

# **PERSHING CONTINUATION HIGH SCHOOL**

*Mustangs Respect Property, People & Themselves.*



**Parent - Student Handbook**

**2017 – 2018**

*Pershing Continuation High School Staff*

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**Support Staff**

Diane Criado..... Office Manager & Principal’s Secretary  
Mary Wilson..... Attendance Technician  
Ron Appling..... Custodian  
Imelda Medina.....Library Technician  
Ryan Mead.....Technology Aide

*Important Phone Numbers*

Pershing Continuation High School Office.....268-2272  
Pershing Continuation High School Fax.....268-2279  
Central Unified District Office.....274-4700  
Central Unified Transportation Department ..... 275-9734

## School Motto

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The following information is available in the main office:

- Non-Discrimination Policy
- Sexual Orientation Harassment
- Sexual Harassment
- Williams Settlement Complaint Procedures
- Uniform Complaint Procedure

## *Vision and Mission statements*

**District Vision:** Every student is prepared for success in college, career and community.

**District Mission:** Every student will engage in rigorous, relevant, standards-based instruction in every classroom every day to ensure student learning.

**School Purpose:** To provide alternative access to CUSD students in pursuit of education culminating in a high school diploma.

### **School Vision**

Pershing High School is an educational institution where students come to learn and where staff come to inspire. It is a community for learning and provides a solid foundation for students to develop tools for future success. It is a safe and friendly environment.

### **School Mission**

The mission of Pershing High School is to assess the educational needs of each student and to provide educational opportunities for all in developing positive self-esteem, enhancing academic skills and improving social skills and civic responsibility.

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## *School-wide Learner Outcomes (SLO's)*

### **All PHS students will be Collaborative Workers who:**

- *Develop Respect for themselves and the rights of others*
- *Work well with others; understand and fulfill various roles*
- *Manage interpersonal relationships with culturally diverse settings*
- *Exhibit positive attitudes*

### **All PHS students will be Effective Communicators who:**

- *Write effectively and coherently utilizing Standard English conventions.*
- *Read, comprehend, and communicate facts, thoughts, and opinions using appropriate language.*

### **All PHS students will be Self Directed Learners who:**

- *Acquire a high school diploma*
- *Become productive persons through vocational instruction*
- *Consistently attend class*
- *Are prepared to continue their education*
- *Are lifelong learners*
- *Set realistic academic and vocational goals*

### **All PHS students will be Healthy Individuals who:**

- *Develop a feeling of self-worth, self-confidence and personal satisfaction.*
- *Prioritize and use time effectively.*
- *Demonstrate skills in resolving conflicts through positive, non-violent means.*

### **All PHS students will be Critical Thinkers who:**

- *Make informed choices.*
- *Identify, assess, analyze, validate, integrate and use available resources and information.*
- *Are successful in standard based curriculum.*

### **All PHS students will be Effective Citizens who:**

- *Are actively involved in the community.*
- *Demonstrate a sense of personal and social responsibility.*
- *Demonstrate knowledge of diverse cultures that fosters tolerance for individual differences.*
- *Are informed of civic responsibilities.*

### **All PHS students will be Technologically Skilled Workers who:**

- *Develop and utilize a variety of technological skills.*
- *Research and complete projects using a variety of resources.*
- *Demonstrate understanding of the importance of technological preparation for vocational and career placement.*



**Pershing Continuation High School**  
**Bell Schedules 2017-2018**

**CONTINUATION HIGH SCHOOL**


**Regular Day Schedule**

Breakfast	7:25 – 7:45	20 min
Period 1	7:49 – 8:40	51 min
Period 2	8:44 – 9:35	51 min
Period 3	9:39 – 10:30	51 min
Break	10:30 – 10:40	10 min
Period 4	10:44 – 11:35	51 min
Period 5	11:39 – 12:30	51 min
Lunch	12:30 – 12:50	20 min
Period 6	12:54 – 1:45	51 min


