



CALIFORNIA
DEMOCRACY
SCHOOL

Parent/Student Handbook

2016-2017

Culver City High School

Principal: Dr. Lisa Cooper

4401 Elenda St.

Culver City, CA 90230

310-842-4200

Fax 310-842-4302

cchs.ccusd.org

Home of Centaur Scholars and Athletes Since 1951



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 our global society.

Mascot

Centaurs

School Colors

Blue, White, Silver

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.



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Statement on the Handbook

This handbook provides parents and students with information regarding Culver City High School’s policies and services. This handbook supersedes any prior handbooks. The statements and policies in this handbook do not represent any kind of contract between parents and CCHS, nor do they create or confer any legal rights. CCHS needs to be flexible in order to keep pace with changing laws and requirements affecting and applicable to the goals and operations of CCHS. Because of that, this handbook may be modified, suspended or revoked at any time without notice and without taking into consideration custom or prior practices. Parents are encouraged to consult with the school’s administration if they have any questions about this handbook, need an update, or need further information about a specific policy or rule discussed in this handbook. Parents and students are expected to be familiar with all information contained in this handbook.

Please read this handbook in its entirety.

Culver City High School Information

4401 Elenda St.
Culver City, CA 90230
(310) 842-4200
Fax (310) 842-4302
cchs.ccusd.org

Administration

Principal	Dr. Lisa Cooper	lisacooper@ccusd.org	ext. 3321
Administrative Assistant	JoNellia Guinn	jonelliaguinn@ccusd.org	ext. 3322
Assistant Principal	Dr. Lisa Michel	lisamichel@ccusd.org	ext. 3301
Administrative Assistant	Arely Magallanes	arelymagallanes@ccusd.org	ext. 3326
Assistant Principal (A-K)	DuBois McMillan	duboismcmillan@ccusd.org	ext. 3317
Administrative Assistant	Susan Osborne	susanosborne@ccusd.org	ext. 3328
Assistant Principal (L-Z)	Kelli Tarvyd	kellitarvyd@ccusd.org	ext. 3349
Administrative Assistant	Becky Stanis	beckystanis@ccusd.org	ext. 3327

Counselors

Counselor	Dan Fagas	danielfagas@ccusd.org	ext. 3319
Counselor	Steve Gyepes	stevegyepes@ccusd.org	ext. 3309
Counselor	Rebekah Howard	rebekahhoward@ccusd.org	ext. 3551
Counselor	Candice Mackey	candicemackey@ccusd.org	ext. 3398
Counselor	Tim Walker	timwalker@ccusd.org	ext. 3230
English Learner Counselor	Magali Bourget	magalibourget@ccusd.org	ext. 3307
Career Counselor	Adrienne Madrid	adriennemadrid@ccusd.org	ext. 3313
College Counselor	Thelma Valverde	thelmavalverde@ccusd.org	ext. 3350
Intervention Specialist	Rosa Maldonado	rosamaldonado@ccusd.org	ext. 3411
Intervention Specialist	Ida Spencer	idaspencer@ccusd.org	ext. 3411
Psychologist	Debra Price	debraprice@ccusd.org	ext. 3036

Student Services

ASB Finance Office	Phyllis Heiner	phyllisheiner@ccusd.org	ext. 3333
Activities Director	Carlos Valverde	carlosvalverde@ccusd.org	ext. 6016
Attendance Office	Becky Stanis	beckystanis@ccusd.org	ext. 3327
Athletic Director	Tom Salter	tomsalter@ccusd.org	ext. 6130
Athletic Office	Susan Osborne	susanosborne@ccusd.org	ext. 3328
College /CCC	Margaret Fujisawa	margaretfujisawa@ccusd.org	ext. 3558
Career / CCC	Marion Serra	marionserra@ccusd.org	ext. 3351
Health Clerk	Tina Little	tinalittle@ccusd.org	ext. 3332
Library	Asuncion Romo	asuncionromo@ccusd.org	ext. 3570

Culver City High School Bell Schedules 2016-2017

Regular Schedule (Mon., Tues., Thur., Fri.)

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

Minimum Day Collaboration Schedule (Wednesday)

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, Tutorial, Faculty Meetings, etc.	Minimum of 1hour, Approx. 1:10– 2:10	60+

Minimum Day Assembly Schedule

PERIOD	TIME	MINUTES
0	7:40 – 8:00	20
Passing Period	8:00 – 8:05	5
1	8:05 – 8:25	20
Passing Period	8:25 – 8:31	6
2	8:31 – 8:51	20
Passing Period	8:51 – 8:57	6
3 (Assembly 1)	8:57 – 10:06	69
Brunch	10:06 – 10:31	25
Passing Period	10:31-10:36	5
3 (Assembly 2)	10:36 – 11:45	69
Passing Period	11:45 – 11:50	5
4	11:50 – 12:11	21
Passing Period	12:11 – 12:17	6
5	12:17 – 12:37	20
Passing Period	12:37 – 12:43	6
6	12:43 – 1:03	20

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 (0 Period)	1:00 – 3:00	120



Culver City High School Centaur Plus Bell Schedule

Period	Time	Minutes
0	7:08-7:59	51
Passing period	7:59-8:05	6
1	8:05-8:56	51
Passing period	8:56-9:01	5
2	9:01-9:56	55
Nutrition	9:56-10:11	15
Passing period	10:11-10:16	5
3	10:16-11:07	51
Passing period	11:07-11:12	5
4	11:12-12:03	51
Passing period	12:03-12:08	5
Centaur Plus	12:08-12:32	24
Lunch	12:32-1:07	35
Passing Period	1:07-1:12	5
5	1:12-2:03	51
Passing period	2:03-2:09	6
6	2:09-3:00	51

Tuesdays & Thursdays



Culver City High School

Student Outcomes

These outcomes represent characteristics that all Culver City High School students should possess upon graduation as they prepare to navigate through post-secondary life.

Critical Thinkers identify, access, integrate, and use available information in order to reason, solve complex problems, and make decisions.

Self-Guided Achievers set priorities, achievable goals, and take responsibility for their own choices and actions.

Involved Citizens take the initiative to contribute their time, energies, and talents to better the welfare of themselves and others while demonstrating understanding and respect for all people in a diverse world.

Collaborative Workers use effective leadership and group skills to cultivate and manage interpersonal relationships within culturally and organizationally diverse settings with confidence and self motivation.

Quality Producers create intellectual, artistic, practical, and physical products that reflect originality, high standards, and the use of technologies.

Adaptable Problem Solvers anticipate, assess, and resolve the challenges that accompany the rapidly changing political, economic, environmental, and social conditions of modern life while maintaining their own physical, mental, and emotional health.

Effective Communicators clearly convey well-formulated ideas in a variety of situations through speaking and writing.

Culver City High School Beliefs:

1. Each member of our school community plays an integral part in making student success a certainty.
2. All students are provided the necessary resources and opportunities to become successful Critical Thinkers, Self-Guided Achievers, Involved Citizens, Collaborative Workers, Quality Producers, Adaptable Problem Solvers, and Effective Communicators.
3. All students are immersed in rigorous, standards-based curricula that promote higher level thinking skills.
4. 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. We value diversity, promote tolerance, and espouse understanding and compassion.
6. The aesthetic value of our campus is an important part of student achievement.

“Learn to achieve. Achieve to learn. Tomorrow starts today...”



Culver City High School recently earned the unique distinction of “**California Democracy School**” by the Los Angeles County Office of Education. The program consists of school teams made up of teachers, site administrators and parent representatives, working together in a training program that focuses on the three critical pedagogical practices: *Inquiry and Investigation, Service and Civility*.

A Democracy School integrates the “six proven practices” into the curriculum: Classroom Instruction in civics/government, history, economics, geography, law, and democracy; discussion of current events and controversial issues; service learning linked to instruction; extracurricular activities; student participation in school governance; and simulations of the democratic process.

CCHS wants all students to leave high school able to:

- Participate in civil and productive dialogue about current local, national, and international issues;
- Understand and respect the electoral process by registering to vote and voting in elections as informed, engaged citizens; and
- Investigate and address community public policy issues by utilizing critical thinking and problem solving skills, creativity and innovation, communication, and collaboration skills needed for effective civic life.

Parents and families play an important role in the development of civic engagement. The following are important ways to help support civic learning at home:

- Encourage your child to take interest in their community, state and nation.
- Read and discuss current events.
- Discuss politics at home.
- Ensure your child is registered to vote at age 18.
- Encourage your child to participate in extracurricular programs and simulations and their school and community.
- Participate in civic organizations; civically engaged parents greatly influences civically engaged children.
- Donate to your local Civic Scholarship(s) programs (i.e., CCHS Civic Scholarship)
- Volunteer at your child’s school to help educators provide effective civic learning opportunities.
- Advocate for more civic learning activities: local publications, School Board, PTSA, broadcast stations, state legislators, etc.



Get Involved! Activities and Clubs

Welcome to the Centaur family! It is our goal to make your high school experience an enjoyable and memorable one. The Associated Student Body (ASB) is the leadership group comprised of student representatives from each class level that coordinates events and activities for the student population. You are encouraged to join in the fun as we develop programs and activities that contribute to making our school year enjoyable.

Announcements of all upcoming events can be found in the daily bulletin or on the CCHS website at cchs.ccusd.org throughout the year. Look for information about Homecoming festivities, lunchtime activities, club membership, school activities, athletic events and more.

