the benefits of, or be subject to harassment or other forms of discrimination, on the basis of sex, sexual orientation, or gender in any program or activity.

Course offerings

- Students may not be required to take and/or may not be denied enrollment in a course because of their sex, sexual orientation, or gender.
- All Physical Education classes must be coeducational.
- Students have the right to be evaluated and graded without regard to their sex, sexual orientation, or gender.

Counseling

- Students must be provided with counseling and guidance that is not discriminatory.
- Counselors may not urge students to enroll in particular career classes, programs or activities, based on sex, sexual orientation, or gender.

Sexual Harassment

- Sexual harassment of or by school employees or students is a form of discrimination and is therefore prohibited.
- Schools must respond to allegations of sexual harassment once they are reported.

Athletics

- Schools must offer female and male students equal opportunities to play sports.
- Equipment and supplies, game and practice schedules, budgets, coaching travel allowances, facilities, publicity, support services, and tutoring offered to teams are to be equivalent between female and male teams.

Pregnant and Parenting Students

- Pregnant and parenting students have the same rights as any other students to continue in their regular school and in any program for which they qualify.

What can you do if you think you are the subject of discrimination in any of the areas just described?

If you find that any of your rights are being violated, you can do something about it. **It's your right!**

Complaint Process

- Take your verbal or written sexual harassment complaint to the school administrator or Title IX Complaint Manager within **six months** from the date the incident occurred. You have the right to a timely and informal resolution at the school site.
- If you are not satisfied with the school site resolution, you may file a written complaint appeal directly with the Local District's Title IX Coordinator within 15 days of receiving the school site decision. This will begin a formal investigation process that must be completed within 60 days.
- If you are not satisfied with the Local District's response, you may appeal that decision by writing to or calling the Title IX Coordinator in the District's Educational Equity Compliance Office or by contacting the California Department of Education's Gender Equity/Coordinated Compliance Review Coordinator.

Your complaint will be kept as confidential as possible. Retaliation against someone who files a complaint is not permitted.

Who can help you?

Your Principal, your School Title IX Complaint Manager, your Local District Coordinator or the District's central office.

CNHS

GRIEVANCE FORM/ FORMA DE QUEJAS

Date/Fecha: _____ **Site/Plantel:** _____

From/De Parte de: _____
(Parent or legal guardian name/nombre de padre/madre/encargado)

Student name(s)/Nombre del Estudiante/s: _____

Grade/Grado: _____ **Telephone/Teléfono:** _____

Please check the box that appropriately refers to your complaint:

Por favor marque la naturaleza de su queja:

Special Education Program
Programa de Educación Especial

Early Child Development Program
Programa de Educación Temprana

Volunteer/Parent Program
Programa de Voluntarios/Padres

Instruction/Classroom Issue
Situación en el salón de clase/instrucción

Administration Issue
Asunto Administrativo

After School Program
Programa de Después de la Escuela

Unlawful Discrimination (based on sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental health or disability).

Discriminación Ilegal (basado en sexo, orientación sexual, grupo étnico, raza, antepasados, origen nacional, religión, color, salud mental o incapacidad.)

Other/Otro asunto

Briefly describe your concern (include date, time, place, type of complaint, and if there were any witnesses) /Describe brevemente su preocupación (incluya fecha, hora, lugar, tipo de queja, y si hubo testigos):

Signature/Firma

Date/Fecha

Please allow 5-7 days to receive a response from an administrator/Por favor permita 5-7 días para que un administrador se ponga en contacto con usted.

ACKNOWLEDGEMENT AND AGREEMENT

This is to acknowledge that I have received a copy of the Camino Nuevo Student and Parent Handbook and understand that it sets forth the terms and conditions of my duties, responsibilities and obligations to Camino Nuevo High School. I understand and agree that it is my responsibility to read the Student and Parent Handbook and, as a student or parent of a student at Camino Nuevo High School to abide by the rules, policies and standards set forth in this Student and Parent Handbook.

Student Signature

Parent Signature

Printed Student Name

Printed Parent Name

Date

Date

At times we will inform you of additional school information or sent out bulletins. Please provide us with your e-mail address.

Mother's e-mail addresses _____

Father's e-mail addresses _____

Guardian's e-mail addresses _____