  

**MINIMUM DAY SCHEDULE (WED)**

Breakfast	7:25 – 7:45	20 min
Period 1	7:49 – 8:27	38 min
Period 2	8:31 – 9:09	38 min
Period 3	9:13 – 9:51	38 min
Break	9:51 – 10:01	10 min
Period 4	10:05 – 10:43	38 min
Period 5	10:47 – 11:25	38 min
Period 6	11:29 – 12:07	38 min
Lunch	12:07 – 12:30	23 min



**Opportunity Class**



**Regular Day Schedule**

Breakfast	7:25 – 7:45	20 min
Period 1/PE	7:49 – 8:37	48 min
Period 2/Math	8:40 – 9:28	48 min
Period 3/MWH	9:30 – 10:18	48 min
Break	10:18 – 10:28	10 min
Period 4/ENG	10:30 – 11:18	48 min
Period 5/BIO	11:20 – 12:08	48 min
Lunch	12:08 – 12:28	20 min
Period 6/ Credit Ret.	12:30 – 12:50	20 min
Period 7/Elec.	12:54 – 1:45	51 Min

**Minimum Day Schedule**

Breakfast	7:25 – 7:45	20 min
Period 1/PE	7:49 – 8:24	35 min
Period 2/Math	8:26 – 9:01	35 min
Period 3/MWH	9:03 – 9:38	35 min
Break	9:38 – 9:48	10 min
Period 4/ENG	9:50 – 10:25	35 min
Period 5/BIO	10:27 – 11:02	35 min
Period 6/ Career Cruising	11:04 – 11:27	23 min
Period 7/Elec.	11:29 – 12:07	38 min
Lunch	12:07 – 12:30	23 min

**Foggy Day Schedule**

When weather is so poor that it impairs visibility, Central Unified School District will not operate the school buses. There will be a delay in the transportation schedules until visibility improves. However, ALL CLASSES (K-12) WILL BEGIN ON THE REGULAR SCHEDULE. ONLY SCHOOL BUSES WILL BE DELAYED OR CANCELED.

Channel 18 begins broadcasting foggy day schedules @ 5:30am. Updates are announced at approximately 7:30am, 8:30am and 9:30am. (Classes begin on time)

PLAN A BUSES DELAYED 2 HOURS

PLAN B BUSES DELAYED 3 HOURS

PLAN C BUSES DELAYED 4 HOURS

PLAN D ALL MORNING BUSES ARE CANCELLED. Afternoon buses will be provided to transport students home.

## ***Attendance***

State law requires persons under the age of 18 to attend school daily. Illnesses, medical appointments, a death in the family, or an order to appear in court are the only excusable reasons for being absent from school. The law also requires your parent or guardian to give the school the reason for the absence.

### **Excessive Absences**

If at any time a student's attendance problem prevents him/her from succeeding in school, the student may be classified as habitually truant and referred to a CUSD School Attendance Review Board (SARB) by a school administrator. These hearings involve the student, parents, and school in a legal action designed to compel the attendance of a student.

### **Tardy Policy**

Tardy policy is designed to help students be successful in the work world. We expect students to be in class, ready to work, at the start of the tardy bell.

### **Coursework / Assessments**

It is the student's responsibility to make up work missed due to absences. Attendance impacts student achievements, course work/retakes are encouraged by the teachers. Students will be given at least the time to make up work that is equivalent to the number of days missed. Example: two days excused absences, two days for make-up work.

### **Independent Study Program**

Families who know their child will be out of school for one week or longer should contact the Child Welfare and Attendance office to enroll in Independent Study.



## *Procedures for Clearing Student Absences*

Student attendance is crucial to academic success. When a student must miss class for any reason, please follow the procedure outlined below.