One of the best ways to get involved and make new friends is to become active in a club. Culver City High has more than 50 clubs that vary in interests from service to special interest. Information about these clubs can be found in the ASB classroom (room 16). Students have the opportunity to establish new clubs based on students' interest. Watch the Daily Bulletin for information on club sign-up day and find one or more ways to get involved and to show your Centaur pride! Membership in school clubs is restricted to Culver City High School students. A club must have a faculty sponsor, a constitution, officers, and be recognized by Student Council and the school administration.

Student Government provides an opportunity for students interested in government and leadership to practice and gain experience in these areas. Students must remain in good standing (may be reviewed quarterly) as follows: 2.0 GPA; satisfactory attendance; satisfactory discipline (no home suspensions during the current school year); and no Saturday Work owed (4 hours detention). Any such violation will be reviewed by the Assistant Principal of Activities and the Director of Student Activities. The executive group of student government is known as the Associated Student Body (ASB). This body oversees all student body finances and helps to coordinate all school activities. In addition, students hold three seats on the Student Achievement Council.

Student Identification Cards

Each student will be given one (1) official ID card at the beginning of the school year which includes a photo of the student. **Students are required to wear 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. Replacement ID cards must be purchased through the secretary to the Assistant Principal of Discipline & Athletics. The ID card is required in order to check out textbooks and library books in addition to requesting any school service in any office.

ASB Stickers/Cards

The Associated Student Body funds campus events and activities including athletics. The main source of income for all activities and athletic events is the ASB sticker. The sticker is purchased each year and is placed on your ASB identification card (which is to be carried at all times). The cost is \$40. The sticker provides a variety of discounts and savings including:

- Free entrance into all regularly scheduled home and away athletic events (excluding CIF playoffs and tournament entrance fees)
- Discounted tickets for dances
- Discount on the price of the yearbook

Generally, students purchase the ASB sticker during summer registration when I.D. cards are issued to all students.



Student Email Accounts

All CCUSD students are issued a CCUSD Gmail/Drive account to use for school communication and school work. The email address is the student's legal first name last name @students.ccusd.org (ie – janedoe@students.ccusd.org) The password for the email account is the student's nine digit ID number. Accounts must be used appropriately and are monitored. Be sure to log out of your account when you have finished using it. Any student who accesses or uses another student's account is subject to disciplinary actions.

Aeries.net

All students have access to their Aeries.net account and should monitor their grades and attendance on a regular basis. The link to the login page is found on the Students page of the High School's website. The login is the student's district email address. The password is the student's ID number.

School Activities Participation Expectations

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. Students may lose their opportunity to participate in school activities. 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. A student must attend all classes the day of the event or all classes the day before a weekend event such as Homecoming Dance or Prom in order to attend.
2. Students may not purchase tickets to a dance or attend if they owe any detention hours or have unsatisfactory attendance.
3. All school regulations will be enforced and violations will be referred to administration for disciplinary action.
4. Guests must have prior approval from administration to attend any school dances where guests are permitted.
5. Students who leave an event may not re-enter.
6. Students with a 2.0 GPA or above, satisfactory attendance and satisfactory discipline may be nominated for the Homecoming Court and/or Prom Court.
7. CCHS seniors enrolled in the traditional comprehensive program with good attendance--no more than 4 unexcused absences to any given period per semester during the school year and/or 7 tardies to any given class per semester—senior year are eligible to purchase tickets to *Grad Nite @ Disneyland*. This is a SENIOR ATTENDANCE REWARD ACTIVITY chaperoned by CCHS employees.

Homecoming and Prom

Homecoming 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 bandanas). **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 expose the upper thigh. 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. Dresses may not show a bare midriff or contain cutouts, which expose the torso. 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.**

CULVER CITY HIGH SCHOOL ATHLETICS

High school athletics is an excellent way to become involved in one’s school and develop healthy attitudes about good health, teamwork, hard work, perseverance, winning and losing. Athletic programs are an important part of the educational process for building strong values and character and all students can benefit regardless of their performance level.

Assistant Principal, Athletics:	DuBois McMillan	dubois mcmillan@ccusd.org
Athletic Director:	Tom Salter	tomsalter@ccusd.org
Athletic Secretary:	Susan Osborne	susanosborne@ccusd.org

Students and parents can contact coaches for try-out and practice information through the CCHS website in the Athletics section.

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Spring - continued</u>
Cheer (Co-Ed)	Basketball (Boys)	Baseball	Swimming (Co-Ed)
Cross County (Co-Ed)	Basketball (Girls)	Cheer (Co-Ed)	Tennis (Boys)
Football	Cheer (Co-Ed)	Golf (Co-Ed)	Track (Co-Ed)
Tennis (Girls)	Soccer (Boys)	LaCrosse (Boys)	Volleyball (Boys)
Volleyball (Girls)	Soccer (Girls)	LaCrosse (Girls)	
Water Polo (Boys)	Water Polo (Girls)	Softball	

Eligibility Requirements:

- Maintain a 2.0 or “C” Grade Point Average(GPA) or better on a 4.0 scale.
- Complete an Athletic Packet from the CCHS Athletic Office.
- Be an Associated Student Body Member (ASB).

As certified with CIF, **academic eligibility will be determined in this manner:**

- First quarter eligibility will be determined by the semester grades received on the June report card. Summer school credits and grades for new course work will be counted toward making up credit and/or GPA deficiencies incurred during the grading period ending in June.
- Eligibility is determined at each quarter grading period. Eligibility will become effective on the Monday following the mailing of the grade report.

Basic eligibility rules for competition:

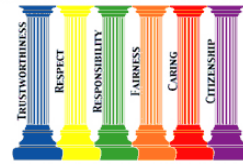
1. Be less than 19 years of age on June 15th of the current school year.
2. Meet the CCUSD/CIF resident requirements.
3. Attend high school not more than eight (8) semesters.
4. Not compete on any outside team in the same sport for the school season of the sport in which you participate. Not have tried 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.

Success for ALL takes us ALL.

12. All students **must** complete an Athletic Clearance Packet on an annual basis **before** trying out or competing for **any** sport.
13. Students who are on the No-Go List (more than two trancies in any class in a quarter—see attendance policies for further explanation) will not be allowed to compete in athletic competitions.

Character Counts at Culver City High School

CHARACTER COUNTS!



Culver City High School implements the Character Counts program to help students understand the personal and social importance of good character and ethics. Through this program, Centaurs strive to acquire the knowledge, adopt the values, develop the skills, traits and conduct of a person of good character.

Trustworthiness: Students recognize both the moral and practical significance of trustworthiness as an essential ingredient in meaningful and lasting relationships and career success. They strive to earn and maintain the trust of others by consistently demonstrating the ethical virtues of integrity, honesty, promise-keeping and loyalty.

Respect: Students treat every individual with respect and judge others on their character and ability without regard to race, religion, sexual orientation, political ideology, gender, age, or other physical or personal characteristics based on the belief that all individuals are worthy and that their well-being and dignity is important simply because they are fellow human beings.

Responsibility: Students display responsibility by: doing what they are required to do and what they should do.; accepting responsibility for the consequences for what they say, do and think; and using critical thinking and decision-making skills to avoid rationalizations and excuses and make rational, prudent choices.

Fairness: Students strive to be fair and just in all their actions by 1) taking turns; 2) playing by the rules; 3) giving due credit to others; 4) asking for and taking only their fair share (i.e., what is due them). They never 1) cheat; 2) claim credit for the work of others; 3) recklessly or falsely blame or accuse others; or 4) take advantage of another's mistakes or ignorance (even when they think they can get away with it or that the other person deserves it).

Caring: Students demonstrate caring by: 1) displaying sincere concern for the well-being of others; 2) displaying compassion for those in pain or need; 3) being kind and sympathetic to everyone (even those who don't seem worthy of kindness; 4) giving time, service and money to charitable organizations and individuals to help those in need.

Citizenship: Students recognize and seek to fulfill their civic and social responsibilities by doing their share to contribute to the well-being of the communities in which they are a member (including their school, neighborhood and country).

Pursuing Victory with Honor at Culver City High School



Culver City High School athletes adhere to the philosophy of Pursuing Victory with Honor, the athletic component of the Character Counts program. The caring coaching staff and dedicated athletes make CCHS a leader in the CIF Southern Section. CCHS athletics is characterized by winning and sportsmanship. All students, parents, and coaches commit to acting in a manner that positively reflects the six core values of Character Counts and Pursuing Victory with Honor.

Communication

Culver City High School believes that close communication between home and school is important to a student's educational success. Therefore, we value and encourage parental involvement. Should you have questions regarding your student's performance, please contact the appropriate person so your questions and concerns can be addressed in an efficient and timely manner.

Please follow the procedures listed below if you have any concerns.

1. Contact your child's teacher directly.
2. If the problem is not resolved, please contact your Assistant Principal.
3. If the matter remains unresolved, please address your concerns to Dr. Lisa Cooper, Principal.

EMAIL: It is easiest to contact teachers and staff via email. All staff have an email address that is their first and last name@ccusd.org.

TEACHER

Every classroom at CCHS is equipped with a telephone and all staff members have an email address. Contact the teacher directly with questions concerning grades, make-up work, classroom behavior and attendance. All teachers have an individual webpage where you can find homework assignments, long term projects, test information and more. Visit us at cchs.ccusd.org.

