

**Culver City High School Staff Handbook
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8/13/2008

Culver City High School

4401 Elenda Street, Culver City, CA 90230
Phone (310) 842-4200 Fax (310) 842-4302
<http://cchs.ccusd.org>

2008-2009 STAFF HANDBOOK

Administration

Principal – Ms. Pam Magee
Assistant Principal – Ms. Kim Indelicato
Assistant Principal – Mr. Michael Marcos
Interim Assistant Principal – Mr. Dylan Farris

ALMA MATER

*O' Culver High we love you true,
Ever faithful Silver and Blue,
And though the years may parting bring,
Our loyal hearts to thee will cling.*

*Through our Culver halls of learning,
Built on life's sweet thoroughfare
We have placed our youthful spirits,
We hope to keep them there.*

*O' Culver High we love you true,
Ever faithful Silver and Blue,
And though the years may parting bring,
Our loyal hearts to thee will cling.*

8/13/2008

**STAFF ROSTER
2008-2009**

*=new teacher

ENGLISH

Wendy Beckendorf
Heather DeNault
Darrin Dennis (Chair)
Nancy Goldberg
Lauren Marcos
Curt Mortenson
Leona Mullen
*Kelly Nolan
Farhang Pernoon
Steve Pollman
Susan Schueler
Penny Schulte
Carlos Valverde (ASB)
Barby van den Berg
*Christopher Woolcott
Howard Zager

FINE & PRACTICAL ARTS

*Alexis Butler, Film
Penny Fien (Yearbook)
Kristine Hatanaka (AVPA Artistic Dir)
Farhang Pernoon
Tony Spano (AVPA Artistic Dir)
Ollie Thomas
Craig Wisner (Chair)

MATHEMATICS

Kathii Adkins
Kathleen Carbajal
Alex Davis
Jonathan Chapman
Jerod Dien (Co-Chair)
Zachary Ficek
Vivian Homan
Kyle King
Diane Laetz
Lisa Michel (Co-Chair)
Scott Monroe
Dave Sanchez
Keao Tano
Joan Yen

Carmen Crespo
Melanie De Armond
Carina Diaz
Robin Ensley
Chiaki Gomyo
*Doris MacDonald
José Montero (Chair)
Luis Rodriguez
Bryan Sullivan

PHYSICAL EDUCATION

Brandy Peacock (Chair)
Rick Prieto
Tom Salter
Jahmal Wright
Valerie Yokogawa

ROP

Michael Brandt
Bob Hoebink
Larry Kurnarsky
Vance Swendell
Marcos White

SCIENCE

John Bakunin
Dan Carter
*Januari Chapman
Ronald Francis
Denise Greenberg
Alexander Kirk
Diane Laetz
Alison Mann
Ann McCabe
Karen McCleary
David Mielke
Patricia Northington
Rachel Rubin-Green (Chair)
Judith Sanderson
Peggy Simons
Jenny Ta

MODERN LANGUAGE

8/13/2008

SOCIAL STUDIES

Jerry Chabola (Athletic Dir)
Jonathan Chapman (Chair)
*Claudette DuBois
Genevieve Gilbert-Rolfe
Allen Grossman
Kendra Gyepes
Rebekah Kinsella
Jennifer Kochevar (AVID)
Raymond Long
David Mielke
William Minguet
José Montero
Andy Owens
*Lucas Plotnik
Rachel Snyder
Kelli Tarvyd (Technology)

SPECIAL EDUCATION

Sherry Agron
Doreen Donahue
Diane Kaiser
Bill Lockhart (Chair)
John Roth
Kathy Scherling
Scott Thornton (Adpt. PE)
Christina Velasquez

ADMINISTRATORS

Pam Magee, Principal
Dylan Farris, Assistant Principal
Kim Indelicato, Assistant Principal
Michael Marcos, Assistant Principal

STUDENT SUPPORT

Gil Ayuyao, Probation Officer
Dianna Castro, Nurse
Director of Security - TBA

COUNSELORS

Terence Brown – At-Risk
Lisa Cooper – (HAS-MC)
Daniel Fagas - (COR-HAR)
Steve Gyepes – At-Risk/CCHS
Rebekah Howard (A-COO)
Christina Monroy (SC-Z & AVID)
Tim Walker (Rangel (ME-SA)
Thelma Valverde, 10th gr. Intervention / College
Aviva Monosson, ROP
Sarah Righter, Speech Therapist

CLASSIFIED

Floris Bochner, Attendance
Margaret Fujisawa, Guidance Technician
Angela Fusillo, Discipline, Athletic Secretary
Esther Galvan, Guidance Receptionist
Michele Garcia-Salas, Guidance Technician
JoNellia Guinn, Principal Secretary
Sicoya Hale-Walton, Guidance Office Secretary
Phyllis Heiner, Budget Secretary
Jackie Lee, Attendance Secretary
Tina Little, Nurse Secretary
Mechie Meents, Security Secretary
Raul Oviedo, Guidance Technician
Marion Serra, ROP Secretary
Jenny Silva, Attendance
Mary Van Loo, Technology

INSTRUCTIONAL AIDES

Joanna Aston Maxwell
Margarita Castaneda
Andrea Cordero
John DelMano
Alana Horrell
Marja-Liisa Howell
Berta Iniquez
Patricia Marquez
Irene Pollard
Alana Shapiro

8/13/2008

**IMPORTANT DATES and MEETINGS
2008- 2009**

(Holidays, minimum days, pupil-free days)

Labor Day.....	September 1
Back to School Night (minimum day)	September 24
Veteran's Day.....	November 11
Thanksgiving	November 27-28
Winter Recess.....	December 22 – Jan 2
Martin Luther King Day.....	January 19
Fall Final Exams (minimum days)	January 21, 22, 23
Semester Break (pupil-free day)	January 26
Lincoln's Day.....	February 13
Washington's Day	February 16
Open House (minimum day)	March 25
Spring Recess.....	April 6 – April 17
Memorial Day	May 25
Spring Final Exams (minimum days).....	June 17, 18, 19

MEETINGS

Booster Club 9/8, 10/7, 11/10, 12/8, 1/12, 2/9, 3/9, 4/20, 5/11, 6/8
Every 2nd Monday at 7:00 p.m. in the teachers' lounge

PTSA meetings 10/22, 11/26, 1/28, 2/25, 3/25, 4/22, 5/27
*Every 4th Wednesday from September through May (except no December meeting)
at 7:00 p.m. in the high school library*

Site Council 9/9, 10/7, 12/9, 1/13, 2/10, 3/10, 5/12, 6/9
Every 2nd Tuesday at 4:00 p.m. in the faculty lounge

Staff meetings 1st Wednesday of the month at 1:10 p.m. in the library.
All offices close at 1:00 p.m.

Calendar for Progress Reports / Grading Periods for the 2008-2009 School Year

CULVER CITY HIGH SCHOOL

SEMESTER ONE – SEPTEMBER 2, 2008 – JANUARY 23, 2009

September	2	Tuesday	First day of semester one
October	1	Wednesday	To teachers – Grade Direction Sheet
October	3	Friday	Five week ends –Progress (1 st Semester)
October	7	Tuesday	Submit Grades through ABI by <u>3:30 p.m.</u>
October	10	Friday	Progress Reports mailed home
October	31	Friday	To teachers – Grade Direction Sheet
November	7	Friday	Ten Week ends – Report Card (1 st Semester)
November	11	Tuesday	VETERANS' DAY
November	12	Wednesday	Submit Grades through ABI by <u>3:30 p.m.</u>
November	14	Friday	Ten Week (1 st Semester) Reports Cards mailed home
November	27, 28		THANKSGIVING HOLIDAY
December	10	Wednesday	To teachers – Grade Direction Sheet
December	12	Friday	Fifteen week ends - Progress (1 st Semester)
December	16	Tuesday	Submit Grades through ABI by <u>3:30 p.m.</u>
December	19	Friday	Progress Reports mailed home
December	22	Monday	Winter Recess Begins (Two Weeks)
January	5	Monday	Return to school after Winter Recess
January	16	Friday	To teachers – Grade Direction Sheet
January	19	Monday	MARTIN LUTHER KING BIRTHDAY HOLIDAY
January	23	Friday	End of Semester One - Report Cards
January	26	Monday	Teacher work day / Pupil free day
January	27	Tuesday	Submit Grades through ABI - <u>3:30 p.m.</u>

SEMESTER TWO – JANUARY 27, 2009 – JUNE 19, 2009

January	27	Tuesday	First day of semester two
January	30	Friday	Semester One Report Cards mailed home
February	13	Friday	LINCOLN'S BIRTHDAY HOLIDAY
February	16	Monday	WASHINGTON'S BIRTHDAY HOLIDAY
February	25	Wednesday	To teachers – Grade Direction Sheet
February	27	Friday	Five Week ends – Progress (2nd semester)
March	3	Tuesday	Submit Grades through ABI by <u>3:30 p.m.</u>
March	6	Friday	Progress Reports mailed home
March	25	Wednesday	To teachers – Grade Direction Sheet
March	27	Friday	Ten Week ends – Report Cards (2 nd semester)
March	31	Tuesday	Submit Grades through ABI by <u>3:30 p.m.</u>
April	3	Friday	Report Cards mailed home
April	6 - April 17		SPRING RECESS
May	13	Wednesday	To teachers – Grade Direction Sheet
May	15	Friday	Fifteen Week ends – Progress (2nd semester)
May	19	Tuesday	Submit Grades through ABI by <u>3:30 p.m.</u>
May	22	Friday	Progress Reports mailed home
May	25	Monday	MEMORIAL DAY HOLIDAY
June	15	Monday	To teachers – Grade Direction Sheet
June	19	Friday	End of Semester Two – Report Cards
June	22	Monday	Submit Grades through ABI by <u>3:30 p.m.</u>
June	26	Friday	Semester Two Report Cards mailed

Culver City High School 2008 - 2009 Bell Schedule***Regular Schedule (132 Days)******Min. Day Wed. Schedule (35 Days)***

PERIOD	TIME	MINUTES
0	7:05 – 8:00	55
Passing Period	8:00 – 8:05	5
1	8:05 – 9:01	56
Passing Period	9:01 – 9:07	6
2	9:07 – 10:07	60
Nutrition	10:07 – 10:22	15
Passing Period	10:22 – 10:27	5
3	10:27 – 11:23	56
Passing Period	11:23 – 11:29	6
4	11:29 – 12:24	55
Lunch	12:24 – 12:59	35
Passing Period	12:59 – 1:04	5
5	1:04 – 1:59	55
Passing Period	1:59 – 2:05	6
6	2:05 – 3:00	55

PERIOD	TIME	MINUTES
0	7:20 – 8:00	40
Passing Period	8:00 – 8:05	5
1	8:05 – 8:45	40
Passing Period	8:45 – 8:51	6
2	8:51 – 9:35	44
Passing Period	9:35 – 9:41	6
3	9:41 – 10:21	40
Brunch	10:21 – 10:46	25
Passing Period	10:46 – 10:51	5
4	10:51 – 11:31	40
Passing Period	11:31 – 11:37	6
5	11:37 – 12:17	40
Passing Period	12:17 – 12:23	6
6	12:23 – 1:03	40
Collaboration, Faculty Meetings, etc.	Min. 1hour, Approx. 1:15 – 2:15	60+

Double Assembly Schedule (7 Days)

PERIOD	TIME	MINUTES
0	7:21 – 8:00	39
Passing Period	8:00 – 8:05	5
1	8:05 – 8:44	39
Passing Period	8:44 – 8:50	6
2 (Assembly 1)	8:50 – 9:59	69
Passing Period	9:59 – 10:04	5
2 (Assembly 2)	10:04 – 11:13	69
Nutrition	11:13 – 11:28	15
Passing Period	11:28 – 11:33	5
3	11:33 – 12:12	39
Passing Period	12:12 – 12:18	6
4	12:18 – 12:57	39
Lunch	12:57 – 1:32	35
Passing Period	1:32 – 1:37	5
5	1:37 – 2:16	39
Passing Period	2:16 – 2:22	6
6	2:22 – 3:00	38

Final Exam Schedule (6 Days)

PERIOD	TIME	MINUTES
Exam	8:05 – 10:05	120
Break	10:05 – 10:30	25
Passing Period	10:30 – 10:35	5
Exam	10:35 – 12:35	120
Break	12:35 – 12:55	20
Passing Period	12:55 – 1:00	5
Exam (Per.0)	1:00 – 3:00	120

POLICIES

MISSION STATEMENT

Culver City High School is an engaged and caring academic community where diversity is valued and respected. We are committed to educating and inspiring all students to become life-long learners and contributing members of society.

CIVILITY POLICY

Members of the Culver City Unified School District will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining orderly educational and administrative processes; in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as the community, the Culver City Unified School District encourages positive communication, and discourages volatile, hostile or aggressive actions. The District seeks public cooperation with this endeavor.

Disruptions

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property, will be directed to leave school or school district property promptly by the Superintendent or designees.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.
3. When an individual is directed to leave under such paragraph 1 or 2 circumstances, the Superintendent or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7, if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time the Superintendent or designee may notify law enforcement officials. An Incident Report should be completed for the situations as set forth in paragraphs 1 and 2.
(*cf. 5146 Campus Disturbance*)
(*cf. 9323 Meeting Conduct*)
4. The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.
5. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report. Employees and supervisors should complete an Incident Report and report to law enforcement, any attack, assault or threat made against them on School/District premises or at School/District sponsored activities.
6. An employee whose person or property is injured or damaged by willful misconduct of a student, may ask the District to pursue legal action against the student or the student's parent/guardian.

