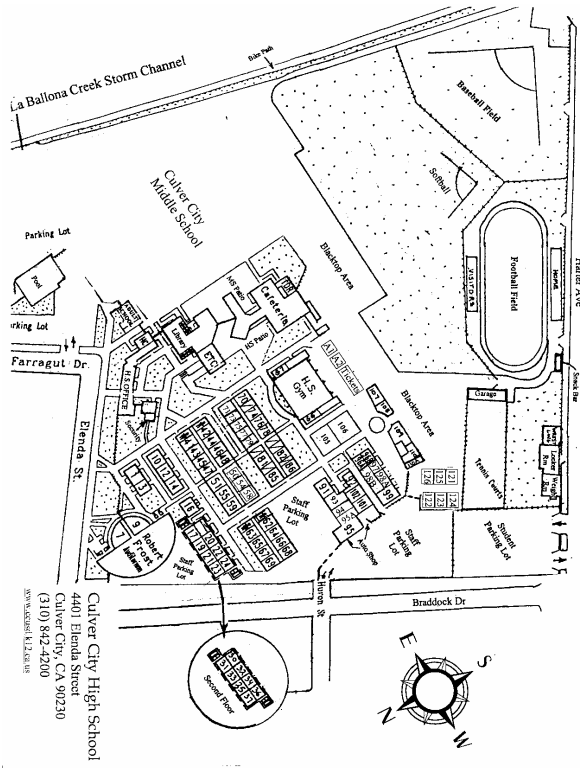


# *Culver City Unified School District*

## *Culver City High School*



# **2008 – 2009**

## *Parent and Student Handbook*

# Culver City High School

4401 Elenda Street, Culver City, CA 90230

Phone (310) 842-4200 Fax (310) 842-4302

<http://cchs.ccusd.org>

## 2008-2009

# PARENT and STUDENT HANDBOOK

### Administration

Principal – Ms. Pam Magee

Assistant Principal, Athletics and Discipline – Ms. Kim Indelicato

Assistant Principal, Guidance and Instruction – Mr. Michael Marcos

Interim Assistant Principal, Activities & Attendance – Mr. Dylan Farris

### *ALMA MATER*

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

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

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

## INFORMATION FOR PARENTS

### Statement of Understanding for Parents

Enrollment in CCHS does not in itself ensure success for your son or daughter. Students must accept responsibility for their own learning and development. They must want to learn and be willing to cooperate and work diligently. School can only assist students in their efforts.

Your love, your concern and support are a critical factor in your child's success at CCHS. Some of the ways in which you are expected to support your child are listed below. Regarding school rules and regulations – we recognize that, at times, parents may not agree with school policy. However, it is our expectation that parents will support all school rules and policies while their children are students at CCHS.

Attendance: Make sure that your son or daughter is in school on time and attends all classes every school day unless illness or an emergency prevents this. If your child must miss school, please call the Attendance office (A-K ext. 3344, L-Z ext. 3345) before 10:00 a.m. on the day of the absence to inform the school of the reason for the absence and/or provide a note explaining the reason for the absence on the day of return. Requests for absence other than for illness or emergencies are strongly discouraged. Parents should plan family vacations during regular school vacation times.

Academic Work and Progress: Know what your son or daughter is studying; talk with your child about what he or she is doing in school. Provide a time and place for quiet study time for completion of homework assignments. Please check [www.yourhomework.com](http://www.yourhomework.com) regularly. Study and discuss progress reports, report cards, and attendance with your child.

Communication with the school: Parent calls and conferences are always welcome.

- If you have questions or feel that problems are arising, please contact the classroom teacher. If there is no resolution, contact the school counselor, and then the Assistant Principal. The Principal will address situations if all other means of communication have not been successful.
- Arrange a conference with a teacher on any question about your child's performance. Contact the teacher to schedule a conference either by leaving a message with the operator or via e-mail. Counselor conferences are scheduled through the guidance office, extension 3325.
- Stay informed by attending meetings and by reading letters and other correspondence from the school. All information is posted and updated daily on the high school website: <http://cchs.ccusd.org>.

Support for School Activities: Show an interest in and support for your child's involvement in co-curricular and athletic activities. Your support might include participation in parent booster groups, volunteering to assist with activities or simply ensuring safe transportation for you child to and from school activities. Please check our website regularly: [www.ccusd.k12.ca.us](http://www.ccusd.k12.ca.us)

Policies and Procedures: Please speak with your son/daughter regarding CCHS' policies and procedures. Take responsibility for your child by insisting that he or she complies with the regulations outlined including the dress code. Support the school when consequences are invoked for a violation of school regulations. Note: CCHS rules and regulations apply to all students, including those who have reached the age of eighteen.