SCHOOL COUNSELOR

The school counselor is available to address concerns regarding academic placement, course selection, and overall attendance/behavior. Please email the counselor directly.

PRINCIPAL/ASSISTANT PRINCIPALS

An administrator will become involved in an unresolved issue only after a parent or student has first communicated directly with the teacher and/or school counselor.

COMMUNICATION COURTESY

Please allow up to **48 hours** for staff members to return phone calls. We ask that you call to make an appointment when you wish to meet with staff members. In advance, thank you for your cooperation and patience!

DAILY BULLETIN

The daily bulletin is our most efficient means of communicating within the school community. The bulletin is read to students at the beginning of first or second period and then posted in classrooms and in the administration office for review. Parents can read the daily bulletin by logging on to cchs.ccusd.org.

PTSA WEEKLY EMAIL

Please sign up to receive the weekly email sent out by the PTSA. This email provides a very thorough list of news and items of interest at CCHSptsa@ccusd.org.

Student Support Services

Culver City High School provides counseling to help students navigate through high school and the college search and admission process. We strive to alleviate some of the stress often associated with high school, post-secondary school choices, and much more. To this end, Culver City High School provides a comprehensive program that aims to guide and support students and families through the high school years and beyond. Our school goals are as follows:

1. All students will graduate.
2. All students will be proficient in English Language Arts and Math.
3. All students will be college/career ready.
4. All students in 9th grade will earn 60 credits.
5. All students will participate in athletics and/or extra-curricular activities.

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.

In addition to counseling, scheduling, working on 4-year plans, 10th grade academic checks and graduation checks for 10th, 11th and 12th graders, the Guidance Office provides letters of recommendation, testing services for PSAT, AP, CAASPP, 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.

You may email your counselor directly at the email address as shown.

Dan Fagas	Counselor	danielfagas@ccusd.org
Steve Gyepes	Counselor	stevegyepes@ccusd.org
Rebekah Howard	Counselor	rebekahhoward@ccusd.org
Candice Mackey	Counselor	candicemackey@ccusd.org
Tim Walker	Counselor	timwalker@ccusd.org
Magali Bourget	English Learners Counselor	magalibourget@ccusd.org
Adrienne Madrid	Career Counselor/CTE	adriennemadrid@ccusd.org
Thelma Valverde	College Counselor	thelmavalverde@ccusd.org
Debra Price	School Psychologist	debraprice@ccusd.org
Rosa Maldonado	Intervention Specialist	rosamaldonado@ccusd.org
Ida Spencer	Intervention Specialist	idaspencer@ccusd.org

Centaur Plus (CP)

Centaur Plus (CP) is an opportunity within the school day for all students to have for remediation, practice what is being learned in class, participate in enrichment, and prepare for exams, papers, projects, etc. Centaur Plus will take place on Tuesdays and Thursdays before lunch. Students will use the following website to access their Centaur Plus account to: <http://culvercitycahs.app.enrichingstudents.com/Student/Login>

Peer Tutoring

Free tutoring is available to all students before and after school. CCHS offers comprehensive tutoring in all subjects. High performing students are trained to assist students in building study skills specific to every subject. The schedule and room assignments are established during the first four months of school.

Link Crew

Link Crew is an organization of upperclassmen devoted to supporting the transition of 9th grade students into the high school. All 9th grade students are assigned to a Link Crew mentor at the beginning of the year. All incoming freshmen are invited to an orientation led by the Link Crew in August to learn skills to be successful in high school.

Academics + Athletics (A+A)

Athletes in jeopardy of becoming academically ineligible may be referred for additional tutoring and mentoring. Students will attend a tutoring / study hall period each week in lieu of practice until they improve their GPA. Tutoring is conducted by teacher-mentors and tutors who are also student-athletes.

Student Study Teams

When students show signs of distress through poor academic performance, recurring behavioral problems, or other symptomatic behavior, a team of educators will monitor the student and make recommendations for appropriate interventions. The team typically includes an administrator, academic counselor, intervention counselor, school psychologist, and nurse. Parents, students, and teachers may be invited to meetings as well.

Sandy Segal Youth Health Center

Culver City High School is fortunate to house the Sandy Segal Youth Health Center on our campus. The Center is a joint effort by the Venice Family Clinic and the Los Angeles Child Development Center to provide a full array of medical and mental health services. Students and parents may seek services from the Center at any time. CCHS may also refer students in distress to the center or may refer students for counseling in lieu of a disciplinary consequence for behavioral issues. The telephone number to the Center is (310) 842-4328. Visit their website at www.culvercityyouthhealthcenter.org.

Intervention and Support Classes

Students who require targeted support for a specific subject matter may be assigned to intervention or support classes. CCHS offers support classes in reading, math (**Algebra Support**) English Language Development (**ELD, 1, 2, 3**) and intensive support classes for 9th and 10th grade students who are under-performing in multiple classes (**Team 9 and Team 10**).

Advancement Via Individual Determination (AVID)

Students who desire additional support on their journey to prepare for a four-year college or university should consider AVID. This elective course program is designed to provide focused support for students in the areas of academic achievement, college readiness, and college planning. The course is designed to be taken through all four years of college and is particularly useful for students who will be first-generation college students.

Culver Park High School

Culver Park High School is an alternative school in CCUSD designed to assist students in remediating and/or accelerating coursework in order to be on track to graduate on time. Many students thrive in this small educational setting. Students at least 16 years of age may voluntarily transfer to CPHS if deemed appropriate by the parent/guardian and the administration. Students and parents should contact an administrator if you are interested in this option.

College and Career Center (CCC)

The College and Career Center is open Monday through Friday from 7:30 a.m. to 4:00 p.m. Students may visit the Center before the first period, during nutrition, lunch, and after last period. We are located on the second floor of the library. Information and services provided include:

- Career Exploration
- Two- and Four-Year Colleges
- Vocational/Trade Schools
- Scholarships and Financial Aid
- College Testing (SAT Prep, ACT, PSAT)
- College and Career Guest Speakers
- Military Opportunities
- Volunteer Opportunities
- Surveys and Inventories for Aptitudes, Interests, and Work Values
- Career Technical Education Courses

How to get the most out of the College-Career Center:

1. Students will visit the CCC with classes in 9th and 10th grade to begin developing a four-year plan and to complete interest inventories.
2. Students are invited to presentations from college and careers guest speakers.
3. Students use the CCC to obtain information about career choices, college or trade school choices, high school educational planning, financial aid, and scholarships.
4. Center activities are listed in the daily bulletin, monthly calendar, and CCHS website (cchs.ccusd.org).

Health Services

State Mandated Health Screenings

California state law requires that every school district provide vision and hearing screenings for students enrolled in high school. In Culver City Unified School District, the screenings are performed by one or more of the district's school nurses in the fall for all 10th grade students. Additionally, we provide vision and hearing screenings for any students who are receiving special education services and all newly enrolled 11th and 12th grade students. *Please encourage your child to wear his/her glasses/contact lenses on the day of the screening.* You will only be notified of the results of the screenings if a referral for professional follow-up is needed. You can contact the school nurse at (310) 842-4200 x3332 to discuss any questions or concerns that you may have.

Success for ALL takes us ALL.

If, for medical or religious reasons, you do not want your child to participate in the mandatory screenings mentioned above, you are required to submit your request in writing (including the date of your request, your child's name, date of birth, grade, reason for request, parent/guardian's name and signature) to the nurse's office. We can only honor requests that are received in the nurse's office prior to the screenings. Check the school calendar for the date that screenings will be performed. Your request is only valid for the current school year.

Immunizations

The California Department of Health Services and CCUSD require all students to provide proof of immunization prior to enrollment. **Required** vaccinations include: (Tdap) Diphtheria Tetanus Pertussis, Polio, Hepatitis B, and Measles Mumps Rubella (MMR). You are also required to provide proof of a TB skin test. *Optional vaccinations include: Varicella, Hepatitis A, Human Papillomavirus, Meningococcal, Pneumococcal, and Influenza.* If you are a new student entering Culver City High School, please see the immunization requirements in the registration packet.

HIGH SCHOOL NURSE'S OFFICE

Telephone number (310) 842-4200 x3332

- An up-to-date emergency card **MUST** be on file in the Nurse's Office at all times.
- Upon request, the School Nurse can provide you with a list of referrals for public health, medical, dental, vision, and psychiatric services. The Venice Family Clinic/Culver City Youth Health Center is also available as an on-campus provider of health services.
- When students become ill or are in need of first aid during class time, they must first obtain teacher permission and secure a hall pass before coming to the Nurse's Office. If they feel the need to come during the passing period, they must first go to their next class, check in with the teacher and obtain a pass before coming to the Nurse's Office. (An exception will be made only in the event of an emergency.) When students arrive in the Nurse's Office, they must sign-in and indicate the reason for their visit. **If a student is not feeling well, he/she must go to the nurse's office before calling their parents.**

Illness

In the event that a student becomes ill at school, the student should report to the nurse's office for care and assessment. We ask that students complete this step before contacting parents.