Documentation

7. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code

POLICIES

provisions at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident on the *appropriate* form.

Legal reference:

EDUCATION CODE

32210 Disturbing School
44014 Assault on Personnel
44810 Person on School Grounds
44811 Insults and Abuses

PENAL CODE

243.5 Arrest on School Grounds
415.5 Fighting on School Grounds
626.8 Entry on School. By Person Not on Lawful Business
627.7 Refusal to Leave School Grounds

NON DISCRIMINATION

The Governing Board is committed to equal opportunity for all individuals in education and in employment. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, national origin, ethnic group, age, marital or parental status, physical or mental disability, sexual orientation or perception of one or more of such characteristics, or any other unlawful consideration. The Board shall promote programs which ensure that discrimination practices are eliminated in all district activities.

SEXUAL HARASSMENT

Culver City High School is committed to maintaining a learning environment that is free of harassment. Sexual harassment is prohibited or unlawful conduct which includes, but is not limited to, unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical activity of a sexual nature. The High School prohibits sexual harassment of any student by any employee, student, or other person at school or any school-related activity. Students should immediately contact a teacher, administrator, or other adult on campus if they feel they are being harassed. Any student who engages in sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including suspension, expulsion or police report.

For more detailed information, please refer to the Safe School Plan.

COLOGNE/PERFUME/FRAGRANCE

We realize that students and staff like to wear cologne, perfume, and fragrant/scented products as a part of their personal grooming. However, it is a known fact that such products may be hazardous to one's health. For asthmatics and people with allergies, fragrant and scented products can cause serious health problems. Staff and students are encouraged to wear unscented products; however, if one chooses to wear scented products to school, we request that they be applied with moderation. Students shall not spray or consciously cause to be placed upon any other student, teacher, or any school property or property of a student or teacher, any chemicals, colognes, perfumes, hair sprays, scented body lotions or scented deodorants, without the previous express permission of that student or teacher. Violation of this requirement shall be considered an attempt to cause physical injury, and thus be subject to suspension. We ask that all students refrain from applying cologne/perfume or any products with fragrance in the halls. If you need to apply any such products, please do so carefully outside in the open air.

CLOSED CAMPUS

The campus is considered a closed campus for all students with exception of the student Senior Privileges. Students who need to leave during the school day must check out via the attendance office or the nurse's office. **Students who leave campus without a pass from the Attendance or Nurse's Office will be considered truant, and will be**

POLICIES

subject to disciplinary consequences. Telephone calls or notes to the Attendance Office after the student leaves campus without permission cannot clear the truancy. Unless a student has been granted Senior Lunch Privileges, all students are required to remain on campus throughout the school day.

Students are not allowed to loiter or congregate in the parking lot during school time or during their homestudy periods. If students have to be on campus during this time, they must be in the library. Cars are not to be used as lockers or storage. Students will not be allowed to go to their cars for reasons other than arrival and departure.

NO visitors are allowed on campus during school hours.

GRADUATION REQUIREMENTS

In order to qualify for a diploma from Culver City High School (CCHS), each student must meet the following district and state requirements:

- A. Complete not less than 220 semester credits of classroom or supervised activities in grades 9-12 with passing grades (D or better). Satisfactory attendance and good citizenship are reflected in academic grades and credits completed.
- B. Complete the following subject matter requirements in grades 9-12 with passing grades:
 1. English (40 semester credits in grades 9-12)

English 9	10 Semester Credits
English 10	10 Semester Credits
English 11	10 Semester Credits
English Electives (12th)	10 Semester Credits

(ELD classes and basic reading classes count for English credit or any mainstream English 9, 10, 11 or 12. To graduate, students need 10 credits of English that are not ELD or basic reading.)
 2. Social Studies (35 semester credits in grades 9-12)

9th Grade Global Issues	5 Semester Credits
10th Grade World History	10 Semester Credits
11th Grade U.S. History	10 Semester Credits
12th Grade U.S. Government	5 Semester Credits
12th Grade Economics	5 Semester Credits
 3. Physical Education (20 semester credits)

9th Grade – PE I	10 Semester Credits
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(Incoming 9th graders must pass PE I and PE II)

10 th , 11 th , or 12 th Grade	10 Semester Credits
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(Starting with the class of 2011 must pass PE I and PE II

10 th , 11 th or 12 th Grade – PE II (Class of 2011)	10 Semester Credits
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One Semester of Marching Band Per Year Also Fulfills This Requirement
(Current 11th and 12th graders only)
 4. Science - grades 9-12 (25 semester credits)

One year of a life science	10 Semester Credits
One year of a physical science	10 Semester Credits
Health (9 th Grade)	5 Semester Credits
 5. Mathematics - grades 9-12 (20 semester credits)
See flow chart in CCHS Course of Study Guidelines and Description Handbook 2004-2005 pg. 5.
Note: All students must successfully complete Algebra I in order to receive a diploma.
 6. Elective Requirement - grades 9-12 (80 semester credits)

Must include one year of either Visual and Performing Arts, or Foreign Language.

- C. ALGEBRA REQUIREMENTS: California Education Code specifies that beginning with the graduating class of 2003-04 and each year following, pupils must complete a course with the content equivalent that of Algebra I.
- D. CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE)
Each student completing grade 12 shall successfully pass the state exit examinations in language arts and mathematics as a condition of high school graduation. Students shall first take the exit examination in grade 10 and may take the examination during each subsequent administration until each section of the examination has been passed, in order to earn a diploma. (Education Code 60851).

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- E. **SERVICE LEARNING** (60 hours - grades 9-12)
All students will engage in at least 60 hours of service as a graduation requirement of CCHS. The program includes preparation, volunteering, and reflection in English/Social Studies core. Please contact Ms. Drew Seymour.
- | | |
|-----------------------------|----------|
| 9th Grade Service Learning | 10 Hours |
| 10th Grade Service Learning | 10 Hours |
| 11th Grade Service Learning | 20 Hours |
| 12th Grade Service Learning | 20 Hours |
- F. **GRADE LEVEL STATUS** is determined by natural yearly progression of entry grade. All of the graduation requirements must be fulfilled prior to receiving a diploma.
- G. **SENIORS MUST HAVE** a minimum of 5 semester classes each semester according to Education Code 46145, which reads: "Pupils in grade 12 shall be enrolled in at least 5 courses each semester . . ." CCHS enforces this code strictly; however, a senior can be enrolled in an ROP course or community college class as their 5th period. Counselor approval and written parental consent is necessary in all cases. Further, seniors must have at least 210.0 credits or be short no more than 10.0 credits of required courses in order to participate in the graduation ceremony. Remember that all **graduation requirements** must be documented and completed in order for a graduate to receive a diploma.
- H. **SCHEDULE CHANGE PROCEDURES:** Students are not allowed to request a schedule change, unless they have already taken the course, didn't meet the prerequisite, or were mis-scheduled, so choose carefully. Schedule change requests must be made by using the required form available in the guidance office by making an appointment to see a counselor. Schedule change requests must be returned to the guidance office by the first week of school. **A schedule request form does not guarantee a change of schedule.** Schedule changes cannot be made for teacher preference or if a class is closed because it is full.
- Please Note:
- Under no circumstances may students change their schedule at any other time of the year.
 - Students must consult their counselor if they are having difficulty in a class.
 - Students who decide to attend another class without changing their schedule through the office will develop truancies and a possible fail mark on their academic record.
 - Once students begin a class, they are expected to carry it out for the full term, even if the class is a 7th period.
 - School records are legal documents that reflect student attendance and achievement.
 - All staff at CCHS work together to ensure that students keep their commitments to school achievement and that student records are an accurate report of grades achieved.
 - If a schedule change is granted a transfer grade will follow student to the new class and will be averaged in as part of final course grade.
- I. **REPEATING CLASSES:** With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. Both grades received shall be entered on the student's transcript, but the student shall receive credit only once for taking the course. The two grades shall be averaged in determining the student's overall grade point average. Subject to counselor's approval.
- J. **COURSE DROP POLICY**
- Course change (i.e. dropping Physiology to take Study Skills):
- Up to the end of the 3rd week of the school year
 - Weeks 4-5: student will receive a "W"
 - Weeks 6-10: student will receive a "W/F"
 - Week 11 and beyond: student will not be allowed to drop
- Level change (i.e. dropping Honors English 10 to take English 10)

POLICIES

- Up to the end of the 5th week of the school year
- Weeks 6-7: student will receive a “W”
- Weeks 8-10: student will receive a “W/F”
- Week 11 and beyond: student will not be allowed to drop

*Teachers must notify parents in all instances of teacher-initiated schedule changes.

GUIDANCE OFFICE

Culver City High School offers comprehensive counseling and guidance services including team approaches to serve all students who need special services in academic learning and social/emotional development. All of our counselors provide educational and psychological counseling, referrals, and act as liaison between students and parents, teachers, administrators, law enforcement and the larger community. Counselors are available to all students and parents by appointment.

A Student Study Team (SST) meets regularly to discuss at-risk students. SST is an intervention process to assist students. This team is responsible for reviewing student academic and behavioral difficulties. The team consists of several professionals including but not limited to a site administrator, school nurse, school psychologist, counselor, teachers who know the student, district specialists and the parent when appropriate. The Culver City Unified School District has three concern levels where the team participates known as Level I, II, and III. If the difficulty is not solved by the team at Level I or II then the parent may need to participate in Level III. The team reviews records, brainstorms solutions to assist the student and may recommend accommodations to be tried for a period of time in the classroom or during other school functions such as physical education or breaks.

In addition to counseling, scheduling, 4-year plans, 10th grade academic checks and graduation checks for 11th and 12th graders, the Guidance Office provides letters of recommendation, testing services for ACT, AP, Bilingual, STAR, any other required state tests, and career planning services. A counselor is also available through the College Career Center (CCC) for financial aid information and services, scholarship assistance, assistance with college applications, and career planning services. In addition, CCHS has three At-Risk counselors who provide an additional level of support for students in the areas of academics, attendance, and behavior.

Guidance technicians implement scheduling programs and assist counselors with all aspects of the Guidance Office and CCC, bilingual services, scholarships and College Night. When required, the Guidance Office acts as a referral service to all students needing additional services.

ATTENDANCE AND DISCIPLINE

ATTENDANCE POLICY AND PROCEDURES

Regular school attendance is vital to successful academic growth. The interaction of students with each other in the classroom and participation in class are irreplaceable components of the learning process. Culver City High School values exemplary attendance habits.

All students are expected to maintain “**satisfactory attendance.**” Only students with satisfactory attendance may: (1) maintain a senior off-campus lunch pass; (2) attend the Homecoming Dance and Prom; (3) attend *Grad Nite @ Disneyland*; (4) Obtain and maintain a Work Permit (AR 5113.2); and (5) renew an opportunity permit; and (6) participate in the graduation ceremony. Culver City High School defines as “**unsatisfactory attendance**” more than seven (7) tardies to any one class in a semester and/or absence for more than any 30-minute period during the school day without a valid excuse on three or more days in one school year (EC 48260). The major responsibility for attendance lies with the student and his or her parent/guardian.

Seniors with more than 14 absences during the year for any reason will not participate in the graduation ceremony. Students with 3 or more unexcused absences from any one period during the semester may be deemed ineligible to participate in extra curricular activities including team sports / events, AVPA, and extra curricular field trips.

THE STUDENT IS RESPONSIBLE FOR OBTAINING A READMIT from the Attendance Office before going to class. Readmits will be issued before first period (from 7:30 to 8:00 a.m.), at lunch, and after school.

- On the day of the absence, the parent or guardian should phone the school before 10 a.m. to report the absence. The school phone number is (310) 842-4200, and the Attendance Office extension numbers are 3344 (A-K) and 3345 (L-Z). Phone and written notes must include the student’s name, dates and/or times of absences, and specific reason for the absence. The school must be notified each day of an extended absence. Parents/guardians are strongly encouraged but not required to confirm an excused absence in writing. Absence notes must be signed by a parent/guardian. (A written note does not automatically mean an excused absence.)
- Attendance is reported every period to the Attendance Office. Parents will be notified of absences by automated phone messages and computer generated letters.
- All absences will be considered unexcused unless cleared through the Attendance Office. **Absences not cleared within five (5) days and any unexcused absence will be marked as a truant. The absence cannot be re-classified after the five (5) day period and will remain TRUANT.**

Late Arrival/Pass Policy - students with a legitimate reason for arriving late (illness, medical appointment, religious or funeral attendance) must obtain a re-admit from the Attendance Office for clearance. Students who arrive late without a legitimate excuse will be marked Tardy or Truant. Notes from parents/guardians given directly to teachers to excuse tardiness will not be accepted. All students must report to class on time. Please be advised that **notes, phone calls or visits from parents/ guardians to excuse tardies will not be accepted.** Only a verified medical excuse (doctor’s note) will be accepted. Medical notes for being late to school must be submitted to the Attendance Office at the time of arrival to campus (within the first 30 minutes of class). They may not be cleared afterward.

Absence from class: A student is absent when s/he is more than 30 minutes tardy or is not present during a scheduled class period.