### **Parents:**

Call the Attendance Office at 268-2272:

- To verify reason for absence on the day the absence occurs
- To secure permission for your child to leave campus for a necessary appointment
- To review your child's attendance with the attendance secretary if questions or concerns about student success arise.

All absences should be cleared on the day of the absence. Our attendance database will not allow absences to be cleared after 72 hours.

If a student is absent for 3 or more consecutive days, a doctor's note will be requested to clear the absences.

### **Students:**

All students must sign out in the office before leaving campus for a necessary appointment.

### **Additional Attendance Notes for Parents**

Pershing wishes to keep you informed of your student's absences. An automatic dialer will call your home in the event that your child is marked absent in one or more classes that day. If you have already called in for that particular absence, please disregard the phone message. If you are unaware of the absence, please call the school and ask to speak to the attendance technician.

Teachers may indicate on grade and progress reports that absences or tardiness are affecting a student's grade in class.

**If you have any questions regarding your child's attendance record, please call 268-2272. Good attendance is an important part of success in school!**



## *Calendar of Events 2017-2018*

### **First Semester**

August 9	School Begins
August 31	Back to School Night
September 4	Holiday / No School
September 22	End of First Grading Period
October 9	Holiday / No School
November 3	End of Second Grading Period
November 10	Holiday / No School
November 20-24	Holiday – Thanksgiving Week
December 15	End Fall Semester/Student Recognition
December 18 - January 5	Winter Break

### **Second Semester**

January 8	School Resumes
January 15	Holiday / No School
February 8	JR/SR Parent Info Night
February 12	Holiday / No School
February 19	Holiday / No School
February 23	End of First Grading Period
March 26 – April 6	Spring Break
April 9	School Resumes
April 13	Ag Day
April 20	End of Second Grading Period
April 25	Open House
May 28	Holiday / No School
June 4	Graduation - 7pm at PAC
June 7 (Thursday)	End Spring Semester/Last Day of School/Student Recognition

## Central Unified School District Graduation Requirements

Department /	Class	Central High School	Pershing Continuation High School
		<b>Total 280</b>	<b>Total 230</b>
<b>Language Arts</b>	<b>Total</b>	<b>40 Credits</b>	<b>40 Credits</b>
	English 1	10 credits	10 credits
	English 2	10 credits	10 credits
	English 3	10 credits	10 credits
	English 4	10 credits	10 credits
<b>Social Studies</b>	<b>Total</b>	<b>50 Credits</b>	<b>40 credits</b>
	World Geography	10 credits	10 credits
	Modern World History	10 credits	10 credits
	U.S. History	10 credits	10 credits
	American Government	10 credits	5 credits
	Economics	10 credits	5 credits
<b>Freshman Requirements</b>	<b>Total</b>	<b>10 credits</b>	<b>10 credits</b>
	Health	10 credits	10 credits
<b>Mathematics</b>	<b>Total</b>	<b>30 credits</b>	<b>30 credits</b>
	Algebra 1	10 credits	10 credits
	Other math	10 credits	10 credits
	Other math	10 credits	10 credits
<b>Science</b>	<b>Total</b>	<b>30 credits</b>	<b>20 credits</b>
	Physical Science	10 credits	10 credits
	Life Science	10 credits	10 credits
	Other Science	10 credits	/
<b>Physical Education</b>	<b>Total</b>	<b>30 credits</b>	<b>30 credits</b>
	3 years of PE	10 credits each	10 credits each
<b>Fine Arts (includes Foreign Language)</b>	<b>Total</b>	<b>10 credits</b>	<b>10 credits</b>
	1 year	10 credits	10 credits
<b>Electives</b>	<b>Total</b>	<b>80 credits</b>	<b>50 credits</b>
	elective classes	10 credits each	10 credits each

Waivers: Any 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade students enrolling from out of the district may have the following credits waived: 10 credits World Geography, 10 credits Freshman Requirements (Health is still a State Requirement) and 20 elective Credits (Board Policy, 6146/1). Please see the school GIA for more information.