- 1) If the student is ill enough to go home, the student will be allowed to contact a parent for permission to leave school and to arrange transportation home. The student is signed out on a blue slip, which must be signed by the parent and returned to school in order to excuse the absence.
- 2) If a student has a fever ($\geq 100^{\circ}\text{F}$), vomiting, or diarrhea, he/she **MUST** be free of these symptoms for 24 hours prior to being readmitted to school.
- 3) If a student is absent for five consecutive school days, a note from a medical doctor is required for re-entry into school.
- 4) Please notify the Nurse's Office if your child has been diagnosed with any contagious diseases, so we can limit the spread of infection at school.
- 5) If in the nurse's professional opinion, it is determined that the student can remain at school, and the student/parent demands that the student is released, the attendance will reflect an unexcused absence with parental consent.

First Aid

Students can receive first aid in the Nurse's Office for any minor cuts/scrapes or injuries. If the School Nurse feels there is a need for further examination, parents/guardians will be contacted. Students must check out through the nurse's office to be excused as Illness with an 'I' code which is approved per Ed Code. **If students call parents directly without going through the Nurse's office, the absence will reflect an 'R' which is not approved per Ed Code.**

Physical Education Excuses

In the event of an illness or injury, students may bring a note from a parent or doctor to be excused from participation in physical education/sports. If the student will need to be excused for more than three days, a doctor's note is required. Notes must be received on the first day of an illness/injury in order to be considered excused.

Medical Hall Passes

A medical hall-pass can be issued by the Nurse's Office to any student who requires additional time to transition from class-to-class (such as, if the student is using a wheelchair or crutches). This would allow the student to be dismissed from each class 5 minutes before the bell rings.

Medication Policy

In accordance with California Educational Code 49423 – 49423.1, the School Nurse or other designated school personnel can assist students who need to take medication during the school day. In order for ANY PRESCRIPTION or OVER-THE-COUNTER MEDICATION to be taken at school, the following requirements MUST be adhered to:

- 1) The Physician's Recommendation for Medication Form must be completed by the child's doctor, signed by the parent/guardian, and submitted to the Nurse's Office. A new form is required EACH school year. Blank forms are available in the Nurse's Office. Faxes are acceptable.
- 2) It is the parents' responsibility to provide any medications to the School Nurse. Medications must be brought to school in the prescription bottles appropriately labeled with the name of the student, name of the medication, amount and time to be administered, and the prescribing doctor's name. Over-the-counter medications (such as Tylenol, Midol, Benadryl, etc.) must be in their original containers. Medications will be kept locked in the Nurse's Office.
- 3) ALL medications must not expire before the end of the current school year.
- 4) Changes in medication or dosage or the discontinuation of the medication must be submitted by the doctor in writing to the School Nurse.
- 5) The ONLY medications that students are allowed to carry and self-administer are asthma inhalers and Epi-Pens. The Physician's Recommendation for Medication Form must still be completed and be on file in the Nurse's Office. It is suggested that you also provide "back-up" medication to be kept locked in the Nurse's Office. Misuse of any medication will not be tolerated and the student will be subject to severe disciplinary action.

If your child has a chronic medical condition and takes medication that is not readily available at school, it is recommended that you provide the School Nurse with a 72 hour supply of medications in the event of a major disaster.

Academics

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 course credits (as listed in section B) in grades 9-12 with passing grades (D or better). Satisfactory attendance and good citizenship are reflected in academic grades and credits completed. Students must have earned 220 graduation required credits to be eligible to participate in the graduation ceremony.

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



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)

PE 1 (9 th grade)	10 Semester Credits
PE 2 (10 th , 11 th or 12 th grade)	10 Semester Credits

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 (30 semester credits)

See flow chart in CCHS Course of Study Guidelines and Description Handbook 2015-2016.

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

6. Modern Language – grades 9-12 (10 semester credits)

This can be completed during any year of high school.

7. Visual or Performing Arts – grades 9-12 (10 semester credits)

8. Elective Requirement - grades 9-12 (50 semester credits)

- C. ALGEBRA REQUIREMENTS: California Education Code specifies that pupils must complete a course with the content equivalent that of Algebra I.
- D. SERVICE LEARNING (60 hours - grades 9-12)
All students will engage in at least 60 hours of service learning as a graduation requirement of CCHS. **Hours must be completed by volunteering for a non-profit organization.** Please contact counselor Adrienne Madrid in the College Career Center for more information regarding this program and volunteer opportunities. The completed Service Learning form must be turned into the student's academic counselor by May 15th of their Senior year. Parents and student assume liability for Service Learning opportunities completed off-campus.
- E. 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.
- F. 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 a CTE or community college class as their 5th period. Counselor and Principal/Assistant Principal of Curriculum's approval with written parental consent is necessary in all cases. Further, seniors must complete all 220 credits in order to participate in the graduation ceremony. Additionally, all other stated attendance and discipline requirements must be adhered to 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. Seniors who are not eligible to participate in the graduation ceremony will not be eligible to participate in Senior Week activities.
- G. 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 accumulate trancies 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 the student to the new class and will be averaged in as part of final course grade.

- H. WITHDRAWAL FROM CLASSES: A student who drops a course during weeks 3-6 will receive
- a. Withdrawal (W) on transcripts if prior intervention was not successful. During weeks 3-20, the student will receive a Drop/Fail if; (1) Intervention program is not followed and (2) student drops the course. The transcripts will reflect dropped course, unless otherwise decided by the principal or designee because of extenuating circumstances. [GRADES/EVALUATION OF STUDENT ACHIEVEMENT Board Policy –AR 5121 (d)]

Course Drop Policy

Course/Level 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

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

Courses for Acceleration and Remediation

1. Students may take up to two additional courses per semester, taken outside of Periods 1-6, for remediation or acceleration.
2. Courses should be taken at WASC accredited institutions (or the equivalent), and may be placed on the CCHS transcript.
3. Enrollment in these courses, even online courses, must have prior approval from the counselor and the Assistant Principal of Curriculum. Courses from institutions that are not accredited or that do not meet UC/CSU guidelines may not be approved. Some institutions are not recognized by NCAA.
4. Courses for remediation must have prior approval and cannot be taken concurrently with the same CCHS course.
5. Core classes must be attempted first at the high school with the exception of credits transferred when students are new to the school.
6. No core courses for initial credit can be taken outside of CCHS, with the exception of students who are new to CCHS and transferring credits from their previous schools.
7. Seniors: Final transcripts for acceleration/remediation from outside schools are due to the Guidance Office by 3:00 pm the Monday prior to graduation.

Culver City High School Online Course Policy

Culver City High School provides students with a fully accredited educational experience that meets and exceeds state and federal content standards and graduation requirements. Students at CCHS receive direct instruction from highly qualified teachers in courses commensurate with the requirements for college entrance at California universities.

In order to meet individual student needs, the Culver City Unified School District (CCUSD) desires to provide flexibility in the completion of prescribed courses in accordance with the laws by encouraging all students to complete their high school education and gain college admission. CCUSD Board policy and Administrative Regulations provide students with the opportunity to enroll in online courses under the following three conditions:

1. Grade remediation:

A student who receives a ‘D’ or ‘F’ in a *course may choose to take an online course to demonstrate his/her improvement in the class for the purpose of college admission. If approval is granted for a student

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to take an online class for remediation, the grade for the online course will be placed on the student's transcript along with the student's original course grade. It is the student's responsibility to have an official transcript sent from the online provider to the CCHS records office when the course has been completed. An authorization form must be completely filled out and signed by the student's counselor prior to enrollment in the online course for remediation.

****The UC system will not accept any online courses in the areas of Science if the course has a laboratory component (such as Biology and Chemistry) or in the area of Visual Performing Arts. For this reason, CCHS will not approve online courses in these areas.***

2. For the purposes of program acceleration:

If a student has a strong interest in taking a class not required for high school graduation which may not fit into his/her CCHS schedule, ***though it is offered at CCHS***, he or she may choose to take an online course. In this case, the grade will not be placed on the student's CCHS transcript. When the student applies to college, he or she will submit the transcript from the online provider directly to the college or university. The University of California system has recently approved online courses deemed by them acceptable for college admission. In choosing an online provider, it is critical to determine that the course and provider are UC approved and offered by an institution that is WASC accredited. Students who choose to enroll in online courses and their parents bear full responsibility for verifying that the online course in which the student is enrolling meets the approval of university admissions officers. Prior to enrolling in any online course, students/parents should verify with the admissions officers at the colleges/universities where the student plans to apply that the course will be accepted.

To further investigate UC approved courses, please go to: <http://www.ucop.edu/doorways>.

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. Using electronics to knowingly or unknowingly capture student work for self-use or distribution
5. Using electronic devices to distribute test, classwork or homework materials
6. Putting your name on someone else's paper/project
7. Using a "cheat sheet" or any unauthorized piece of writing on a quiz/test
8. Giving another student help on an individualized quiz/test
9. Tampering with the teacher's grade records or tests
10. Stealing and/or selling quizzes/exams* (*This offense will result in an automatic suspension because of the seriousness of the offense.)
11. Using teacher manuals/solution manuals
10. Using any material from the internet without proper citation and appropriate credit

The classroom teacher 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. A referral will be sent to an administrator for recording in the student's discipline file.

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 an administrator or 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.

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/guardian, student and teacher.
- 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.

Honor Roll

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.

Homework / Make-Up Work

Homework may be a supplemental 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.

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 "I" 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 student absences are excused per Ed Code.**

Parents/Guardian Responsibilities

Parents/guardians should provide a quiet place for students to work, adequate time to do the work, take an active interest in the homework, and provide the necessary help. Please refer back to Communication Guidelines (page 9) if problems or questions arise.