Pass required to leave campus during the school day

Students who need to leave during the school day for a medical appointment, etc., should submit a note from a parent before school to the attendance office. A “Permit to leave Campus” will be issued. The student is to show it to the teacher at the appointed time, leave class, and check-out at the Attendance Office. Parent(s) are to pick students up at the Attendance Office. The permit must be signed (by a doctor/dentist for a medical excuse or parent for an emergency) and returned to the Attendance Office upon returning to campus later in the day or the next morning. A re-admit will be issued if a student is taken ill during the school day, he or she should obtain a pass to the nurse’s office from the teacher or school official. (A student should not call a parent first and ask to be picked up anywhere on

ATTENDANCE AND DISCIPLINE

campus other than the Attendance Office.) If the student is too ill to remain at school, the nurse will call and inform a parent so that arrangements may be made for the student to go home. The nurse will issue a "Health Office Excuse." If the student is absent the next day, student should bring a parent note along with the "Health Office Excuse" issued.

Students who leave campus without a pass from the Attendance Office or Nurse's Office will be considered truant. Telephone calls or notes to the Attendance Office after the student leaves campus without permission cannot clear the truancy.

Attendance Requirement: California state law requires all students to attend school until the age of eighteen or until graduation. The school's Attendance Policy is consistently followed and uniformly enforced.

Excused Absences: Absences are excused for attendance accounting purposes for the following reasons only. (Education Codes 46010 and 46014 and CCUSD Board Policy AR 5113):

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic appointments (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family (Education Code 48205)
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/ daughter-in-law, brother, sister or any relative living in the student's immediate household. (Education Code 45194, 48205)
5. Jury duty in the manner provided by law. (Education Code 48205)
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)
7. **Upon advance written request by the parent/guardian and the approval of the Assistant Principal, Attendance,** justifiable personal reasons including but not limited to: (Education Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Attendance at an employment conference
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
9. Participation in religious instruction or exercises in accordance with district policy: (Education Code 46014)
 - a. In such instances, the student shall attend at least the minimum school day
 - b. The student shall be excused for this purpose on no more than four days per school month.

http://www.ccusd.k12.ca.us/board_ed/Policies/5000/5113ar.htm

Legal reasons for excused absences are limited to those listed above. All other reasons are "unexcused" under the State of California Education Code.

Unexcused reasons for being absent from school are considered trancies (Attendance code "U") if the student voluntarily does the following. Absences for these reasons are "unexcused" (Attendance Code "R") if the parent or guardian requires student to do the following:

1. Personal reasons not classified as excused by California Education Code and CCUSD Board Policy (#7 above).
2. College visits.
3. Family vacation, going to the beach, lake, river, mountains or desert.
4. Getting ready for a date.
5. Babysitting, taking care of other family members.
6. Repairing car or household items.

ATTENDANCE AND DISCIPLINE

7. Waiting for service or repair people.
8. Attending a sporting event other than a school sponsored event in which the student is a participant.
9. Other reasons not included in Education Code sections 46010 and 42805.

Unexcused Tardies for students include:

- Alarm did not ring/slept late.
- Car problems/flat tires/no gas.

Truancy: is defined as an unexcused absence from class, absence from class without school and/or parent/guardian knowledge or permission. Leaving class without permission before the class is officially over.

CCMC 13.03.101 states that all minors subject to compulsory education shall be enrolled and attending school during school hours. Students in violation of this ordinance shall receive a citation from the police department.

According to *Education Code* Section 48260, a pupil who is absent from school without a valid excuse for three days in one school year or is tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, **or any combination thereof**, is a truant and shall be reported.

After the fourteenth (14) absence for illness, even if non-consecutive, the student must bring in a doctor's note excusing the absence. When a student has had 14 absences in the school year for illness, any further absences for illness must be verified by a physician AR 5113 (c).

ATTENDANCE RESPONSIBILITIES

Attendance is a legal and professional responsibility that requires the accuracy of every member of the staff and substitute teachers. **THE TEACHER must take attendance each period of each day.** The teacher should keep a hard copy roll book in addition to submitting attendance via ABI in case of inquiries. ABI is the official record since it gathers the teacher's attendance as well as the counselor's, the Assistant Principal's, and the parents. www.notification.com gathers the attendance data each evening at approximately 6 p.m. The parents of students marked absent one or more periods will receive a phone call at home the same night—this generates hundreds and of phone calls to the Attendance Office. Hence, please be certain to correct absences when students are tardy.

- After the first day of school, **PLEASE DO NOT ACCEPT ANY NEW STUDENTS REPORTING TO YOUR CLASS FOR THE FIRST TIME UNLESS THEY ARE ON YOUR ABI (computer screen roster).** Students with a new "STUDENT CLASS SCHEDULE" are to begin that schedule the next day. (ABI rosters are updated each night). If they do not have a "Student Class Schedule," please send them to the Guidance Office to get one.
- **Until such time as a student is officially dropped from your class, you must continue to mark the student absent.** When a student is dropped from a class, the student's name will disappear from the ABI roster. **If a student in your class is absent two weeks, please contact the parent.**
- **PLEASE SUBMIT YOUR ATTENDANCE WITHIN THE FIRST TEN MINUTES OF THE PERIOD.**
- **When students arrive tardy, the absence must be updated via ABI. A teacher may not legally mark a student absent if the student arrived to class within the first 30 minutes.** If a student takes too long on a Hall Pass, they are NOT to be marked absent unless they have missed more than 30 minutes of class. For example, assign a teacher detention instead.
- Any errors or updates that cannot be corrected by ABI should be reported within five (5) days on the "Attendance Correction Form" and submitted by the teacher to an Attendance Clerk (i.e., not hand-delivered by a student or T.A. or placed in a mailbox).
- When you notice that a student's attendance is marked "A" on ABI, please remind the student that absences not cleared within five (5) days and any unexcused absence will be marked as a truant. The absence cannot be re-classified after the five (5) day period and will remain TRUANT. Any student coded as truant three full days in a school year will be classified a truant by law.

ATTENDANCE AND DISCIPLINE

The attendance clerks and administrators depend on each teacher's accurate attendance records submitted at the beginning of each period!!! Parents, police officers, and probation officers call often to inquire whether or not a student is present in school.

Attendance records of individual students are frequently requested by governmental agencies (i.e., social workers, police officers, courts, judges, probation officers, and the District Attorney, etc.). When attendance is part of a student's probation contract, the judge will often stipulate that the student may not be truant once to any given period within a sixty-day period. In these cases, an absence not corrected to a tardy may result in the student's probation being extended by several months! Sometimes, when former students apply for a security clearance, their attendance records are requested many years later.

Monthly Attendance Reports are submitted to the district—and then to the state—approximately every three weeks for the purposes of collecting ADA. If any district does not submit accurate reports, fines can be substantial.

Our attendance records are audited at least once a year. The auditors typically select the attendance records over a two week period each semester of (12 to 64) teachers and students at random and check to see if there are any discrepancies among parent notes on file, phone logs to report student absences, Teacher Weekly Reports, re-admit slips, and Monthly Reports. The consequences of any discrepancies they discover may range from a write-up to substantial fines to the district.

SUBMITTING ATTENDANCE VIA ABI

1. If the computer requires a login, click on the Control-Alt-Delete keys at the same time. The login is: **Student** Leave the password blank (do not type one in). Then click on **Okay** to sign in.
2. Double click on the ABI Icon on the computer desktop. If there is no ABI Icon, open up Internet Explorer then find Aeries Browser Interface under the Favorites. If you can not find it you can type in the address, which is: <http://10.10.1.10/abi/>
3. Type in the User Name and Password to sign into ABI.
4. Once you are signed into ABI, click on the **Attendance** tab.
5. A selection screen will display with the name of the school displayed at the top. Click on the **Attendance** option.
6. The **Current Period** for the teacher signed into **ABI** and all the students currently enrolled will display. The **Current Period** is determined according to the bell schedule.
7. The entry field for the date selected will display in yellow and the previous days will display in white with any previous absence codes entered.
 - a) Please **DO NOT** change an absence code entered by the Attendance Office (i.e., "I", "E", "F", "X", "S", etc.).
 - b) When you notice that a student's attendance is marked "A" on ABI, please remind the student that absences not cleared within five (5) days and any unexcused absence will be marked as a truant. The absence cannot be re-classified after the five (5) day period and will remain TRUANT. Any student coded as truant three full days in a school year will be classified a truant by law.
 - c) Students are to obtain their re-admits from the Attendance Office before school, at Nutrition, lunch, or after school. Please **DO NOT** send students to the Attendance Office during class time to pick up re-admits.

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8. To update the attendance click on the **Absent or Tardy mark** button for the student selected. A **black dot** will display below the **Absent or Tardy mark**.
9. After all absence or tardy marks have been entered, click on **Submit Attendance**. **Do this before leaving this page (within 20 minutes of starting or the computer session will time-out)**. The **Submit Attendance button** is at the top and the bottom of the list of students. This will automatically update the Aeries database and the date displayed in yellow will now contain the absence or tardy marks.
10. If you need to make changes to the attendance file that you previously submitted that day, sign back in to ABI and correct the attendance and submit it. For example, if a student was originally marked absent and needs to have her attendance changed to tardy, sign back in to ABI and only make the change for that student. Changes can be made for that day's attendance only until 6:00 PM. All other changes need to be submitted through the Attendance Office on the appropriate form by the teacher of record.
11. It is important that the Attendance is submitted as soon as entry is completed for the period selected. The absence marks can be lost if you delay your submission.
12. **The attendance must be submitted even if there are no absences or tardies for the day. The Attendance Office is able to log into their computer to see who has and has not submitted their attendance each day.**
13. Do not leave your computer accessible and logged in to ABI. If you have to step away from your computer, *logout* from the computer to prevent unauthorized changes.
14. Should you have any technology difficulties, please contact Kelli Tarvyd at extension 6220.

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ATTENDANCE CODE TABLE

CCUSD uses the following attendance codes:

Code	Title	Definition
A	UNVERIFIED	Unverified absence; no re-admit
C	COUNSELOR	Non-absence; with counselor
D	DISCIPLINE	Non-absence; with administrator
E	EXCUSED	Excused absence, Verified
F	FIELD TRIP	Non-absence, Verified
G	TARDY 30+	Unexcused tardy, 30+ minutes
H	HEALTH CLINIC	Non-absence; in Health Clinic, verified
I	ILLNESS	Excused absence, Verified
J	TESTING	Non-absence, Verified
K	DR STMT	Excused absence, verified with doctor's note
L	LATE	Excused tardy, Verified
M	MEDICAL	Excused absence, Medical appointment
N	NURSE	Non-absence; with nurse; Verified
O	I.S. PEND	Non-absence; on Independent Study
Q	TARDY MED	Excused tardy (Medical), Verified
R	UNEXCUSED	Unexcused absence w/parental knowledge
S	SUSPENDED	Excused absence; student on Home Suspension
T	TARDY	Tardy to class
U	TRUANT	Truant from school or absence not verified within 5 days
V	ACTIVITY	Non-absence; out of class for verified school activity
W	<30 LATE	Unexcused tardy; student arrived to school within 30 minutes
X	ISS	Non-absence; student in In School Suspension; teacher required to provide assignments
Y	I.S. COMP	Non-absence; student completed Independent Study contract
Z	TARDY SWEEP	Unexcused tardy; student caught in tardy sweep

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TARDY POLICY

The staff of Culver City High School encourages each student to strive for academic excellence. Teachers are committed to providing quality lessons, which are challenging, rewarding and interesting for students. It is the students' responsibility to take advantage of the learning opportunities that are offered each class period. All students are expected to be punctual and prepared for each class daily. A student is tardy if he/she is not in his/her correct seat and prepared to begin class at the ringing of the tardy bell.

CLASSROOM TEACHER PROGRESSIVE TARDY POLICY

1. All students are required to be in their seat and prepared to work (materials, pen, pencil, paper, etc.) when the tardy bell rings.
2. 1st tardy in each class
 - a. The student is given a first warning.
 - b. Tardy documented on teacher's record.
3. 2nd tardy in each class
 - a. The student is given a second warning.
 - b. Tardy documented on teacher's record.
4. 3rd tardy in each class and every tardy thereafter
 - a. The student will serve a teacher assigned after school detention within three (3) days.
 - b. Students who do not serve teacher assigned detentions will be assigned Saturday School.
 - c. Tardy documented on teacher's record.
 - d. Absences and athletics will not excuse a student from serving detention.
5. 5th tardy: Teacher assigns Saturday School. Parent called.
6. 7th tardy: Teacher notifies parent by phone and/or letter.
7. 9th tardy: Parent contacted by Attendance Administration.
8. 10th tardy: Student and parent may be referred to School Site Attendance Review Team.

Please be advised that notes, phone calls or visits from parents/guardians to excuse tardies will not be accepted. Only a verified medical excuse (doctor's note) will be accepted.

TARDY SWEEPS

Students are to arrive to each class on time each and every period. Tardy sweeps are designed to identify students who are chronically tardy to class/school while encouraging promptness. Tardy sweeps are announced over the PA system. **When a tardy sweep is being conducted, teachers simply need to take accurate attendance. All students marked tardy will be automatically assigned a detention, which will be reflected on in their discipline file. Consequences for students caught in tardy sweeps: One hour detention. In the event of a physical tardy sweep, students may be assigned additional detentions for failing to produce a student identification card.** Students out of class more than ten (10) minutes may be directed, by the administration, to a Study Hall for the period.

SCHOOL-WIDE DISCIPLINE PLAN (Refer to CCHS Discipline Matrix)

Procedures for Referring a Student to the AP of Discipline:

- Complete the CCHS Referral Form. Give as much information as possible. Be specific and use quotes when possible. If it is impossible to fill out the paperwork when the student is sent to the office, please e-mail or call the AP of Discipline as soon as possible.
- If you think the student will go to the office, send them. Be sure to follow up later to be sure they arrived. Otherwise, call security for an escort.
- After meeting with the student, the administrator will e-mail or contact you regarding the outcome.