## ***DRESS CODE***

The Pershing Continuation High School follows the Central Unified School District Dress Code Policy in an effort to keep all students safe. The following are just some of the most common issues. **The entire policy can be found in the Central Unified Parent Handbook.**

- Clothing should not disrupt school activities. Students whose clothing is a disruption or leads them to appear or act as an affiliate of a gang\*\* will be handled by administration on an individual basis.
- Tattoos must be covered at all times.
- Hair must be a natural color.
- Facial piercings are limited to one small nose stud.
- Clothing must not contain professional or college team logos.
- Clothing cannot be excessively baggy. Pants may not be sagging.
- Tank tops for Girls must have 2 inch straps.
- Shirts cannot be see through or backless
- Undergarments, including bras, must be covered at all times.
- Shirts must be long enough to cover the midriff area completely.
- Shorts and skirts must be fingertip length or longer.
- All clothing must be free of inappropriate pictures and words.
- Hats can be any color but must be free of any sports team logos or inappropriate words or symbols.
- Leggings may be worn if the shirt is long enough to cover the students behind.

\*\*The Board finds that gangs, gang-related apparel, and gang-related activities create a clear and present danger of disrupting the educational process and create a hazard to the health and safety of the school environment. These regulations prohibit the wearing or displaying of gang related apparel, insignia, or other gang identifiers. The Board finds that such regulations are necessary for the health and safety of the school environment. As used in these regulations, a "gang" is two or more people who form an allegiance for a common purpose which includes engaging in, individually or collectively, a pattern of acts that may be threatening, disruptive, or criminal, and which may include such behavior as intimidation, threats, or violence. Gang related apparel" is defined as any item of clothing, accessory, jewelry, or manner of grooming which, by virtue of its color, arrangement, trademark or other attribute, denotes membership in or affiliation with gangs.

## *Other Information about Pershing High School*

### **Contacting Students During School Hours**

Only parents and legal guardians may contact students during the school day. Students are not allowed to use their cell phones during class time. In the event of an Emergency during class time please call the school office. Emergency messages will be taken and delivered to students as quickly as possible. **The office will relay messages, which do not constitute an emergency, as time permits.**

### **Balloon, Flower & Food Delivery Policy**

Delivery of flowers, balloons, other gift items or **food** to students is **not accepted at school** due to the impact it has on instructional and work time for our students and staff.

### **Bathroom Policy**

Class time is extremely important to a student's success. In order to minimize time out of class and disruption to the learning environment, students must also leave phones with the teacher. Students are allowed three bathroom visits during class time per semester. Students who exceed that amount will be required to serve break detention to make up for missing class time. Students with medical issues will require a doctor's note.

### **Tardy Policy**

The tardy policy is designed to help students be successful in the work world. We expect students to be in class, ready to work, at the start of the tardy bell. To minimize disruptions to classes students are not allowed to leave class during the first 10 minutes and the last 10 minutes.

### **Visitors on Campus**

To help ensure the safety of the students and staff at Pershing High School, all non-students (including parents) must check in the main office, with an ID and approved by administration general, students are not to bring friends/siblings/other relatives to campus as visitors without prior written approval of Administration.

### **Search & Seizure**

As stated in Board Policy (5145.12), school officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The district shall notify the parent/guardian of a student subjected to an individualized search as soon after the search as possible.

### **Loitering**

Students are not to visit or loiter at another school's campus during school hours including lunchtime. Also, students are expected to enter the Pershing campus immediately upon arrival, and are not allowed to stand outside school fences/gates before school begins.

### **No-Smoking Policy**

District policy prohibits on all district property. Possession by students of any tobacco product is a suspendable offense.

### **Books and School Materials**

Students and parents must be aware that all school materials checked out to a student are his/her responsibility. Students must return the same textbook they were assigned. Replacement cost for school materials that are lost or stolen will be charged to the student.