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.

Attendance Policies

Attendance and punctuality rank high on the list of priorities of the Culver City High School faculty and staff. 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. Student absences, whether excused or not, disrupt the continuity of the learning process.

Attendance Requirement: California Education Code (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.

No Go List Policy: Students with 4 or more unexcused absences from any one period during a semester may be deemed ineligible to participate in extra-curricular activities including team sports / events, AVPA, and extra-curricular field trips for the following quarter.

California State Law accepts only the following as an excused absence:

- Illness
- Bereavement
- Quarantine
- Medical appointment - A NOTE ON DOCTOR'S STATIONERY, SIGNED BY THE DOCTOR, STATING DATE AND TIME OF APPOINTMENT IS REQUIRED UPON RETURN TO CAMPUS. THIS ABSENCE IS NOT EXCUSED UNTIL RECEIPT OF SAID NOTE.



The school will also excuse the following.

1. Court appearance
2. Religious observance
3. School business/activity

Unexcused reasons for being absent from school are considered truanancies (Attendance code "U") if the student voluntarily does the following without parent consent. Absences for these reasons are "unexcused, but verified" (Attendance Code "R") if the parent or guardian authorizes the absence for any of the following:

1. Personal reasons not classified as excused by California Education Code and CCUSD Board Policy (#7 above).
2. College visits without prior administrator approval.
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.
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.

All other absences will be considered UNEXCUSED. California Education Code states that teachers do NOT have to give a student make-up work for an UNEXCUSED absence.

Clearing Absences

Attendance is reported every period to the Attendance Office. Parents will be notified of absences by automated phone messages and computer generated letters. Parents are also encouraged to check the Parent Portal on a regular basis for up to the minute attendance reports.

In the event of an absence, students must clear the absence with the Attendance Office. Students may visit the Attendance Office before school, during lunch and/or after school. To clear the absence:

- Parent/Guardian must call the Attendance Office at (310) 842-4200 - extensions 3344 (for last names beginning with A-K) and 3345 (for last names beginning with L-Z) EACH DAY to report the absence.

- Absence notes must be signed by a parent/guardian. The school must be notified each day of an extended absence. Parents/guardians who verify an absence by phone are strongly encouraged to confirm the absence in writing. (A written note does not automatically mean an excused absence.)
- If the absence is not cleared within 5 days, the absence will be permanently marked unexcused or 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.

Unexcused Tardies

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

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.

Extended Absence

Please contact your student's counselor or the Attendance Office if your student will miss five or more days due to serious illness, hospitalization or injury.

Truancy or Excessive Absences

Truancy is defined as "students who are found off campus or out of bounds during class time without a valid excuse". Truant students will be cited by the Culver City Police Department. Teachers and educational advisors will handle other consequences for truanancies and tardiness. Excessive truanancies or absences will be referred to the School Attendance Review Board (SARB) which meets at the CC Police Station.

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).

Leaving Campus

Students needing to leave campus for a pre-arranged appointment **must notify the Attendance Office** by 8:00 am to receive an "Off Campus Pass". Leaving school without permission from the Health and/or Attendance Office will warrant a TRUANT. Students must be readmitted in the Attendance Office when returning to campus (the same day or when returning the next school day) with the proper note/documentation. Parent(s) are to pick students up at the Attendance Office. The Off Campus Pass 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.

If a student is taken ill during the school day, s/he 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 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.

IMPORTANT

- The Attendance Office will not accept calls or notes to excuse mid-day absences after a student has already left campus without an Off Campus Pass.
- Communication will be made to parents/guardians if their student (regardless of age or grade level) leaves campus early or is absent from class.
- Culver City High is a CLOSED CAMPUS. During the snack/lunch periods, students are to remain in designated areas on campus. Students are not permitted to be off campus at any time unless a parent/guardian provides a written request that is approved by the principal or principal's designee.

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 will 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 must follow these procedures to receive approval for independent study:

- **Eligibility:** Absences must be for five (5) days or more. 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:** Upon returning to school, the student turns in all assignments to each teacher. The teachers evaluate the amount of work completed and signs and date every assignment. The teacher returns weekly assignment sheets to the student with samples of corrected work attached **within three (3) days** after the student returns. The 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 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.

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 s/he is not in his/her correct seat and prepared to begin class at the ringing of the tardy bell. If a student arrives 30 minutes or more into the period, it will be recorded as an absence which may turn into a truancy.

Classroom Teacher Progressive 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 – 5th tardy in each class
Any or all of the following:
 - a. The student is given a warning/student conference
 - b. Detention, beginning with the 3rd tardy
 - c. Parent Conference or call
3. 6th - 9th tardy:
Any or all of the following:
 - a. Detention
 - b. Student Conference
 - c. Parent Conference or call
 - d. Referral to Counselor
 - e. Teacher assigns Saturday School and parent is called
4. 10th tardy and each additional:
Any or all of the following:
 - a. Detention or Saturday School assigned (parent called)
 - b. Student Conference
 - c. Parent Conference or call
 - d. Referral to Counselor
 - e. Referral to AP of Attendance-Parent contacted & student and parent may be referred to Student Attendance Review Board.

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. The consequence for students caught in tardy sweeps is a one hour detention. Tardy sweeps are conducted every day during random periods throughout the day. Students tardy during a tardy sweep will automatically be issued detention. Please check records with Attendance Office if there are any questions.

Hall Pass Policy

Students may not be out of class without a hall pass. All students should take care of personal needs during lunch and passing periods. Passes will not be issued during the first or last 10 minutes of class/period. Students truant from class or out of class without a hall pass may be assigned to Saturday School.

Senior Off-Campus Lunch Privileges

1. This privilege is available to Senior students in good standing and will be reviewed quarterly. Students must meet the following criteria: 2.0 GPA; satisfactory attendance, no detention or Saturday School owed; and 40 hours of Service Learning completed. Applications are available in the office of the Secretary, Athletics & Discipline.
2. Students must be approved to leave campus.
3. This privilege is for lunch time only. Unsatisfactory attendance (including more than seven tardies to 5th period) will result in loss of this Senior privilege.
4. 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.
5. Any misbehavior or abuse related to this privilege will result in this privilege being revoked.
6. Access for off campus lunch will only be through the senior parking lot. Students may not exit through the Main Office. Students who exit campus other than through the senior parking lot may lose their off campus privileges.
7. Off-campus passes will be reviewed at the end of each quarter. Off-campus privileges will be revoked if the student no longer meets the requirements.

This privilege may be revoked at any time at the discretion of the Administration

Frequently Asked Questions - Attendance (FAQ)

Who does my parent call if I'm going to be tardy or absent? Call the Attendance Office at (310) 842-4200, extensions 3344 (Last names A-K) and 3345 (Last Names L-Z), to report the absence.

What is an excused absence? Per CA Education Code, an absence will be excused for illness, doctor/dentist visit, bereavement, school business, court appearance, or an athletic /school activity ONLY. Parents must clear the absence within 5 days by contacting the Attendance Office by phone or by providing valid written documentation of the attended appointment. Absences that are not cleared within five days will result in a TRUANCY.

What happens if I don't clear my absence within 5 days? Absences cannot be cleared after the 5 day grace period and will result in a TRUANCY.

What is an excused tardy? There is really no such thing as an excused tardy. Late is late, and too much tardiness will certainly affect your performance in class. Nevertheless, if you are tardy due to school business, late bus, or a doctor/dentist appointment, go to the Attendance Office and ask for a tardy readmit to class. You are always responsible for work missed due to being late or absent.

Can I ever leave campus during the day? NO. Leaving campus during the day, at anytime without permission is recorded as a TRUANCY.

How do I get a pass to leave campus? You bring your note by 7:45 am to the Attendance Office to obtain an Off-Ground Pass. Be sure to put a phone number is on the excuse note, so we can verify the note with your parent/guardian. We will only issue passes to leave campus, based on a note, for excused reasons (doctor/dentist appointment, bereavement, etc.).

What if I don't bring a note, but my parent wants me to leave campus during the day? Your parent may personally sign you out from the Attendance Office at any time during the day. When you return, and if you miss class, you must bring a note explaining the absence. If you miss class due to a doctor/dentist appoint, you must bring a doctor/dentist note in order to have the absence excused.

Can I get an off-grounds pass for snack or lunch? No.

Can't I just go over to Taco Bell or McDonalds during snack or lunch? No.

How many absences are considered too many? One absence is too many, but we begin to become concerned on the 5th absence. If you are going to be absent for more than 5 days in a row, please contact your counselor. Schools are funded based on positive attendance, so any day you're out all day hurts everyone.

Why does the Assistant Principal call my house every time I'm absent? Actually that phone call is a pre-recorded message that goes out to your home any time a teacher marks you absent in a class. If you feel like the phone call is wrong, first go to your teacher(s), and find out why s/he marked you absent.

Can being absent too much get me in trouble? Yes, too much absenteeism can result in truancy citations, suspensions, possible program adjustment, and/or SARB.

What is SARB? The School Attendance Review Board (SARB) is mandated through the L.A. County District Attorney's Office and consists of a panel of community professionals. The purpose of SARB is to address excessive attendance and behavioral issues through school interventions, as well as collaboration with community service providers, law enforcement, and the judicial system. The meeting is held at the CC Police Department.