Buddy Teachers:

Many teachers on the CCHS staff have a buddy teacher to send students to when they are disruptive. This is an agreement between two teachers. The teachers must decide and agree upon the details. However, we do ask that the sending teacher confirms that the student arrived at the buddy teacher's classroom. If the student did not arrive at the buddy teacher's room, there must be a consequence.

Teacher Assigned Detention Procedures:

- Hand the student a detention citation. Be sure to the student's name, date assigned, infraction, how many detention hours are being assigned, and the date it must be served by (allowing a minimum of 1 week).
- If a student chooses to serve a detention through lunchtime campus beautification or after school school-wide detention (held from 3:05-4:00 every day except Wednesday) they will sign in and place your name as the person who assigned the detention. The following day you will be informed via e-mail that the student attended detention.
- If a student chooses to serve detention by attending Saturday School, the teacher will be notified by e-mail the Monday following the Saturday School attended.
- Other detention options are at the teacher's discretion as stated in his/her classroom policy.
- Any student who does not serve and turn in the detention ticket by the due date may be referred to the office for a Saturday School.
- It is the **teacher's responsibility to notify the student and parents of the assigned Saturday School**. All Saturday schools are due by the end of the following quarter.

Teacher Assigned Saturday School Procedures:

- Teachers may assign Saturday Schools based upon violations of their classroom rules and the discipline matrix.
- Hand the student a detention citation. Be sure to the student's name, date assigned, infraction, and check off Saturday School, and the date it must be served by. The due date for Saturday School's is the end of the following quarter. For example, a Saturday School assigned during 1st quarter is due at the end of 2nd quarter.
- The teacher must turn in the pink copy of the citation or a Saturday School Referral Form, to Ms. Fusillo's office, inform the student, and **call the student's parent**.

Class Suspension Procedures:

A student may be suspended for up to 2 days from a class. A student may only be suspended for committing an act as defined in Ed Code 48900 (these acts can also be found in the discipline matrix). The suspension should be initiated by an administrator. If a teacher believes an administrator failed to act, they need to contact the administrator.

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ISS Procedures:

In School Suspension (ISS) is a separate classroom with a credentialed teacher. ISS is assigned by a school administrator. Assignments are collected from all of the student's classroom teachers and the student will complete the assignments in the ISS classroom. ISS is meant to improve student behavior. If ISS proves ineffective in improving behavior, home suspension will result.

Home Suspension/Expulsion Procedures:

Culver City High School adheres to CCUSD policies regarding suspension/expulsion. During suspension/expulsion the student may not enter the grounds of any Culver City Unified School, attend any Culver City High School sponsored event, or participate in extra-curricular activities/competitions. Accepting work and making up tests due to the suspension/expulsion is at the teacher's discretion. Any student who accumulates 20 days of suspension in one school year will be recommended for expulsion.

SATURDAY SCHOOL PROCEDURES

{School security will be on patrol, if you need assistance call 310-291-3731}

1. Pick up Saturday School list and supplies from Ms. Fusillo the Friday prior to Saturday School. Saturday School is from 8:15 A.M. to 12:00 P.M. The room changes from week to week. Please confirm the room with Ms. Fusillo. Students & teacher should report to the ROOM by 8:00 AM. **DO NOT** allow entry to any students who are late.
2. All students must report with their student IDs. Do not allow any student into Saturday School without an ID.
3. At 8:15 AM, have students write their names and who the Saturday School was assigned by on the Saturday School list. If it was assigned by someone in the office, they can just write office. If it was assigned by a teacher, the student must write the teacher's name. **If the student is attending Saturday School to make up detention hours, they must write each teacher's (maximum of 6) name.**
4. Students are required to bring study materials for school. **DO NOT** admit anyone who reports without schoolwork. Students are also requested to bring a free reading book in case they finish those assignments. No magazines will be allowed. **All students must be actively engaged in schoolwork throughout Saturday School (no heads on tables, no cards, no talking, no sleeping!!!)**
5. No food, drink, candy or gum in Saturday School.
6. Students will spend three (3) hours working on their school assignments. The remaining hour will be spent on campus beautification. You will find out the campus beautification assignment from Ms. Fusillo the Friday before the weekend when you pick up your Saturday School information.
7. School rules apply to Saturday School. Therefore, all students must adhere to dress code. Do not allow students entry to Saturday School if they are not adhering to the dress code. **The hat and electronic policy must also be enforced.**
8. Students will only receive credit for Saturday School upon successful completion of the full four hours. No partial credit can be earned. If a student is sent home early for any reason, cross out their name from the list and write the reason why they were sent home as the student will not receive credit. Being sent home early may also be grounds for further disciplinary measures.

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9. The schedule for Saturday School is as follows:

Time	Activity
8:15	Students are seated in their assigned seats and roll is taken by teacher.
8:20-8:30	All students are required to sign a Saturday School Contract and complete the Saturday School Behavior Modification Form.
8:30-9:45	Students must work quietly and individually on their student work.
9:45-9:54	Bathroom Break. Teacher accompanies and unlocks restrooms for students.
9:55-10:50	Students must work quietly and individually on their student work.
10:51-11:00	Bathroom Break. Teacher accompanies and unlocks restrooms for students.
11:00-12:00	Campus Beautification

10. Students are not allowed to use the computer in the classroom.

11. Saturday school lists, signed student contracts, and any left-over trash bags for campus beautification are to be turned in to Ms. Fusillo the school day following the Saturday School session. Write referrals for any students that were problems.

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Course Syllabus Template (items in **bold** must be included)

Culver City High School

Course: _____
Term: _____

Teacher: _____
email: _____

CCHS MISSION STATEMENT

Culver City High School is an engaged and caring community where diversity is valued and respected. We are committed to educating and inspiring all students to become life-long learners and contributing members of our global society.

Culver City High School believes:

1. Each member of our school community plays an integral part in making student success a certainty.
2. That all students are provided the necessary resources and opportunities to become successful Collaborative Workers, Adaptable Problem Solvers, Critical Thinkers, Involved Citizens, Quality Producers and Self-Guided Achievers.
3. That all students are immersed in vigorous, standards-based curricula that promote higher level thinking skills.
4. That all students are capable of learning and as such, we educate the whole person providing students the necessary support to achieve their fullest potential.
5. That we value diversity and promote tolerance and espouse understanding and compassion.
6. That the aesthetic value of our campus is an important part of student achievement.

Course Description: To understand the institutions of American government and how they work. To analyze the changing interpretations of the Constitution, the Bill of Rights and the current operations of the three branches of our government. To analyze the relationship between federal, state and local governments through the use of important historical and primary documents.

California Content Standards: (min. 5 Essential/Power Standards):

1. Analyze & explain the fundamental principles and moral values of American democracy as expressed in the Constitution and other essential documents of American democracy.
2. Examine the civil rights and liberties held by citizens, as well as obligations & responsibilities.
3. Analyze & explain the roles and responsibilities of our 3 branches of government, per the Const.
4. Summarize landmark Supreme Court decisions and their interpretations of the U.S. Constitution.
5. Understand historical development of political parties and current political trends.
6. Compare and contrast the powers and procedures of national, state and local governments.
7. Evaluate the influence of media on American politics.

Textbook(s) & Supplementary Materials Provided:

1. U.S. Government: Democracy in Action (Glencoe)
- 2.

Materials Needed Every Day: (part of your grade) A three-ring binder divided into 5 sections as follows: Classwork, Writing Assignments, Chapter Outlines, Homework, Project/Research. Textbook, pen and extra lined paper. Course binders are collected twice a semester and represent 10% of your grade (see Grading Policy below). Date each page and keep all work (do not throw homework away) in designated binder sections throughout the semester.

Homework: Students are expected to spend a minimum of 30 minutes each day for this course doing homework, studying, reading, and/or reviewing materials. A minimum of two homework assignments will be assigned Monday through Thursday, with additional assignments as needed. All homework is due at the beginning of the period. For absences, homework is due within ___ days of your return in order to

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receive full credit. Homework assignments are regularly posted on www.yourhomework.com

Make-Up Work: It is YOUR responsibility to find out the missing homework assignments from the homework board or from a classmate. Any late or incomplete assignments will receive a maximum of 50% credits. It is not the teacher's responsibility to collect work from students who are truant to class.

Make-up Tests: Dates for make-up tests and quizzes are written on the board at least one week prior to the make up session. Please attend the session if you miss the test/quiz or wish to improve your score (maximum of 2 per semester is allowed for up to 90% of the grade). No exceptions will be made. *Note:* Tutoring during lunch is available by appointment.

Grading Policy:

Homework	15 points
Classwork/Participation *	15 points
Quizzes	10 points
Tests	20 points
Course Binder	10 points
Projects	10 points
Final Exam	<u>20 points</u>
Total	100 pts.

Points Converted to Percentages:

A = 90-100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = 59% or below
Extra credit work provided

***Participation:** We at Culver City High School expect all our students to attend school regularly and arrive to all classes on time, ready to participate, learn and achieve. Participation consists of, but is not limited to, arriving to class on time with all appropriate materials, ready to be a positive and productive member of the class. Class participation will contribute to 15% of the student's total grade.

“Centaurian Essential Five Behaviors” Be courteous, considerate, proactive, clean, and prepared.

Classroom Behavior Standards and Expectations:

1. Respect your teachers, classmates and school. Any and all forms of disrespect (including foul language) will not be tolerated.
2. Remain in your seat at all times, unless directed to move by a teacher.
3. Focus your attention on the topic directly related to class lectures/discussions.

Consequences of violation of class rules:

1st Offense: Verbal warning

2nd Offense: Student/teacher conference and detention

3rd Offense: Parent phone call and possible parent/teacher/student conference and detention.

Note: If the violation is severe, the teacher reserves the right to immediately remove the student from class.

✂ ----- Cut & Return -----

ACKNOWLEDGEMENT:

I have reviewed the course syllabus for _____ and I clearly understand it and will abide by it. (course name)

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

Student Name: (Print) _____

Period: _____

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GRADES AND RECORD KEEPING

We at Culver City High School expect all our students to attend school regularly and arrive to all classes on time, ready to participate, learn and achieve.

Participation consists of, but is not limited to, arriving to class on time with all appropriate materials; ready to be a positive and productive member of the class

Participation may contribute up to 15% of the student's total grade.

It is necessary to have a grading system formula prior to the first day of school. This must be explained to students along with other class/school policies on the first day of class. Present the students with a written copy, which includes a signature sheet for student and parent to sign and return for your records. This helps to minimize misunderstandings and conflicts at the end of the grading period.

Reports of Student Progress

A record of all written reports and reports to parents/guardians pertaining to the progress of the student shall be maintained as part of the student's cumulative file. Reports to parents/guardians on the progress of their children in secondary schools will be made each quarter. The semester subject achievement grades shall appear on the student's permanent record. Poor progress notices shall be sent home by the usual means utilized by the school to communicate with all parents. When it becomes evident to the teacher that the student is in danger of failing, the teacher must mark the "*In danger of failing*" comments on the Progress Report/Report Card.

Record Keeping

Grade Books are to be maintained in a neat, orderly manner for easy explanation. A grading legend is to be written in the grade book to explain how you arrived at a given grade. These are to be turned in to the Assistant Principal of Curriculum and Guidance **at the end of each semester** with your signature on the sheet where you place your quarter and your semester grades. The half sheet inserts for the grade book are available in the mailroom. All teachers please ensure the following:

- No computational errors
- Graded assignments should be evenly distributed throughout the grading period
- Students know where they stand every week or two
- No surprises at end of the quarter. Teacher will notify parents as soon as teacher knows a student's grade is a D or F (see District Policy)
- Students like feedback every couple of weeks

Submitting Grades

Teachers are responsible for submitting their quarterly and semester grades in a complete and timely manner, always adhering to the time and date deadline set by the Guidance Office. At the end of each semester, teachers should turn in to the Guidance Office a hard copy of their final semester grades for the purpose of record keeping.

Grade Change Policy

When grades are given for any course of instruction taught in the school district, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade by the teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetence, shall be final. Please note that the only grades that need to be "officially" changed are the 10 week and the semester. Please submit with each grade change a copy of the roll book, grade machine, etc., as a record for the cum. Grade changes will not be honored for the 5 and 15 week marks. (Ed Code 49066).

CLASSROOM

Incompletes

An Incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within a time set at the discretion of the teacher, the Incomplete shall become an F. (AR 5121[b]).

Withdrawal from Classes

A student who drops a course during weeks 4-5 will receive a Withdrawal (W) on transcripts if prior intervention was not successful. During weeks 6-10, the student will receive a Drop/Fail. The transcripts will reflect dropped course, unless otherwise decided by the principal or designee because of extenuating circumstances. (AR 5121[d]).

GPA Scale

Following is the Culver City High School Grade Point Average (GPA) Table and some important information as to how grades that are earned in repeated classes are figured into the overall GPA.

MARK	Point value in GPA computation		
	non-AP/Honors courses	AP/Honors courses	
A	4.00		5.00
A-	3.70		4.70
B+	3.30		4.30
B	3.00		4.00
B-	2.70		3.70
C+	2.30		3.30
C	2.00		3.00
C-	1.70		1.70
D+	1.30		1.30
D	1.00		1.00
D-	0.70		0.70
F+	0.00		0.00
F	0.00		0.00
F-	0.00		0.00
P (Pass)	0.00		0.00
I (Incomplete)	0.00		0.00
NM (No Mark)	0.00		0.00
W (Withdrawal)		0.00	0.00
NC (No Credit)	0.00		0.00
CR (Credit)	0.00		0.00

All grades earned in a repeated class will be averaged in with the original grade. The repeated grade or higher grade does not replace the original or lower grade.