### **Activities, Student Government, and Athletics**

Student Government plays an important role in representing students on campus, and also in hosting a number of activities throughout the school year. All students are strongly encouraged to participate in the student body activities offered on campus. Students who wish to take on a leadership role at Pershing are encouraged to take the Leadership class. Pershing offers different Co-ed sports teams to students who are eligible. Eligibility is determined by grades, attendance and behavior.

### **School Dances**

Pershing students who are in good academic standing (earning credits, good attendance, and no disciplinary referrals) may attend other school's dances with Principal recommendation.

### **Graduation**

This year, graduation will be held on **Monday, June 4, 2017** at the Performing Arts Center (PAC), located on the Central High School East campus. The ceremony will begin at 6pm. Students must be at the Practice Session or they will not be included in the ceremony. During the ceremony students must adhere to the district dress code.

### **Homework Requests**

Homework may be requested by the student or the parent/guardian when a student is sick and absent from school for three or more days (Dr.'s note may be requested). Please call 268-2272 to request homework.

### **Student Progress Updates**

In addition to the progress and grade reports that are provided to our students at the school's initiative, students or parents may request periodic updates on student progress by calling or emailing teachers to ask for an update on their child's progress in specific classes.

### **Interventions for Failing Students**

At the end of every grading period, parents of any student who has received an "F" grade in one or more classes will be contacted by phone to request a meeting at school. Interventions may include a recommendation to stay afterschool twice a week to make up the credits, tutoring instead of Fun Friday activities and other supports that may help the student. Students will not be allowed to participate in games until the grade is at 70%.

### **Afterschool Class**

In the 2017-2018 school year, the afterschool class will expand to 2 days per week and will start on October 5<sup>th</sup> from 1:46-3:45. Students can receive tutoring in a subject, earn extra (recovery) credit or perform community service. Parents must complete an afterschool permission slip for students to enroll. A 3:45 bus will transport students from Pershing to CHE campus, or parents may transport. Parents will be contacted via Blackboard Connect each time a student stays afterschool.

## ***Pershing Continuation High School Program Information***

### **Student Referral to Pershing**

Students are referred to Pershing from by the Child Welfare and Attendance office. Student referral to Pershing is based on individual student need. They may be referred because they are behind in credits or have poor attendance. The parent and student may also submit a request for a referral. Students must be 16 years old at the time of referral.

### **Students Under 16 Years of Age**

Students who are not yet 16 will be referred to the Opportunity Class at Pershing Continuation High School. There is only one class of students in a self-contained classroom. Once a semester students who have turned 16 will be moved into the Continuation High School classes.

### **Returning to the Comprehensive High School**

Students may petition to return to Central High School prior to the end of the first semester (December) or at the end of the school year (May). The criteria for returning are:

- Be credit eligible to graduate on time with their class.
- Have 85% attendance including excused and unexcused absences.
- Have positive behavior/attitude and no major disciplinary infractions. (Includes no loitering at other schools during the semester.)

### **Free and Reduced Lunch Program**

The Central Unified School District takes part in the National School Lunch Programs. All students are required to fill out an Application for Free or Reduced Price Meals. All students may receive a free lunch once they submit an application. Applications are available throughout the year in the front office. Meals are served daily during breakfast and lunch at Pershing. Students who do not qualify for free or reduced lunch may choose to purchase a lunch.

### **How to Earn Credit at Pershing**

- At Pershing, students earn 2 credits every six weeks in each class.
- Students can use the E2020 program to do classwork.
- Students can get packets of work worth one credit each.
- Students can stay afterschool two days a week to work on credits.

**Attendance is a big part of earning the maximum amount of credit each session!**

### **Transcripts**

A transcript is a record of the courses taken, the credits received, and the grades earned, by a student. At Pershing you may be given a transcript at any time by asking the office or the GIA. Former students can obtain transcripts from the Central Unified District office Annex.