Can I go to my car in the parking lot during snack/lunch? No. The parking lots are off limits the entire school day from 7:45 a.m. – 3:00 p.m. On the second offense of being in this off-limits area, we will request CCPD to cite a student for daytime loitering.

Policies and Procedures for Students

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.

Automobiles and Motorcycles

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 current registration and license plates. Drivers must have a valid driver's license and must carry proof of insurance. The following rules apply to student parking:

1. Cars must be registered with the school to be parked on campus. This process may be completed with the secretary of the Assistant Principal, Athletics and Discipline.
2. All students must park in the student parking lot.
3. Once students have parked, they are not to loiter or have breakfast in the parking lot. Students are not allowed to use vehicles to store books, personal or school materials. **STUDENTS ARE NOT TO GO TO VEHICLES BETWEEN CLASSES OR DURING HOMESTUDY PERIODS.**
4. All vehicles are to be driven under 8 mph in the parking lot. Student vehicles should never be driven on campus (only in the parking lot).

Student must submit a parking permit application to the secretary, Athletics & Discipline in the Main Office.

Parking permits must be visible in the car. 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, Skateboards, Scooters & Hover boards

Bicycles, skateboards, scooters and hover boards 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.

Closed Campus

CCHS is a closed campus for all students with exception of those students with Senior Lunch 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 Office or Nurse's Office will be considered truant, and will be subject to disciplinary consequences, which may include citation by the Culver City Police Department.** 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 their homestudy periods, they must be in the library. Cars are not to be used as lockers or as 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. Students remaining on campus after the end of the school day must be under the supervision of an adult staff member. Otherwise they must exit campus.

Deliveries / Drop-Offs

Culver City High School staff does not accept items for delivery to students (this includes class work assignments, class supplies, lunch money, food, gym/athletic wear, sports equipment, etc). Our support staff is working very hard to provide parents and students with the information and prompt service they need. Please help us help you by encouraging your student to be responsible for bringing all necessary items when they report to school in the morning.

Dress Code

1. Clothes must be sufficient to conceal undergarments at all times. This means tops should fully cover bras and pants should fully cover underwear or boxers.
2. The following **TOPS are prohibited**:
 - Strapless tops
 - Bare midribs – showing your stomach
 - Off the shoulder or low cut tops
 - See-through/sheer clothing without proper undergarments are prohibited
 - Swimwear
3. Skirts and shorts must be as long as your thumb finger when hands are placed to your side.
4. **The following items CANNOT be worn**:
 - a. Extremely short skirts and short shorts (see item #3)
 - b. No pajamas or slippers
 - c. Baggy pants without a sufficient belt. Undergarments **CANNOT** be seen (i.e. boys –underwear or boxers; girls – bras or underwear)
 - d. Clothing that portrays suggestive, provocative, derogatory, or insulting pictures or writing
 - 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 is in any way is suggestive and/or can be construed to have a “double” meaning
 - g. Clothing that depicts violence, hate, or death (examples: skull and crossbones, satanic symbols, firearms/weapons, etc.)
 - h. Garments, accessories, grooming, or slogans that symbolize or could be interpreted as affiliated with a gang. 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.
5. 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.
6. Dress, grooming or accessories that are considered unsafe, dangerous, a health hazard or disruptive to the learning environment shall not be allowed. Shoes are to be worn at all times.
7. Hair, including facial hair, shall be neat, clean, well groomed and not disruptive to the educational process.
8. No non-approved hats or head coverings may be worn on campus and will be confiscated until the end of the week. No do-rags or kerchief/bandanas.
9. The principal, staff, students and parents/guardians may establish reasonable dress and grooming regulations for times when students are engaged in extra-curricular or other special school activities.

A student who willfully and continuously violates the dress code may be subject to disciplinary action including, but not limited to, detention and/or suspension.

Electronics Policy

Your teachers, support staff and administrators believe that you can use technology appropriately during school hours. The electronics policy allows students to use their electronics **during nutrition and lunch**. To ensure the security of your personal property cell phones, iPods, MP3 Players, and/or any other electronic device should not be brought to school. CCHS is **NOT** responsible for electronic devices that are lost or stolen. EXTERNAL SPEAKERS are prohibited on campus.

Cell phones, iPods, iPads, MP3 players, or other electronic devices may only be used before school, during nutrition, during lunch, and after school. As soon as the first bell before school, at the end of nutrition and/or at the end of lunch rings, all electronic devices **MUST** be turned off and put in your pocket, purse, or backpack. Cell phones and other electronic devices **MAY NOT** be used in Halls 1 & 2 at any time. **Electronic devices CANNOT be used during passing periods.**

Cell phones and other electronic devices must be kept in a pocket, purse, or backpack during class time and **MAY NOT be SEEN or HEARD** at any time during an instructional period. Cell phones and electronic devices cannot be charged in classrooms. Amplified sounds may not be heard from cell phones at any time. This includes setting one's phone to a speakerphone setting, having music play out of the cell phone speaker and and/or having music play out of an external speaker. **External speakers will be confiscated.**

Headphones and earbuds must be put AWAY at all times except nutrition, lunch and brunch. Headphones and/or earbuds **MAY NOT** be worn in hallways or after the first bell rings before school, at the end of nutrition and/or at the end of the lunch.

Students may NOT use any electronic devices to take pictures or record other students or any staff members without prior consent. Furthermore, the posting of photos/videos on any social media site without prior consent from the student and/or staff consent is prohibited BY LAW and will be reported to the police. Failure to comply may result in suspension, further disciplinary action and/or police investigation.

Students who fail to comply with this policy will have their electronic device confiscated by their teacher, campus security, counselor, or an administrator.

1. Upon the first consequence, an administrator or secretary will return the device to the student on Friday after school. If the cell phone is confiscated on a Friday, it will be returned the following Monday after school.
2. Upon the second consequence, the device will be confiscated and a parent or guardian can pick up the device on that Friday.
3. Any further occurrence will result in confiscation and further disciplinary action, including (but not limited to) detention and/or suspension.

Show your staff members your Centaur pride in respecting this policy.

Sales for Personal Gain on Campus

Per CA Education Code, all individuals are restricted from making sales for personal gain on a school campus. Students may not sell chips, candy, drinks, etc on a school campus. Students who sell items on campus will be subject to disciplinary campus.

Confiscation of Property

Students should not bring personal property such as radios, toys, or athletic equipment to school unless permission has been granted by the site administrator or designee. In any case, the school will not be responsible for personal property. The replacement or repair of personal property used at school is the responsibility of the owner.

When a student brings personal property to school without permission to do so or if the possession of such property results in the disruption of the educational process, such property may be confiscated. Parents are to contact the school administrator/designee to arrange for the return of confiscated property.

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 s/he should immediately return the book for that class to the library. If a student changes to another class that uses the same book, s/he 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. At the end of each grading period students will receive a letter notifying them of their outstanding book 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 financial 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. Diploma withheld from student and parents/guardians (Education Code 48904 [b]).
 - b. Student will not be allowed to participate in the graduation ceremony.
 - c. No attendance or participation in school activities such as:
Dances (Homecoming, Prom, etc.), Sports, Graduation, Senior activities
 - d. Student cannot pick up class schedule in advance.
 - e. No additional textbooks will be issued.

Payment for lost/damaged books may be made with a personal or business check until six weeks before the end of school. At that time 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.

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: (a) assigned according to school policies, (b) the property of Culver City Unified School District, (c) are therefore subject to occasional searches for Health, Safety or Maintenance reasons, and (d) can be searched at any time. Lockers are a location in which drug-sniffing dogs may be used.**

Success for ALL takes us ALL.

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. Lockers are distributed by the Assistant Principal, Athletics & Discipline.
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. 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 to secretary, Athletics & Discipline.
5. **Lockers are intended for school materials only. Contents of lockers must comply with all school rules and policies.**
6. **Culver City High School cannot accept responsibility for loss of valuables from lockers, including the loss or damage to student materials, books, personal effects, instruments, electronic devices and any other items.**
7. **No perishable items are to be left in lockers overnight.**

A violation of any of these terms may result in withdrawal of locker privileges or other appropriate discipline.

Food Services

Every child enrolled in Culver City USD has an Account/Pin # to be used for purchasing breakfast and lunch each day. Parents have the ability to place money on their child's account and monitor what they are spending each day. Parents need to add money to the account for students to be able to purchase meals. Credit cards are accepted to add on to student accounts. Cash and checks are also accepted. Please contact Food Services at (310) 842-4200, ext. 3310 or culvercafe.org with any questions.

Cologne/Perfume/Chemicals

Many Culver City High School students and staff members suffer from allergic reactions caused by colognes, perfumes, and other chemicals. For this reason students shall not spray or consciously caused to be placed upon any other student, teacher, or any school property or property of a student or teacher, 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 as an attempt to cause physical injury, and thus be subject to suspension. We ask that all students refrain from applying products with fragrance in the halls. If you need to apply such products, please do so carefully outside in the open air.

Insurance/Injuries

Your child's school district **does not** provide medical insurance coverage for school accidents. This means that you are responsible for the medical bills if your child gets hurt during school or during school activities. If your student has insurance, an additional student insurance may be purchased and used to help pay additional eligible charges not covered by the primary insurance (i.e. deductibles and co-payments). The additional student insurance plans allow you to take your child to any doctor or hospital you choose. Please read your brochure carefully. If you have any questions, please call the plan administrator, Myers-Stevens, at (800) 827-4695 or (949) 348-0656. Bilingual representatives are available for parents who need assistance in Spanish.