ACADEMIC HONESTY

Culver City High School believes that personal integrity is basic to all achievement. Students will reach their full potential only by being honest with themselves and with others.

Culver City High School expects students to respect the educational purpose underlying all school activities. Assume all assignments are individualized, unless otherwise directed by the teacher. We expect that students will not cheat. Students are expected to do their own homework, to test without external sources, and to submit original work for all assignments. Students are expected to deny all requests to copy from their own work.

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Culver City High School recognizes that students are more inclined to cheat when there is little likelihood of getting caught. Students must know that CCHS teachers will not ignore or condone cheating and that anyone discovered cheating will be subject to disciplinary action and academic consequences.

Academic Honesty:

Students shall not misrepresent examination materials, research materials, classwork, and/or homework assignments as their own, when in fact they are the work of someone else. Academic dishonesty includes but is not limited to the following:

1. Turning in any work, or part thereof, that is not the student's own work.
2. Copying another student's or author's work or class assignment.
3. Allowing another student to copy your work or class assignment.
4. Putting your name on someone else's paper/project.
5. Using a "cheat sheet" or any unauthorized piece of writing on a quiz/test.
6. Giving another student help on an individualized quiz/test.
7. Tampering with the teacher's grade records or tests.
8. Stealing and/or selling quizzes/exams* (*This offense will result in an automatic suspension because of the seriousness of the offense.)
9. Using teacher manuals/solution manuals.
10. Using any material from the internet without proper citation and appropriate credit.

The classroom teacher in charge is responsible for determining if cheating has occurred.

First Offense:

- Student will receive a zero on the assignment.
- Teacher will contact parent or guardian and warn them of possible consequences for subsequent offenses.
- FYI referral will be sent to an administrator for recording.

Students will be penalized for second and/or third infractions if the incidents have taken place in the same academic year as the first infraction.

Second Offense in the same or any other class:

- If the class is an A.P. or Honors class, student will be transferred to a regular class (with the same teacher if possible).
- Student will receive a zero on the assignment.
- Teacher will contact parent or guardian and warn them of possible consequences of subsequent offenses.
- Student's grade may be dropped by one letter grade at the teacher's and administrator's discretion.
- Student will lose privileges, such as lunch pass, dance and game admission.
- Student will receive a referral to the AP of Discipline & his/her counselor.
- Administrator/Counselor will inform all the student's teachers that this is the student's second offense.
- Student may receive a "U" in a citizenship and 'cheating' comment for the semester in the class where the second offense occurred.
- Student will be assigned a Saturday School.

Third or Subsequent Offense in the same or any other class:

- Student will receive a zero on the assignment.
- Student will be drop/failed from the class in which he/she committed the third or subsequent offense. Student may be suspended from school.
- Administrator will meet with parent or guardian, student and teacher.

CLASSROOM

- Administrator will inform all the student's teachers that this is the student's third offense.
- A notice stating that this student has committed at least three offenses of the Academic Honesty Policy will be placed in the student's permanent record.
- Student will receive a "U" in citizenship and "cheating" comment for the semester in the class where the third offense occurred.
- Student (if a senior) will be excluded from participation in senior activities.
- Referral to AP of Discipline & 3 days of ISS will be assigned.

HONOR ROLL/ PRINCIPAL'S LIST

Each semester students who excel in classroom performance are honored with placement on the CCHS Honor Roll as follows: *GPA calculation is based on non-weighted grades.*

1. **Silver Honor Roll** - 3.0 to 3.49 Grade Point Average on semester report card.
2. **Blue Honor Roll** - 3.5 or higher Grade Point Average on semester report card.
3. Each semester students who earn "straight A's" are honored with placement on the CCHS **Principal's List**. These students are presented with a certificate of achievement by the Principal.

VALEDICTORIAN AND SALUTATORIAN:

Academic excellence is of utmost importance at Culver City High School. We want to celebrate all students who achieve excellence based upon the high standards that the school, along with our Board of Education and the State of California has set.

For the graduating classes of 2008 through 2010, Val and Sal status is determined by the following criteria: (Student's Unweighted Academic GPA) + (0.02 for each yearly weighted AP/Honors course) = . Students earning a 4.0 or higher will receive Salutatorian classifying status.

The single individual with the highest GPA will automatically become the Valedictorian, the rest, Salutatorians. The Valedictorian will have the right to give a keynote speech approved by the school administration. If s/he decides not to give the speech, the interested salutatorians will have the option to participate in a speech competition for the keynote spot. These speeches will be read to a panel of administrators who will determine the speech that will be given.

Starting with the graduating class of 2011, class rank (and therefore Val and Sal calculations) will be calculated using the academic weighted 9th – 12th grade GPA.

HOMEWORK POLICY

Homework is extremely important in the educational process of all students. It not only motivates students, but also reinforces and enriches skills taught by the classroom teachers.

All departments integrate a homework program into their course of study. Programs are designed to instill in our students an ability to express, in verbal or written form, many phases of the curriculum taught. Homework is to be meaningful when assigned, as well as when graded and returned to the students. Teachers are to inform both students and parents of their grading policy and the specific homework procedures for their class. Students are provided with a and strongly encouraged to use a Homework Assignment Journal that will give them a visible written record of work assigned for the entire year. It should be kept for all classes on a daily, weekly, and monthly basis. Parents can use the journal to keep aware of assignments and the progress being made.

Guidelines for Assigning Homework

Homework shall be an integral part of the planned educational program for the class. It should be related to the student's program and should assist the student in making progress toward learning the program goals.

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Home assignments should be limited to work, which can be completed in a reasonable length of time, considering the age and ability level of the student. If a student is in the Resource Specialist program, the regular classroom teacher and the resource specialist teacher should work together to coordinate the assigned homework, so that it is of reasonable length. It is encouraged that assignments be made for school nights only, such as Monday through Friday. Weekend assignments may be appropriate depending on the assignment.

All work and tests during excused absences may be made up. Students will have days equivalent to the number of days absent to turn in all make-up work. If absences are at the end of a grading period and the student is entitled to more days for make-up work, the student will be allowed their days to complete that work up to a maximum of ten school days (2 weeks). Make-up work not completed by this time will not be accepted. The student's grades on their report card will show an "INC" for incomplete until the work is completed or two weeks are up.

Student Responsibilities

Students should complete all assignments, communicate with the teacher if work appears too easy or too hard, and return the completed assigned work to school at the designated time. Teachers are not required by Ed Code to accept assignments from students unless their absence was excused.

Guidelines for Time Allotments for Homework

Specific minimum or maximums are difficult to establish since the amount of relevant homework may vary from week to week. Likewise, the time required to complete a specific class assignment will vary according to the ability of the student, the individual's study habits, etc. In spite of these variables, some guidelines are appropriate. The average high school student with an average class load can reasonably be expected to spend 96-180 minutes per night, or 8-15 hours per week on homework.

Incomplete Assignments

Upon an excused extended period of absence for reasons unforeseen, such as illness, a teacher may assign a semester grade of "incomplete". Should a student complete and turn in the missing assignments mutually agreed upon by the teacher within two weeks of the last day of the semester, this grade will revert to a failing grade or the previously calculated grade excluding the missing assignments. Additional accommodations will only be granted at the teacher's discretion.

After the first day of absence, homework may be requested from the Guidance Office at 842-4200 ext. 3325. The homework will be available for family pickup at the Guidance receptionist's desk in 24 hours. The maximum time for making up schoolwork shall be limited to two school weeks.

STUDENT WORK - MAKE-UP OPPORTUNITIES

1. A student who is unable to take an examination because of an excused absence shall be given the opportunity to take a make-up examination.
2. A student absent from school for justifiable personal reasons shall be entitled to complete all assignments and tests that can be reasonably provided and upon satisfactory completion shall receive full credit. Justifiable personal reasons include but are not limited to:
 - Appearance in court.
 - Observance of a holiday or ceremony of his/her religion.
 - An employment conference when the student's absence was requested in writing by the parent/guardian and approved by the Assistant Principal for Attendance.
3. The assistant principal/designee can confirm if the student is absent for any of the above reasons.
4. The tests and assignments shall be reasonably equivalent to but need not be identical to the ones missed during the absence.
5. Students who are on suspension and/or pending referral for expulsion are entitled to make-up

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opportunities. It shall be the responsibility of the teacher to provide homework for student

suspended from school upon parent/guardian or office request.

6. Homework Request forms must be returned to the Guidance Office within 24 hours.
7. The maximum time for make-up opportunities shall be limited to two school weeks. This time may extend into the next semester, excluding summer school.
8. Students are permitted by law to do Independent Study for four weeks or less under approved circumstances. Teacher must correct returned work and submit to attendance office.

INDEPENDENT STUDY

There are times absences are not legally excused but are necessary due to reasonable circumstances. Students who will be absent five or more days should apply at least **10 school days in advance** for independent study. This process is required for all students including actors employed by a film company with or without a set tutor. Students who fail to complete paperwork in a timely manner may receive unexcused absences with the appropriate consequences under the CCHS Attendance Policy.

All Independent Study Contracts must be approved at least **TEN DAYS IN ADVANCE**. Last minute incomplete information may result in being denied credit for your absence.

Students should follow these procedures to receive approval for independent study.

- **Eligibility:** must be out five (5) days or more. Timing: at least ten days in advance, the student must submit in writing a parent request for Independent Study stating the specific reason why the student is unable to attend school.
- **Request:** At least one week in advance, the student circulates a Contract for Independent Study and obtains each teacher's signature. (Each of the student's teachers must be able and willing to give assignments comparable to the classwork the student would miss through absences. If one teacher is unable or unwilling to give the assignment, the student will not be able to be on Independent Study.)
- **Teachers:** Each teacher must complete a Weekly Assignment Sheet and note assignments on the form.
- **Approval:** The Assistant Principal, Attendance may approve or deny the request depending on the reasons and/or whether or not the student's attendance and academic progress are satisfactory.
- **Requirements:** If approved, the student will be given a minimum of four hours of study per subject per week while away from school. The student must complete all assignments no later than the day the student returns to school.
- **Procedure:** When the student returns, student turns in all assignments to each teacher. Teacher evaluates the amount of work completed and signs and dates every assignment. Teacher returns weekly assignment sheet with sample of corrected work attached to the student **within three (3) days** after the student returns. Student must return assignment sheets with sample of corrected work immediately to the Attendance Office. The Attendance Clerk will record the absence as Independent Study and save the assignments for future state attendance audits.
- **Credit:** As finally determined by the teachers, the independent study credit shall be granted when it has been determined that the contract has been fulfilled. Should the student not fulfill the minimum time documentation or assigned work requirements by the due date listed on his/her contract or fail to turn in assignments to the Attendance Office within three days, the absence will be recorded as unexcused.

CLASSROOM

SCHOOL-WIDE ASSEMBLY PROCEDURES ROBERT FROST AUDITORIUM

We want all of our students and staff to enjoy each and every program held in the auditorium. We would like all students and staff to adhere to the following rules and procedures:

- Students must always report to their classroom first. Teachers will take attendance before leaving for the auditorium.
- Teachers escort and lead students to the auditorium. No students or classes will be admitted into auditorium without their classroom teacher.
- Teachers will remain with their class to monitor student behavior. Proper behavior will be strictly enforced. Disruptive classes will not be allowed to attend the next scheduled assembly.
- All classes must enter through the school side lobby entrance. Students or classes are not to enter through the rear of the auditorium.
- Students who are late must present a pass to gain entrance into the auditorium. Students not with their teacher or without a pass will not be admitted into the auditorium.
- All assemblies follow the Double Period Bell Schedule. All seating is assigned. Seating assignments remain the same for the semester or year.

Since arrival times are staggered, please take note of your scheduled arrival time on the assembly schedule. The arrival times are staggered to ensure orderliness.

DOUBLE PER. 2 ASSEMBLY SCHEDULE

PERIOD	TIME	MINUTES
0	7:21-8:00	39
1	8:05-8:44	39
2A	8:50-9:59	69
2B	10:04-11:13	69
Nutrition	11:13-11:28	15
3	11:33-12:12	39
4	12:18-12:57	39
Lunch	12:57-1:32	35
5	1:37-2:16	39
6	2:22-3:00	38

Arrival Times:

If your class is attending the 2A assembly

Classes in sections 6 and 7.....8:50

Sections 4 and 58:55

Sections 1, 2, and 39:00

If your class is attending the 2B assembly

Classes in sections 6 and 7..... 10:05

Classes in sections 4 and 5..... 10:10

Sections 1, 2, and 3 10:15

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CONDUCT AT SCHOOL ACTIVITIES

All students are reminded that school-sponsored activities (athletic games, dances, field trips, etc.), whether at school or off campus and regardless of time, are under the jurisdiction of the school. Those attending such functions, or in the immediate proximity, will be expected to follow school regulations which govern proper conduct, including tobacco, alcohol, and controlled substances. Violations of school regulations will result in disciplinary action.

1. All school regulations will be enforced and violations will be referred to administration for disciplinary action.
2. Guests must have prior approval from the Assistant Principal of Activities to attend any school dances where guests are permitted.
3. Students who leave an event may not re-enter.

STUDENTS

ASSOCIATED STUDENT BODY (ASB) STICKER

A main source of funding for Student Government is the sale of the ASB sticker, which is placed on the student ID card. Proceeds from the sale of the ASB sticker are used to finance school activities and yearbook. The ASB sticker provides students with discounts for all student activities.

ATHLETICS

Culver City High School provides opportunities for all students to compete in interscholastic athletics. Culver City is a member of the California Interscholastic Federation Southern Section (CIF-SS) and the South Bay Athletic Association.

Basic eligibility rules for competition:

1. Be less than 19 years of age on September 1 of the current school year.
2. Meet the CCUSD/CIF resident requirements.
3. Attend high school not more than eight (8) semesters.
4. Not compete on any outside team in the same sport for the school season of the sport in which you participate. Not have tried out for any professional or college team.
5. Obtain written permission from parent/guardian to compete and travel.
6. Pass a physical examination.
7. Show proof of accident insurance.
8. Maintain a 2.0 GPA for the preceding grading period and be making satisfactory progress toward graduation.
9. Maintain passing grades in at least four subjects (20 credits)
10. A student may be declared ineligible for disciplinary reasons by administrative action.
11. An athlete must attend all classes the day of the contest in order to participate. The only exception is if the principal excuses the athlete prior to absence.
12. All students must maintain satisfactory attendance including no more than 2 unexcused absences from any class in a semester, no more than 7 tardies to any class in a semester, and no more than 14 total absences in a given year.

AUTOMOBILES AND MOTORCYCLES

Students: Parking on campus is a privilege. Students who violate parking and speed regulations will be denied the privilege of parking on campus. In order to park in the student lot your car must be street legal, and have a current registration and license plate. Drivers must have a valid driver's license and must carry proof of insurance. The following rules apply to student parking:

1. All students must park in the student parking lot.
2. CCHS parking permit must be obtained from Ms. Fusillo, and displayed at all times while using the student parking lot. There is no cost for this permit.
3. Once students have parked, they are not to loiter. Students are not allowed to use vehicles to store books, personal or school materials. **STUDENTS ARE NOT TO GO TO VEHICLES BETWEEN CLASSES.**
4. All vehicles are to be driven under 8 mph. in parking lot. Student vehicles should never be driven on campus (only in the parking lot).

The California Vehicle Code Regulations shall be in effect for student parking areas. This means a vehicle or driver may be cited for infractions while on campus.

BICYCLES, ROLLER BLADES/SKATES, SKATEBOARDS, & SCOOTERS/RAZORS

Bicycles, roller blades/skates, skateboards, & scooters (razors) are not to be ridden on campus. Bikes are to be stored in the bike racks; roller blades/skates, skateboards, and scooters/razors are to be stored in lockers until the end of the school day.

STUDENTS

DRESS STANDARDS

The pride of Culver City High School is our students. Each student brings to our school the potential to become a productive and successful adult. Culver City High School has established standards to prepare students for success in the working world. We believe it is necessary to develop a sense of appropriate dress for all occasions. The standards below are designed to promote success and safety for our students, staff and community.

1. **The following items of dress are unsuitable for our academic environment:**

- a. Any article of clothing which exposes undergarments and/or posteriors. Legging may be worn under items (skirts, t-shirts) that cover the posterior.
 - b. See-through garments, clothing with large holes, mesh tops and/or shorts exposing the body, bare midriff tops, tank tops, basketball jerseys without shirts, muscle shirts, (boys' shirts must have sleeves) spaghetti-strap tops, (girls' tops must have a minimum two inch strap width) off-the-shoulder tops, or backless tops. All shirts must touch top of pants at all times. All these items are unacceptable at school even when worn under an over-garment (i.e. coat, sweater, etc.).
 - c. Clothing that portrays suggestive, derogatory or insulting pictures or writing.
 - d. Any clothing, excessive cosmetics, hair style or hair accessories that attracts undue attention or presents a disruption (examples: bandanas, scarves, kerchiefs, do-rags, headbands, excessive face, eye or lip make-up).
 - e. Any article of clothing that refers to any type of alcohol, drug, or act, which is illegal or hazardous to one's health (examples: alcohol brands, tobacco products, marijuana, firearms, weapons, etc.)
 - f. Any article of clothing, which in any way is suggestive and/or can be construed to have a "double" meaning.
 - g. Any apparel with emblem, printing, drawing, etc., that creates animosity between groups or individuals, or shows disrespect for any group, belief, or ethnicity.
 - h. Clothing that depicts violence, hate, or death (examples: skull and crossbones, satanic symbols, firearms/weapons, etc.).
 - i. Garments, accessories, grooming, or slogans that symbolize gang affiliation. This includes belt buckles which reflect or identify the name of a gang/group, or bear initials not related to student's name, and wearing more than one buckle.
 - j. Footwear should be safe and appropriate for normal activities. According to Board policy, the following footwear should not be worn to school: beachwear (flip-flops), bedroom slippers, soft-soled leather moccasins, footsies, steel-toed shoes. Any footwear without heel straps violates CCUSD Board Policy; therefore slides/mules may not be worn.
2. Hats/caps may be worn outside only, and only for protection from the sun. **NO** hats/caps are permitted to be worn in school classrooms or buildings at any time. *ONLY approved Culver City High School caps may be worn or be visible on campus. These caps/hats display various logos and will be available for purchase by the entire student body. No other caps displaying any other logos will be permitted. If a student is wearing or has visible another type of cap it will be confiscated.

1st Offense: the **student** may pick up the hat the **following Monday** from 3:00 – 3:30 in the Discipline Office.

2nd Offense: the **parent** may pick up the hat the following Monday from 3:00-3:30 in the Discipline Office.

3rd Offense: the hat may be picked up the last day of the semester.

4. All clothing should be worn appropriately, as it was designed, and in the interest of avoiding health and safety problems (examples: suspenders and overalls).

Please remember to use common sense when dressing for school. Anything that is out of the ordinary or causes distraction in an educational setting could be considered questionable dress, and parent contact will be made. Students may need acceptable clothing to be delivered or be sent home to change. In cases of questionable dress, which are not covered above, the decision made by the administration regarding inappropriate dress will prevail. Parental cooperation is expected when home contact is made regarding violations of the established dress guidelines.

STUDENTS

HOMECOMING DANCE AND PROM are formal events. Dress shoes are required for ladies and gentlemen. Sunglasses may not be worn; undergarments may not be showing. **Gentlemen's attire** includes suits and tuxedos (no jeans, baseball caps, visors, do-rags, or bandannas). **Appropriate ladies' attire** includes semi-formal and formal outfits. Fitted dresses may not be excessively tight. Dresses should be comfortable for dancing and sitting. The slit on the dress may not exceed three inches above the knee. Sleeveless and strapless dresses are permitted provided that the bodice appropriately covers the chest and back. Backless dresses may not fall below mid-back. Ladies are reminded that the display of excessive cleavage is inappropriate and unbecoming. Dresses may not show a bare midriff or contain cutouts, which expose the torso. Additionally, the dress material which covers the chest to mid-thigh area must be opaque, not transparent; (mesh or chiffon style material is not permitted in this area). Shoes **MUST** have at least a strap behind the heel. **If a student and/or guest is dressed inappropriately, s/he will be asked to leave and money will NOT be refunded.**

Repeated violations of dress standards are subject to disciplinary action.

PUBLIC DISPLAYS OF AFFECTION

The CCHS Administration, Faculty Senate, and ASB worked together to define the following policy regarding public displays of affection on campus and at school related events.

Administration, staff, and students agree that the school environment must be a place that is safe and comfortable for students to learn and staff to work. There are some actions that cross the line between the affection and more overt sexual behavior.

On campus and at school events there should be no

- Embracing while lying down.
- Entanglement of legs.
- Rubbing of private areas against another person.
- Fondling of private areas.
- Deep-throat kissing.

Engaging in these behaviors will result in the following consequences:

- 1st offense – Warning.
- 2nd Offense – Referral to counselor. Counselor documents incident and contacts parents.
- 3rd Offense – Referral to administrator for disciplinary consequences.

ELECTRONIC DEVICES

Students are strongly discouraged from, but may bring electronic devices (i.e., cell phones, iPods, MP3 players, CD players, as well as any and all other electronic devices) for use only before or after school, or in the case of a major catastrophe. In the event that students choose to bring electronic devices to school, CCHS is not responsible for lost, damaged, or stolen items. All electronic devices must be turned off during school hours. These devices are a disruption to the learning environment. **In case of an emergency, parents should phone the school at (310) 842-4200, ext. 3344 or 3345.**

Any electronic device that is seen heard or used between the tardy bell of zero period and the dismissal bell of 6th period will be confiscated.

1st Offense – The electronic device will be confiscated, and the student can pick up their belongings the following Monday between 3:00 and 3:30 p.m. from the Discipline Office.

2nd Offense – The parent/guardian of the student must pick up the device the following Monday between 3:00 and 3:30 p.m. from the Discipline Office. Identification will be required in order for the parent/guardian to pick up any item.

3rd Offense – The school will confiscate the device and keep it until the end of the current semester.

STUDENTS

Students, parents, and guardians who are unable to pick up items on Monday afternoons should call Ms. Fusillo (x.3328) to arrange another time for pick-up. The alternate pick-up time must be after the Monday of release.

Collection of Electronic Items:

1. All teachers and staff members should confiscate any electronic item they see, hear, or witness a student using.
2. The item should be placed in an electronics bag. Please seal the bag, write the student's name on the bag, write electronic on the receipt, and hand the student the receipt.
3. The electronic should be locked in a secure location until it is either picked up by security or you bring it to Ms. Fusillo's office. No electronic items should be left in a classroom overnight.
4. If a student refuses to give you an electronic, please watch the student & call security to escort the student to the office.

PERSONAL BELONGINGS

The school and district are not responsible for the loss/theft of the following items, including but not limited to:

*Cell phones *iPods *Jewelry *Any and all other electronic devices

HEALTH SERVICES

High School Nurse's Office

An up-to-date emergency card **MUST** be on file in the Health Office at all times. A new card must be filled out and signed by the parent/guardian each school year.

Illness, First Aid, and P.E. Excuses

When students become ill or are in need of first aid, they must first obtain teacher permission and secure a hall pass before coming to the Health Office during class time. (The only exception is an emergency.)

1. Students coming to the Health Office **MUST** register immediately.
2. If a student is ill enough to go home, the Health Office contacts a parent (or other designated person on the emergency card) for permission and transportation. The student is signed out on a yellow slip by the nurse.
3. If student is absent for five consecutive days, a note from a medical doctor is needed.

P.E. Excuses

1. Students must bring a note from a parent or doctor at time of needing a P.E. excuse. Students may bring these notes to the Health Office **ONLY** during lunch or before school.
2. If a student is injured or becomes ill during school hours, the nurse will write the P.E. excuse.
3. Any student who needs to be excused for more than 3 days must have a doctor's note.

Medication Policy

The Culver City Unified School District policy regarding medication in the school follows the intent of the Business and Professional Code, Section 2726 and 2727. In accordance with this policy, the following is strictly adhered to with regard to medication in school.

1. Only medication prescribed by the student's physician may be brought to school.
2. A district form **MUST** be on file in the school, filled out and signed by both parent and physician **EACH SCHOOL YEAR** for all medications (i.e., Tylenol, cold pills, etc.)
3. Medication brought to school under the above provisions should be in containers clearly marked with:
 - a. Name of student
 - b. Name of medication
 - c. Amount and time to be administered
 - d. Current date
 - e. Physician's name

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4. A 72 hour (3 day) supply of any medication necessary for daily maintenance (i.e., insulin for diabetics) should be kept at school in case of a major disaster. The rotation and up-keep of a fresh supply will be the responsibility of the parent/guardian of the student.

SENIOR OFF-CAMPUS PRIVILEGES:

1. This privilege is available to Senior students in good standing (will be reviewed quarterly) as follows: 2.0 GPA; no Saturday Work owed; and 40 hours of Service Learning completed. Applications and approval stickers are available in the Assistant Principal's Office.
2. This privilege is for lunch time only. Excessive tardiness /truancy will result in loss of this Senior privilege.
3. Seniors are not allowed to drive other non-seniors off campus for lunch. Violation will result in immediate loss of privilege and disciplinary action for all students involved.
4. Any misbehavior or abuse related to this privilege will result in this privilege being revoked.

This privilege may be revoked at any time at the discretion of the administration.

STUDENT GOVERNMENT

Student Government provides an opportunity for students interested in government and leadership to practice and gain experience in these areas. The executive group of student government is known as the Student Council. This body oversees all student body finances and helps to coordinate all school activities. All homerooms will participate in the House of Representatives by electing one student who will serve in this capacity. In addition, students hold three seats on the Site Council (site based management).

STUDENT IDENTIFICATION CARDS

Each student will be given one (1) official ID card at the beginning of the school year. A photo of the student is on this card. Students are required to carry the ID card during school hours and at school events and produce it at the request of any school personnel. There will be a \$5.00 charge for the replacement of any ID card. Make-up ID cards will be purchased through Ms. Fusillo, secretary to the Assistant Principal. The ID card is required to check out textbooks and library books in addition to requesting any school service in any office. Each student not carrying an ID card will be subject to disciplinary action.

STUDENT LOCKER POLICY

The assignment of a locker is a privilege, not a right, granted by the school.