Disruptive and Unacceptable Behaviors

When students misuse their rights to the extent they are impinging upon the right of the teacher to teach or the right of other students to learn, discipline must be imposed. Under no circumstances will vandalism, violence, destructive acts, intimidation, extortion, harassment, malicious disturbance or other violations of the law be tolerated, condoned or excused. Immediate steps will be taken to discipline any students involved in behavior that violates state law and/or District Policies or school rules. The following enumerates typically disruptive or unacceptable behaviors. This is not intended to be an all-inclusive list.

1. Use of vulgar or profane language, gestures or the commitment of an obscene act
2. Violation of safety procedures by running, pushing, tripping, fighting, throwing or projecting objects or engaging in any physical contact which could result in injury
3. Riding bicycles or skateboards on campus
4. Defiance of the authority of any school personnel
5. Marking or destroying any school-owned materials
6. Bringing to school items that could cause injury, disruption or violation of school rules
7. Attempting to take property or money from another through threat or use of force
8. Falsifying of documents or signatures
9. Disrupting instruction or school activity (e.g., making noise in the hallway, consistent or loud talking, rudeness)
10. Trespassing upon or vandalizing personal or public property
11. Initiating a false bomb threat or fire alarm
12. Offering, arranging/negotiating to sell, trade, or buy drugs, tobacco, alcohol or weapons.
13. Using or possessing drugs, tobacco, alcohol or weapons
14. Leaving the classroom and/or school site without the permission of school authorities.
15. Theft of personal or public property
16. Engaging in antisocial behaviors (e.g., arguing, teasing, hurting other's feelings, name calling, being tardy)
17. Engaging in derogatory comments in relation to any student's racial or ethnic background
18. Sexual harassment

Consequences

Without a safe and orderly learning environment, it is difficult if not impossible, to offer a positive climate for productivity and success. When discipline problems occur in the presence of a teacher, it is the responsibility of the teacher to handle the situation until all strategies available to the teacher, according to District Policy, have been exhausted. School personnel are encouraged to employ realistic and appropriate methods of discipline. For example, cleaning desk tops is an appropriate consequence for writing on them. When determining the consequence, the following circumstances should be taken into consideration:

1. Frequency of misconduct
2. Seriousness of particular misconduct
3. Attitude of student
4. Student records
5. Any other relevant factors including, for example, disabled students who are working under an Individualized Educational Program (IEP)

Typical consequences (consequences may not follow this order, or include all steps):

1. Student/teacher conference
2. Teacher/parent conference
3. Removal from class
4. Detention after school
5. Referral to administration for correction and control
6. Suspension (in or out of school)
7. Confiscation of disruptive or illegal substances and/or harmful objects
8. Referral to law enforcement agencies
9. Expulsion

Public Displays of Affection

The CCHS Administration 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, and 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.



Restorative Practices

CCUSD's movement to support the whole child blends into the State of California's changes in the methods upon which schools are able to address discipline issues. Restorative Practices is a movement grounded in principles designed to create powerful relationships, which are central to building thriving communities and represents a paradigm shift that focuses on the harm done, rather than on the rule broken, in the restoration of relationships. Our goal is not to simply punish a child for a wrong-doing, but to instead use it as a learning experience for those involved and try to curb the student's future behavior. Other Means of Correction Contracts and Restorative Circles are used to modify behavior.

Per AB 1729, suspending a student under 49000 (f) through 48900 (t) requires that other means of correction must be tried and documented prior to the suspension of a student per Education Code 48900.5. CCHS' discipline offices employ the use of an "Other Means of Correction Contract" with students to try and curb their behavior. Each contract is individualized and targets behaviors that need to be modified. Contracts also include items such as adhering to classroom rules, improving attendance and/or participating in the school's Peer Tutoring Program. The student, parent and site administrator sign the contract and work collaboratively to support the student. If a student repeats the behavior after having tried this contract then the student will be suspended.

Detention Policy

School-wide detention is held each school day from 3:05pm-3:55pm in a designated room. Students must arrive on time to be admitted. Teachers may assign detention for classroom disruption or violation of classroom/school rules and regulations. Students are given one week to serve detention or incur further disciplinary action, including Saturday School. **Students are encouraged to serve their Saturday School/Detentions in the semester in which they are assigned. All detention hours carry over year to year and must be completely cleared in order to graduate.**

Saturday School (Work Alternative Program)

Saturday School is held in the library's multipurpose room from 8:00 am to NOON. Students must arrive on time to be admitted. Saturday School consists of three hours of study hall and one hour of campus beautification. Saturday School is a consequence for the violation of a school rule. Students who miss Saturday School will be subject to further disciplinary action. Students must bring school ID, study materials, and a free reading book to be admitted. Due to overwhelming demand prior to dances and graduation, Saturday School entrance will be determined by first come first served. Once Saturday School is full, no more students will be admitted.

Suspensions and Expulsion

The following infractions may lead to suspension or expulsion:

Fighting

Fighting is considered any aggressive physical contact. Punching, kicking, slapping, biting, pinching, etc. can all be considered fighting. Students are expected to keep their hands to themselves at all times.

Graffiti/Vandalism

Safe school plans stress the importance of having facilities free of graffiti. The District's policy is to enforce all laws related to graffiti/vandalism which includes parents' and students' responsibility for all costs of repair or cleanup. Heavy fines and intensive community service are appropriate payment for vandalism.

Parent Liability for Injury to Property/Person

State law holds the parents or guardians financially liable for the willful misconduct of minor children that results in injury to persons or property. Grades, diplomas, and student transcripts may be withheld until the costs of willful property damages have been paid or voluntary work in lieu of payment has been completed.

Smoking, Drugs and Alcohol

While under the jurisdiction of our school, a student is not permitted to use, possess, be under the influence of, or distribute tobacco, any drug (legal, illegal, prescription, over the counter) or any alcoholic beverage.

Theft

Theft or damage of school, staff or student property is strictly prohibited.

Bullying

CCHS has a ZERO tolerance policy regarding bullying. This includes but is not limited to slurs, jokes, threats, displays of bigotry and offensive verbal, graphic, electronic, or physical conduct relating to a person's age, race, color, sex, religion, national origin, sexual orientation, citizenship or disability. Cyber-bullying (conducted via text message, cell phone, email, Facebook, Twitter, Instagram, or any other social networking/gaming website) will not be permitted regardless of whether the incident takes place on or off campus.

Weapons, Explosives and Imitation Firearms

Imitation "toy" firearms are dangerous or distracting and are not permitted at school. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. Bombs or bomb-making materials, knives or firearms are strictly prohibited. If a student is found to be in possession of any explosives, weapons, or toys that are deemed dangerous, local law enforcement will be contacted and the student will be suspended.

Sexual Harassment

CCHS prohibits sexual harassment of any student by any District employee, student or other person. Board Policy 5145.7, Sexual Harassment (Education Code 212.6). The Culver City Unified School District is committed to an educational environment in which all children are treated with respect and dignity. Each child has the right to learn in an environment that promotes equal educational opportunity and is free from discriminatory practices.

CCHS strongly condemns, opposes and prohibits sexual harassment of students whether verbal, written or physical by ANYONE in or from the District. The school shall not tolerate the sexual harassment of any student by any other student or any District employee. Any student who is found guilty of sexual harassment shall be subject to disciplinary action.

Examples of sexual harassment include but are not limited to the following:

1. Inappropriate physical contact
2. Sexual advances
3. Requests for sexual favors
4. Offensive electronic conduct (via text message, cell phone, email or social media, etc)

5. Inappropriate jokes
6. Use of slurs relating to sexual orientation or sexual conduct
7. Any other lewd behavior that causes discomfort to students or staff members

Mandatory Expulsion

The following five violations of the Education Code mandate a recommendation for expulsion. (Education Code 48915).

1. Possession of a firearm
2. Brandishing a knife at another person
3. Sale of drugs
4. Committing or attempting to commit a sexual assault
5. Possession of an explosive

Searches of Students by School Officials

In order to search a student, their possessions, and/or their locker, a school administrator needs only to have a reasonable suspicion that the search will turn up evidence that the student is involved in a prohibited activity. Contraband and items found in violation of school rules and State law may be confiscated as evidence.

Canine Contraband Detection

Culver City High School cooperates with the Culver City Police Department to use canine contraband detection on occasion to insure a safe and drug-free educational environment. The school utilizes this deterrent in restrooms, common areas, locker areas, classrooms, and within the student parking lot. Searches will be conducted during the instructional period, while students are in class. The dogs are trained and handled by the Culver City Police Department and other local law enforcement agencies. The role of the CCPD officers will be to give direction to the dogs. A dog may indicate an alert that it may have found contraband. Only an administrator will conduct a search of the indicated locker or common area. Canine searches will be conducted on a random basis and can happen at any time during the school year.

Residency

Proof of Residency

Prior to admission, all students living within the district must provide proof of residency (AR 5111.1). A student may establish residency by providing original current documents which verify that s/he lives with a parent/guardian within the district, is an emancipated minor living in the district, is in the court-appointed care of a licensed foster home, family home, or children's institution within the district, or lives in the home of a care-giving adult within the district. (Education Code 48204). The district shall annually verify the student's residency and retain a copy of the document or written statement offered as verification (Code of Regulations, Title 5, Section 432). If a district employee reasonably believes that a parent/guardian has provided false or unreliable evidence of residency, the Superintendent's designee shall make reasonable efforts to determine whether the student resides in the district (AR 5111.1).