Lockers are assigned to students for their use under the following conditions:

1. Lockers are assigned automatically by our computer system according to school policies, are the property of Culver City Unified School District, are therefore subject to occasional searches for Health, Safety or Maintenance reasons, and can be searched at any time. Lockers are one location in which drug-sniffing dogs may be used.
2. **Students may not share or switch lockers.** They are intended for school materials only. Students are responsible for what is in their locker, and Culver City Unified School District will not be held responsible for any personal items.
3. Locks may be purchased from Mrs. Fusillo's office for \$15.00. Required school locks are "Master" combination locks. Locks must be purchased from the school so security will have a master key to each locker. **Any non-school lock will be cut off.**
4. Proper care of the lock and locker is the student's responsibility. Defacing or damaging the lock or locker by stickers, paint, markers, scratching, striking or any other method are grounds for withdrawing the locker privilege, and the student and his or her parent/guardian may be charged the cost of any repairs or damage to school property. Any damage to the locker or textbooks inside the locker must be reported immediately.
5. Lockers are intended for school materials only. Culver City High School cannot accept responsibility for loss of valuables from lockers, including the loss or damage to student materials, books, personal effect, instruments, electronic devices and any other items.

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6. No perishable items are to be left in lockers overnight, and the contents of lockers must comply with all school rules and policies.
7. A violation of any of these terms may result in withdrawal of locker privileges or other appropriate discipline.

STUDENT ORGANIZATIONS

Clubs and class organizations are a very important part in the extracurricular life of the students at Culver City High School. There is a wide range of activities to accommodate the largest number of students.

Membership in school clubs is restricted to Culver City High School students; a faculty member must serve as sponsor; all funds must be deposited in the ASB account; the group must have a constitution, officers, and be recognized by Student Council and the school administration.

TEXTBOOK AND LIBRARY INFORMATION

The library is open on school days from 7:00 a.m. to 4:00 p.m. All textbooks and library books will be checked out to students through the library. These materials are provided free of charge to students. In order to ensure that all students have materials needed for their classes, students will be charged for lost and/or damaged textbooks and library books. If a student drops a class they should immediately return the book for that class to the library. If they change to another class that uses the same book, they will not need to exchange the book, but will simply take the same book to the new class.

Policy For Lost Or Damaged Textbook/Library Materials

1. Students must clear their textbook records before being issued additional textbooks.
2. Procedures regarding notification of money owed on textbook and library books:
 - a. Two weeks prior to the end of each grading period students will receive a letter notifying them of their obligations.
 - b. If the item(s) have not been cleared by the end of each grading period, a copy of the letter will be mailed home to the parents.
 - c. Both Board Policy and State Education Code allow the District to withhold grades, diplomas and transcripts if the student's obligations are not met.
3. When textbooks/library books are lost or damaged, the following procedures are necessary and will be enforced until the materials are paid for:
 - a. Grades, transcripts and diploma withheld from student and parents/guardians (Education Code 48904 (b)).
 - b. Student will not receive yearbook (if purchased).
 - c. No attendance or participation in school activities such as: Dances (Homecoming, Prom, etc.), Sports, Graduation, Senior activities
 - d. Students on permit will not have permit renewed.
 - e. Student cannot pick up class schedule in advance.
 - f. No additional textbooks will be issued.

Lost/damaged books may be paid for by personal or business check until 6 weeks before school ends. Then all payments must be made with cash, cashier's check or a money order.

Please stress the student's responsibility for returning all textbooks and library materials on time. Education Code 48904 (b) states that we may hold a student's records (grades, diploma and transcripts) until the books have been returned or payment has been made to Culver City Unified School District.

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WHERE DO I GO FOR...

Just Call (310) 842-4200 ext.....

Absences	Attendance Office.....	3344, 3345
Activity Information	Assistant Principal Farris' ofc ...	3327
Athletic Clearance.....	Assistant Principal Indelicato's ofc.	3328
Career Information.....	College Career Center.....	3558
Employee Change of Address.....	Principal's office.....	3322
Club Information.....	Assistant Principal Farris' ofc ...	3327
College Information	College Career Center &	3558
.....	Guidance Office.....	3325
Enrollment.....	Attendance Office.....	3344, 3345
Fees – Course Materials/Supplies	Budget Secretary Phyllis Heiner	3333
ID Cards	Assistant Principal Indelicato's ofc	3328
Illness at School	Nurse's Office.....	3332
Lost and Found	Security Office.....	3003
Progress Reports	Guidance Office.....	3325
Security cell phone.....	291-3731
Security Office	3003, 3312, 3334
Schedule Problems.....	Guidance Office.....	3325
Scholarships	College Career Center.....	3558
Senior Off-Campus Lunch Pass.....	Assistant Principal Indelicato's ofc	3328
Student Body (ASB) Sticker.....	Assistant Principal Indelicato's ofc.	3328
Student Employment.....	ROP	3351
Student Government	Assistant Principal Farris' ofc ...	3327
Textbooks.....	Library (IMC)	3366, 3571
Thefts, Vandalism Reports.....	Security	3003
Transcripts.....	Guidance Office.....	3325
Work Permits	ROP	3351

FAST FACTS

Absences: To report an absence, all staff must log onto the CCUSD website and locate the SubFinder Site. Enter your last name and password; follow the prompts. To report an absence by phone, call SubFinder at (866) 242-0847 before 7:00am (or 6am if you teach a 0 period), enter your PIN (personal Identification Number) using the touch pad of your telephone. For assistance, call the CCUSD Substitute Desk at (310) 535-6907 between the hours of 7am and 3pm.

Planned absences should be reported as soon as possible. **Make sure your lesson plans, seating chart, and emergency plans are on your desk/podium. Office personnel cannot take lesson plans over the telephone.**

Absence Forms: All staff are responsible for submitting an “Employee’s Report of Absence” form upon their return from an absence. The form will be placed in your box. Failure to submit one may result in your reason for absence being reported incorrectly. Leave without pay must have prior approval.

Accidents: If an accident occurs in the course of fulfilling teacher/staff responsibilities, please report any injuries or loss to the principal’s secretary within 24 hours, since a written report must be submitted to the Worker’s Compensation office within 24 hours of the incident. Forms will be sent to you to fill out. It is very important to return forms to the principal’s secretary in a timely manner.

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Bulletins: A bulletin will be available a minimum of three times weekly and will be posted on our web site, with additional bulletins as needed. All teachers are responsible for reading the bulletin to their second period class if the class is unable to hear the morning PA announcements. Bulletin items should be submitted to Ms. Angela Fusillo by noon for publication the following day.

Bus: It is the teacher's responsibility to call the Maintenance Operations & Transportation (MOT) secretary, (ext. 4203) to make a verbal request for a specific date. If your choice is available it will be tentatively placed on the calendar. You must complete a "Field Trip - Bus Transportation Request Form", which is available from the principal's secretary. The form must be typed, must have a budget number (if you do not know the number, see the high school Budget Secretary), and must have the Principal's signature. The Assistant Superintendent's signature is required if the trip is to be paid for out of Special Education or GATE funds, or if it is not listed in the Field Trip Guide. Incomplete forms will be returned. **YOU HAVE CONFIRMATION WHEN YOU RECEIVE THE GREEN COPY OF THE FORM.** Requests NOT received within five (5) working days before the trip will be removed from the calendar. Reservations will be accepted from staff members only. Calls from parents will not be accepted. Reservations are made on a first come, first serve basis. Call early to avoid disappointment. Please call as soon as possible if you find it necessary to cancel a trip so that the date will be available for someone else. Trips are charged \$5.00 per mile, plus driver overtime if incurred. Charter Buses are more expensive.

Clubs: Student clubs and organizations must have a charter and a constitution on file with the Associated Student Body (ASB). See the ASB Advisor for details. Each club must have a staff sponsor and teachers are encouraged to sponsor clubs.

Computer Labs

Instructions for teachers using one of our computer labs:

1. Call Tech/Lab Center and make an appointment to bring your class. Walk-ins without prior arrangements are not permitted. All students must be accompanied by a teacher (except during lunch, after/before school, or if special arrangements have been made).
2. Remind your students of lab rules:
 - a. All food and drink must be left outside.
 - b. Leave all settings and backgrounds on the school defaults.
 - c. Courteous behavior is required at all times.
 - d. Leave your chair pushed in and exit all programs.
3. Inform the lab person which software you expect your students to use.
4. The lab aide is there for technical support and to assist students in completing the task you have assigned them.
5. The Tech Center is equipped with an LCD projector that will display your student instructions from a Word/PowerPoint document or an Internet site that you wish to share.

Computers on Wheels (COWS) Mobile laptop labs may be reserved for classroom use through the CCHS Technology Center.

Conference/Workshop/School Business Attendance: To attend a conference, you MUST submit a Request for Conference Form with a copy of the conference flyer to the principal's office no later than one month prior to the conference. If the conference is out-of-state the request form must be submitted one month prior to the School Board meeting, and two weeks prior to the conference. A Request for Conference form is also needed for field trips. Forms are in Ms. JoNellia Guinn's office.

Conference Reimbursement: A Travel Expense form will be sent to you from the Business Office within thirty days after your conference. You must submit **original, itemized receipts** with your Travel Expense Form, and the form must be signed by the Principal. You will also receive a Conference Report form, which is your summary of what you

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gained by attending the conference/workshop.

Copy Room: Copy machines are in Room 79. Each staff member will receive a code number for the copy machine after a short training. Students are never allowed to use the copy machines.

Copyrights: Teachers are expected to adhere to copyright laws regarding printouts, books and showing of videos. Violation may result in the loss of use of copying machine and/or video equipment.

Course Syllabus: The Course Syllabus should contain essential information describing the course curriculum, grading policies including a grade scale or rubric for achievement, behavior standards and expectations, and discipline procedures. During the first week of school, all teachers are required to review the Course Syllabus with students. Be sure to include a signature sheet for student and parent to sign and return for your records. All teachers are required to submit one copy (per every course taught) of the syllabus to the Principal. The syllabus must have your name and the course name. Remember to include Student Outcomes.

Custodial Services: For problems requiring immediate response, call the operator at ext. 0. For other services please complete a work order request and return it to Ms. Angela Fusillo.

Department Meetings: Department meetings are scheduled and moderated by the Department Chair. These meetings are considered part of your professional obligations. All faculty are expected to attend.

E-Mail: In an effort to save money and re-allocate funds for photocopy needs (machine maintenance, paper, etc.); CCHS uses e-mail as its primary source of communication. All faculty will be assigned an e-mail address. Check your e-mail and our high school web site on a daily basis. Use of technology must comply with the guidelines established in the CCUSD electronics and technology use policies.

Facilities Use: Check the 10 Month Master Calendar on our website to make sure your activity will not conflict with other events. A request must be submitted **at least two weeks before the event**. Many events (club meetings, fund-raising, etc.) require ASB approval. See the Activities Director to obtain an ASB approval form.

Field Trips/Student Release: All field trips must be approved by the Department Chair and by the Principal. A student Field Trip/Activity Request form must be submitted to the Principal prior to the trip. A signed request form must be copied and placed in all staff mail boxes at least one week prior to the field trip event. A Request for Conference form must also be submitted. It is the responsibility of the teacher to contact MOT (ext. 4203) to schedule and confirm bus transportation, if district bus is necessary. Be sure to take role and give a list of students attending the field trip to the attendance office before the bus leaves. **If these procedures are not followed, the field trip may be canceled.** See "Field Trip Procedures" in the appendix.

Flag Salute: The Flag Salute is to be observed during second period.

Guest Speakers: All guest speakers must be approved in advance by the Principal. Complete the Guest Speaker form **AT LEAST ONE WEEK IN ADVANCE**. The forms are available on the faculty page of our web site.

Hall Passes: Use only the official hall pass system to release students from your class to go to the restroom. Students who are out of class with teacher permission will wear the teacher's hall pass vest. All students out of class must have also have the passport/hall pass in their CCHS Planner, completely filled out and signed, at all times. Students without a signed passport and hall pass vest will be detained and disciplined. Please do not allow students out of class during the first or last 10 minutes of the period. Keep hall pass vests in a secure place. Students must have a current CCHS ID with them at all times.

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Homework: Homework should be assigned on a regular basis to reinforce classroom learning. It should not be used as a punishment. For further details, please see District policy. See Homework section of this handbook.

In-School Suspension (ISS): The ISS room is designated for students who are assigned by administration for disciplinary consequences. Teachers are not to send students directly to ISS for any reason. Teachers are required to provide assignments. See ISS section of this handbook.

Keys: The person issued a key shall be responsible for its safekeeping. **SECURE YOUR KEYS AT ALL TIMES. DO NOT LOAN THEM OUT (NEVER to students)! Individuals who lose keys will be charged for key replacement and for the re-keying of locks.** Keys are issued in the principal's office only. If you need a key or lock changed contact the principal's secretary at ext. 3322. **Do not contact the Maintenance Department or the locksmith.** Any key lost or missing should be reported **IMMEDIATELY to the principal's secretary or principal.** Any school keys found should be returned **IMMEDIATELY to the principal's secretary or principal.**

Legal Reference:

Education Codes 32020, 32211, 35294-35294.5, 39670-39675

Penal Code 469 Unauthorized making, duplicating or possession of key to public building

Penal Code 626-626.10 Disruption of schools.

Leaving Campus During the School Day: All certificated and classified staff must sign out with the principal's secretary the when leaving campus during the school day. This includes lunch and prep time. Sign in when you return. Conference/prep periods are for instructional and/or school business related activities only. Teachers are not to leave their class unattended. In case of illness or an emergency, contact the principal's office. Do not leave your class until your replacement arrives. Sign-out procedures are necessary. In the event of an emergency or disaster, all staff must be accounted for per District emergency procedures.

Lesson Plans: In order to implement standards-based instruction across the curriculum, as well as to maximize the use of time, lesson plans are a must. Lesson plans should include the standard being taught, assessment to be used, differentiated instruction, Connell Note taking and examination of student work. Remember that a substitute teacher should be able to follow your plan. Please have lesson plans available and visible.

Lunch: For security reasons, teachers who make their classrooms accessible to students during lunch must provide constant supervision of those students, including the supervision of their entry to and exit from the building. Security Officers will not open the building doors for students.

Mailboxes: Mailboxes are located in the main office. Please check your mailbox each day before school starts and at the end of the day. To assure security, students should not be allowed in the mailroom without appropriate supervision. Use of mailboxes is for school-related business only. Non-related business items need the Principal's approval.

Money/Deposits: All money collected via student/club fundraising or activities must be turned in on a daily basis to the Budget Secretary. **No** money is to be stored in classrooms or offices.

Nurse: Except in emergencies, students will not be seen without an authorized hall pass. Please be aware that during 4th period services in the nurse's office are limited.

Parent/Teacher Communication/Conferences: A parent/guardian must be notified whenever it is evident that the student is in danger of failing and the parent/guardian shall be provided an opportunity for a conference with the teacher and/or counselor.

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Parking is available in both the secured and unsecured lots accessible through the Huron gate. The parking lot at the front of the school is not for high school staff.

Personal Property: CCUSD does not encourage the use of personal tools and equipment in classrooms, offices, workstations, etc. If it is an absolute necessity to bring and utilize personal tools/equipment, an advance written request, accomplished by filling out the District form, must be completed. Approval is obtained from the site administrator. For further details, please refer to your union contract. The form is available in the principal's office.

Phone Calls: Teachers are required to return phone calls to parents within 48 hours! Each teacher is required maintain a phone call log for reference.

Public Relations/Press Releases: All public relations activities and/or press releases must go through the Principal's office. Teachers are encouraged to share their information with the public to highlight their successful programs.

Purchasing Supplies: All supply requests need formal approval from the Department Chair and the principal before purchase. All purchase orders need a school site budget number and require a requisition from the Budget Secretary.

Reimbursement: No reimbursement will be paid without prior approval. Before purchasing anything, you must obtain approval from the principal. Employee reimbursement forms are available in the principal's office.

School Hours: Security must be notified between 7:30 AM and 4:00 PM of your plans to work in your room after 5:00 P.M. during the week. They must also be notified if you plan to come in at any time during the week-end. Their extension is 3300.

Security: Campus Security Officers are assigned to Culver City High School for the safety and welfare of students and staff. If you need to call for security, call in this priority order: 1) Security – ext. 3003. If no answer, 2) Operator - 0, wait for pick-up. **Please allow the phone to ring 3 times before calling the next number.** The security cell phone is (310) 291-3731.

Sign-out Procedures: All certificated and classified staff must sign in and out in the main office upon arrival for duty and at the conclusion of the workday. All staff must also sign out with the principal's secretary when leaving campus during the school day. This includes lunch and prep time. Sign in when you return. Conference/prep periods are for instructional and/or school business related activities only. Teachers are not to leave their class unattended. In case of illness or an emergency, contact the principal's office. Do not leave your class until your replacement arrives. Sign-out procedures are necessary. It is also necessary to notify the main office if class is meeting outside of the regular location (i.e., tech center, computer lab, Senior Lawn). In the event of an emergency or disaster, all staff must be accounted for per District emergency procedures.

Smoking: Smoking is prohibited on all District sites (Tobacco Free School per Board Policy). This prohibition applies to all employees, students, visitors, and other persons at any activity or athletic event on property owned, leased, or rented by or from the District.

Staff Meetings: Each Wednesday students will be dismissed at 1:03 for staff collaboration time. All Staff meetings will be held the first Wednesday of each month and will begin promptly at 1:15. Second and fourth Wednesdays are devoted to departmental work. The third Wednesday is allocated for CCHS Leadership and other meetings. All faculty are contractually obligated to participate in meetings and to remain on campus until the end of the school day. Administrative offices will close at 1:10 p.m. on Wednesdays.

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Student Work Make-up Opportunities: Any student who is unable to take an exam due to an excused absence shall be given the opportunity to take a make-up exam. Additionally, the student shall be entitled to complete all assignments and tests that can be reasonably provided and upon satisfactory completion shall receive full credit. The tests and assignments shall be reasonably equivalent to, but need not be identical to, the ones missed during the absence. Students who are suspended or on extended suspension pending referral for expulsion are entitled to make-up opportunities.

Supplies: All supply requests during the school year MUST be submitted to the principal's secretary on a Staff Supply Requisition form (available on the web site) with Department Chair signature. Please plan ahead and do not stop by or send students to pick up supplies the same day.

Videos: All videos/films not on the approved list (see Instructional Media Center catalog) must be approved in advance by the Principal. Complete the Request to Show Video form (available on the web site) **AT LEAST ONE WEEK IN ADVANCE**. **R** Rated videos are generally not approved; however, approval may be obtained from the principal. Also, parent/guardian permission slips must be signed for R rated videos. Please remember videos must support your curriculum.

Visitors: For security and instructional purposes, former students, non-students or siblings are not allowed on campus from 7:00 AM to 3:30 PM. All visitors must check in with Receptionist at the switchboard for a visitor's pass as they enter campus.

Policies & Plans

Notification to teachers of pupils whose actions are grounds for suspension or expulsion, and notification to teachers of students who have been suspended/expelled during the previous three years pursuant to EC 49079:

When a student is suspended, teachers of the student are notified of the suspension via e-mail. Teachers may inquire with the AP of Discipline for more detailed information.

Students who have been suspended or expelled in the past three years will have an asterisk next to their name on the class roster. Teachers may contact the AP of Discipline for more information.

Emergency Plans SEMS and the Incident Command System

The Petris Bill [Section 8607 of the *California Government Code*] requires us to formulate the emergency response plans using the Standardized Emergency Management System (SEMS). The primary element of SEMS that impacts our emergency plans is the Incident Command System (ICS). ICS was developed by fire departments to give them a common language when requesting personnel and equipment from other districts, and common tactics when responding to emergencies.

CCHS Emergency Procedures

Emergency information is in the Emergency Response Guide located in your emergency wall unit. Teachers should take time at the beginning of each school year to review the information. Below is some additional, site specific, information.

Earthquake and Fire Emergency Drill Procedures

EARTHQUAKE

Prior to an earthquake, it is important to explain the purpose for the “drop, cover, and hold” procedure used for earthquakes. Most high school students are not able to take complete cover under their desks. However, students can get their head under their desk. Tell students to hold the legs of the desks/table to prevent movement. This will protect their head and neck from flying glass and falling objects, such as light fixtures.

When you feel an earthquake (we will announce drills over the PA), everyone will:

- Drop** under their desk or table;
- Cover** the sides of their head with elbows; and
- Hold** their position until they are instructed to evacuate.

The teacher will close all blinds, if possible.

Stay Calm! If you are indoors, stay there until the earthquake subsides and then evacuate the building. Get under a sturdy table or desk. Stay clear of windows, bookcases, and other heavy objects. **Watch for falling debris.** Teachers should tell their class to evacuate when the quake ceases. Follow the evacuation procedures listed below.

If you are outside, move to an open area away from power lines, trees, and walls. If you are on a sidewalk near buildings, duck into a doorway to protect yourself from falling bricks, glass, and other debris.

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EXPECT AFTER SHOCKS!

We are required to keep students under our supervision until we release them to their parents. Parents must report to the Harter Street exit first. We will then send someone to get the student.

If communication systems were down and an individual in your class was injured, you would need to make judgments on your own. Check with your “emergency buddy” teacher. Do not leave injured persons alone. The “emergency buddy” teacher will supervise both classes and notify a rescue team member.

A predetermined route to the evacuation area for you and those under your supervision is indicated on the map attached to your emergency envelope. However, the path may be obstructed. Be prepared to alter your route based upon safety. Try to keep it as direct as possible.

All staff (administrators, custodians, secretaries, aides, teachers without a class) must report to the evacuation area. No exceptions.

FIRE

At the ringing of the bells—a continuous series of rings—the students will immediately evacuate the classroom in a calm and safe manner.

EVACUATION PROCEDURE AND AREA

The evacuation area will be on the blacktop south of the gym. We will have a fallback seating plan for the bleachers as a secondary option.

When students are in class, they will evacuate with that class; when they are at lunch or in passing period, they will evacuate to the area of their Period 1 class.

Administrative, Security, and Health Center Personnel will meet and report to the Principal directly inside the gate next to the cafeteria.

In all emergencies, the teacher’s first priority is to be responsible for his/her students. It is important that the following general rules be followed:

- Be sure that all students understand what they are to do in case of an emergency.
- Instruct students on how to evacuate the room in the quickest and most orderly manner.
- Appoint students to help by opening doors for evacuation, closing windows and doors, and assisting students with disabilities.
- Individuals should take backpacks and purses with them.
- Take your roll book, emergency kit, class stick and emergency envelope with you to the evacuation area.
- Make sure that your room is clear of all students before you exit. Put your “red help card” on the door if someone is in the room and cannot be moved. Put the “green

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safe card” on the door if everyone is out of the room. These cards are located in your emergency kit.

- Unless it is dangerous to do so, follow the evacuation route on your emergency envelope.
- Keep your students together during the evacuation. Actively supervise at all times.
- Please make sure that students do not stop at lockers or in the hallways on the way to the assembly area.
- When you arrive at the evacuation area, have students line-up alphabetically for most effective roll-taking.
- All students must be seated.
- Take a “SECOND ROLL” at the evacuation area. (You also need to have updated class rosters in the emergency envelope.) Report missing students on the emergency attendance form.
- It is essential that classes remain at least 100 feet away from all buildings during a fire.
- Remain in the evacuation area until you administration gives further instructions.

Evacuation Plan: Robert Frost Auditorium

Section #	Rows	Exit through...	Door #
1	A-L	Front side door	1
1	M-V	Back side door	2
2	A-H	Front side door	1
2	J-M	Back side door	2
2	N-V	Back door far left	3
3	A-G	Front side door	1
3	H-M	Back door far left	3
3	N-U	Back door second from left	4
4	A-K	Back door second from left	4
4	L-U	Back door second from right	5
5	A-G	Front side door	8
5	H-M	Back door far right	6
5	N-U	Back door second from right	5
6	A-H	Front side door	8
6	J-M	Back side door	7
6	N-V	Back door far right	6
7	A-L	Front side door	8
7	M-V	Back side door	7

Teachers: Please keep your class together. Exit out the door based upon where the majority of your class is seated.

Lock-down

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Campus safety is everyone's responsibility. Anyone could be the first person to see the shooter/dangerous person. If you see a shooter/dangerous person and we have not already announced a lockdown, call security at 3003 immediately & lock your doors & windows.

- A lockdown will be communicated through the PA system. The following announcement will be made: "We are activating a lockdown. Remain in your classroom or work area and assume the drop position. If you are outside, go to the nearest classroom with an open door and follow the directions of security/police." If you do not see an open door, keep running until you reach safety. **If you run off campus, report to La Ballona and check in with their office staff. PE classes- Proceed to the nearest building (gym or weight lifting building). Students will need to listen to their teachers instructions.**

- At that point, if your classroom door was already propped open, look into the hall. If there are any students close to your door, pull them into your classroom as you are closing & locking the door. Do not wait for a student at the other end of the hall. If your classroom door is already closed when the announcement is made, open the door only enough to lock it. Most of you can do this without your key by flipping the mechanism on your door. If you have not done this before, please try it. Next close & lock all windows. If it is safe to do so, close your blinds. **Do not unlock or open your door for any one or for any reason. We understand that it will be difficult to ignore a panicked student, but opening your door for that one student could put 32 others at risk!**

- While you are doing this, students need to drop and cover. Everyone should lie facedown, do not move or raise your head to "peek". There should not be any talking. If possible, phone calls should be made from this position. Use desks and furniture to create protection. However, realize that most of those items are not bullet proof, but will help to visually conceal you. Do not clump everyone together, stay spread out.

- If you took any students or staff into your room or had any students out of class at the time the lockdown was activated, call the attendance clerks at 3344 or 3345. Due to the volume of calls coming in, you may need to leave a message. Please give the student/staff's first & last name and state if they are out of your class, or you brought them into your class.

- Once you have completed these tasks, be prepared to go a couple of hours without communication from the office. No one leaves the room for any reason. Ignore all bells. Follow any directions that are given you by police.

- An announcement will be made to notify everyone when the lock-down is over.

- If this were to take place during passing periods, students should enter the closest classroom. (Teachers- in this situation, only leave your doors open long enough to get the students who are right there into your classroom. In this situation, we will take attendance when the situation is over or directed to do so by the police.)

- If this situation were to take place at lunch, students should go into the closest classroom. It will be extremely important to try to stay calm and listen to instructions. The instructions will be

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dependant upon the situation. For example- we may move students from the lunch patio into the gym or send them into the cafeteria, depending upon the situation. If you see the shooter, run for safety. Try to get behind an obstruction in as compact a position as you can. Stay as close to the ground as possible. Do not clump together as a group.

- If this situation was to take place after school and students are with a staff member, the staff member must give the students instructions based on the situation. If students are on campus, but not with a staff member, they should proceed to the nearest safe spot or to the front office if it is before 4:00.

- During passing periods, at lunch, after school, or if students are out of class when a lockdown occurs, they should keep running until they reach safety. **If students run off campus, they should report to La Ballona Elementary School (on Washington) and check in with their office staff.**

- Again, we understand that this situation is scary to think about. We want everyone to know that security and campus safety are always top priorities. If you or your students have any questions about this information, do not hesitate to ask Ms. Indelicato.