Change of Address

If a student moves during the school year, the parent/guardian must present the new rental agreement or title of property to the Attendance Office within three (3) days of the change of address. A copy of the parent's updated California Driver's License must be presented within 10 days. Three pieces of current business mail must be brought into the Attendance Office within days of moving.

Home Checks

Culver City Unified School Districts conducts random resident home checks seven (7) days a week, twenty-four hours a day.

Finding a False Representation of Address

Any student who has been fraudulently registered at CCHS as a result of falsification of address may be checked out of Culver City High School the last day of the week (usually a Friday) when the address was deemed fraudulent. Any appeals of fraudulent registration decisions shall be made to the Director of School & Family Support Services of Culver City Unified School District.

Additional District and Site Policies

Transgender Students

CCUSD Board policies on transgender students were adopted January 28, 2014. The Board Policies on Nondiscrimination/Harassment were revised on December 9, 2014. They state that the Board prohibits unlawful discrimination, etc. based on “sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.”

A transgender person is a person whose gender identity is different from their sex assigned at birth, and whose gender expression is different from the way males and females are expected to look and behave.

All persons, including students, have a right to privacy: this includes keeping a student’s actual or perceived sexual orientation, gender identity, and gender expression private.

All students, have the right to openly discuss and express their sexual orientation, gender identity, and gender expression and to decide when, how much, and with whom to share private information.

- Education Code section 200 already prohibits schools from discriminating on the basis of gender identity and gender expression.
- California is the first state to pass a law (AB 1266—School Success & Opportunity Act) requiring that students be provided access to facilities (interpreted as restrooms and locker rooms) and school programs and services consistent with their gender identity—irrespective of the gender listed on the student’s Birth Certificate.
- CCUSD develop an Individual Transition Plan (ITP) for student to self-proclaim their gender identity. Schools need a court order to officially change a student’s name and gender on school records. However, school officials must use the student’s preferred name and preferred gender pronoun.
- In compliance with California State Law, CCHS provides students access to facilities consistent with their gender identity, allows students to participate in sex segregated school programs and activities consistent with a student’s gender identity which includes athletic teams and competitions such as Prom Queen and King.

Transgender students are encouraged to speak with their high school counselor, School Nurse, or administrator for assistance with these policies and to request an Individual Transition Plan (ITP).

Student Acceptable Use Agreement

This Acceptable Use Policy was adopted by the Board on July 14, 2015

Culver City Unified School District's ("District") Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by the District (the "network") regardless of the physical location of the user. The AUP applies even when District-provided equipment (laptops, tablets, etc.) or resources (District email accounts) are used off of District property.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

Acceptable Uses of the District Computer Network or the Internet

Schools must verify each year that students using the computer network and Internet access during that school year have a signed page acknowledging this policy. Students who are under 18 must have their parents or guardians sign this policy acknowledging they have read the policy and schools must keep it on file. Once signed that permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the District's network due to violation of this policy or is no longer a District student. Employees and other users are required to follow this policy. Even without a signature on file, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate District personnel. Access is provided primarily for education and District business. Staff may use the Internet, for incidental personal use during duty-free time. **By using the network and our equipment, users have agreed to this policy.** If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate District personnel.

Student Information System - Portal Access

Parents and students are given access to electronic student information records through the web-based Portal Access system. The information available through the Portal Access is for the use of that particular student (and their family members) only.

Unacceptable Uses of the Network

Below are examples of inappropriate activity on the District's network, but the District reserves the right to take immediate action regarding activities: (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources; (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose; or (3) other activities as determined by District as inappropriate.

- **Violating any state or federal law or municipal ordinance. Examples include, but are not limited to: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.**
- **Criminal activities.**
- **Selling or purchasing illegal items or substances.**
- **The unauthorized collection of email addresses ("harvesting") of email addresses from the Global Address List and other District directories.**

- **Obtaining and/or using anonymous email sites; spamming; spreading viruses.**
- **Causing harm to others or damage to their property, such as:**
 1. Using profane, abusive, or impolite language, threatening, harassing, or making damaging or false statements about others, or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data, disguising one's identity, impersonating other users, or sending anonymous emails;
 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
- **Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:**
 1. Using another user's or person's account password(s) or identifier(s);
 2. Interfering with other users' or people's ability to access their account(s); or
 3. Disclosing your own or anyone's password to others or allowing them to use your or another's account(s).
- **Using the network or Internet for commercial purposes:**
 1. Using the network for personal financial gain;
 2. Using the network for personal advertising, promotion, or financial gain; or
 3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Student Internet Safety

1. Students under the age of eighteen should only access District email accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use.
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others.
3. Students shall not meet in person anyone they have met only on the Internet.
4. Students must abide by all laws, this AUP and all District security policies.

Penalties for Improper Use

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Violations may result in a loss of access as well as other disciplinary or legal action.

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, too 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. Any 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 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 Not on Lawful Business
- 627.7 Refusal to Leave School Grounds

Williams Uniform Complaint

IMPORTANT INFORMATION ABOUT YOUR COMPLAINT RIGHTS

Williams Uniform Complaint Process, Education Code Section 35186

This notice is provided to inform you of the following:

1. Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use in class and to take home or use after class.
2. School facilities must be clean, safe, and maintained in good repair.
3. Each class should be assigned a teacher and not a series of substitutes or other temporary teachers. The teacher should have the proper credential and subject matter training to teach the class, including training to teach English Learners, if present.

To file a complaint regarding the above matters, a complaint form is at the end of this document.

Culver City Unified School District Uniform Complaint Procedure Form

For Education Code Section 35186 Complaints

Education Code Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: Yes No

Name: _____ Address: _____

Phone Number: Day: _____ Evening: _____

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.

3. Teacher Vacancy or Misassignment

- Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: _____

Location of Problem (School Name, Address, and Room Number or Location): _____

Course or Grade Level and Teacher Name: _____

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation.

Please file this complaint at: CCUSD State and Federal Programs, 4034 Irving Pl. Culver City, CA 90232

WHERE DO I GO FOR...

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

Absences.....	Attendance Office	3344, 3345
Activities Information	Assistant Principal's Office	3327
Athletic Clearance.....	Assistant Principal's Office.....	3328
Career Information	College Career Center	3558
Change of Address.....	Attendance Office	3344, 3345
Club Information.....	Assistant Principal's Office	3327
College Information	College Career Center	3558
College Information	Guidance Office.....	3326
Enrollment	Attendance Office	3344, 3345
Fees – Course Materials/Supplies.....	Budget Secretary.....	3333
ID Cards	Assistant Principal's Office	3328
Illness at School	Nurse's Office.....	3332
Lost and Found	Assistant Principal's Office	3328
Lost and Found	Principal's Office	3322
Progress Reports.....	Guidance Office.....	3325
Schedule Problems	Guidance Office.....	3325
Scholarships.....	College Career Center	3558
Senior Off-Campus Lunch Pass	Assistant Principal's Office	3328
Student Body (ASB) Cards.....	Assistant Principal's Office	3328
Student Body (ASB) Cards.....	Budget Secretary.....	3333
Student Employment.....	CTE Office	3351
Student Government	Assistant Principal's Office	3327
Textbooks	Library	3366, 3571
Thefts, Vandalism Reports.....	Security	3003
Thefts, Vandalism Reports.....	Assistant Principal's Office	3328
Transcripts	Guidance Office.....	3320, 3315
Work Permits.....	CTE Office	3351

REMEMBER

Students are not to go to any office to conduct business during class time unless summoned from the office by a pass. You are requested to conduct business before or after school and/or during lunch. However, if you wish to make an appointment, please do so at a time other than class time. A pass will be sent to you for the pre-arranged appointment time. Students who are out of class without a pass are subject to disciplinary action.



Los Angeles County Regional Occupational Program
Culver City Unified School District
Culver City High School
(310) 842-4200, ext. 3351



WORK PERMIT INFORMATION

The following regulations apply to all minors (ages 12 through 17) in California:

- **All minors work with the permission of the work permit issuing authority; nothing requires a school district to issue a permit in every circumstance.**
- **California labor laws are designed to protect the *physical safety and scholastic advancement* of the minor. No permit can violate any provision of law, state or federal.**
- **Permits are issued for specific employment at a specific address.**
- **Permits are always required, including when school is not in session.**
- **Permits automatically expire 5 days after the beginning of the following school year and may be revoked at any time its terms are violated.**

Working minors are required to:

Maintain satisfactory school attendance: Student has not been tardy this semester more than 7 times to any given period. Student has no more than four (4) unexcused absences total in one academic year.

Maintain school discipline standards.

Meet school academic standards: Minimum 2.0 GPA with no more than one (1) F in any grade report period.

TO OBTAIN A WORK PERMIT:

1. Minor picks up work permit application form #B1-1 from the CTE office.
2. Minor completes top portion of application
3. Employer must complete the entire middle portion of application form #B1-1.
4. Parent provides signature-approving work.
5. Application returned to CTE office.
6. CTE office verifies employer information, verifies student age, birth date, school attendance and grades.
7. CTE office issues approved work permit to minor for minor's signature. Permits ready for pick up no later than 48 hours after application is returned to CTE office.

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