## CULVER CITY HIGH SCHOOL MISSION STATEMENT

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

### NON DISCRIMINATION

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

### SEXUAL HARASSMENT

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

### CLOSED CAMPUS

The campus is considered a closed campus for all students with exception of the student Senior Privileges. Students who need to leave during the school day must check out via the attendance office or the nurse's office. **Students who leave campus without a pass from the Attendance or Nurse's Office will be considered truant, and will be 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 this time, they must be in the library. Cars are not to be used as lockers or storage. Students will not be allowed to go to their cars for reasons other than arrival and departure. **NO** visitors are allowed on campus during school hours.

### VERIFICATION OF ADDRESS

#### 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 he/she 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).

#### Home Checks

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

#### 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). Any appeals of fraudulent registration decisions shall be made to the Director of Pupil Personnel Services of Culver City Unified School District.

#### Change of Address

If a student moves during the school year, 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, bring the updated California Driver's License within 10 days, and provide three pieces of current mail as soon as possible—but within 30 days.

## ATTENDANCE POLICY AND PROCEDURES

Regular school attendance is vital to successful academic growth. The interaction of students with each other in the classroom and participation in class are irreplaceable components of the learning process. Student absences, whether excused or not, disrupt the continuity of the learning process. Culver City High School values exemplary attendance habits. **Students with perfect attendance will be eligible for a prize drawing at the end of each month.**

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

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

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

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

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

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

### **Pass required to leave campus during the school day**

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

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

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

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

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

[http://www.ccusd.k12.ca.us/board\\_ed/Policies/5000/5113ar.htm](http://www.ccusd.k12.ca.us/board_ed/Policies/5000/5113ar.htm)

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

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

1. Personal reasons not classified as excused by California Education Code and CCUSD Board Policy (#7 above).
2. College visits.
3. Family vacation, going to the beach, lake, river, mountains or desert.
4. Getting ready for a date.
5. Babysitting, taking care of other family members.
6. Repairing car or household items.
7. Waiting for service or repair people.
8. Attending a sporting event other than a school sponsored event in which the student is a participant.
9. Other reasons not included in Education Code sections 46010 and 42805.

**Unexcused Tardies** for students include:

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

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

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

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

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

### INDEPENDENT STUDY

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

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

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

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

### TARDY POLICY

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

### CLASSROOM TEACHER PROGRESSIVE TARDY POLICY

1. All students are required to be in their seat and prepared to work (materials, pen, pencil, paper, etc.) when the tardy bell rings.
2. 1<sup>st</sup> tardy in each class
  - a. The student is given a first warning.
  - b. Tardy documented on teacher's record.
3. 2<sup>nd</sup> tardy in each class
  - a. The student is given a second warning.
  - b. Tardy documented on teacher's record.
4. 3<sup>rd</sup> tardy in each class and every tardy thereafter
  - a. The student will serve a teacher assigned after school detention.

- b. Students who do not serve teacher assigned detentions will be assigned Saturday School.
  - c. Tardy documented on teacher's record.
  - d. Absences and athletics will not excuse a student from serving detention.
5. 6<sup>th</sup> tardy: Teacher assigns Saturday School. Parent called.
  6. 7<sup>th</sup> tardy: Teacher notifies parent by phone and/or letter.
  7. 10<sup>th</sup> tardy: Parent contacted by Attendance Administration & student and parent may be referred to School Site Attendance Review Team.

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

### **TARDY SWEEPS**

Students are to arrive to each class on time each and every period. Tardy sweeps are designed to identify students who are chronically tardy to class/school while encouraging promptness. Consequences for students caught in tardy sweeps: One hour detention; two hours detention if student does not present student identification. Students late to class up to ten minutes may be issued a detention. Students more than 10 minutes late may be issued a Saturday School. Students late to class more than 30 minutes will be considered truant and will be issued Saturday School.

### **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 should 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.

### **DELIVERIES**

Personal items will not be delivered to students during class time by school staff or student office aides. If an emergency arises, a parent will be asked to drop off the item (i.e., money, books, assignments, etc.) with the receptionist in the main office and to complete a drop-off form. A pick-up notice will be sent to the student at the end of class informing student that he/she has a delivery. Personal items (flowers, balloons, food, etc.) will not be delivered to student's classroom.

### **SENIOR OFF-CAMPUS PRIVILEGES:**

1. This privilege is available to Senior students in good standing (will be reviewed quarterly) as follows: 2.0 GPA; satisfactory attendance, no detention or Saturday School owed; and 40 hours of Service Learning completed. Applications and approval stickers are available in the office of the Assistant Principal of Discipline.
2. This privilege is for lunch time only. Unsatisfactory attendance (including more than seven tardies to 5<sup>th</sup> period) will result in loss of this Senior privilege.
3. Seniors are not allowed to drive other non-seniors off campus for lunch. Violation will result in immediate loss of privilege and disciplinary action for all students involved.
4. Any misbehavior or abuse related to this privilege will result in this privilege being revoked.
5. Access for off campus lunch will only be through the senior parking lot. Students may not exit through the main office.
6. 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.***

## GRADUATION REQUIREMENTS

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

A. Complete not less than 220 semester credits of classroom or supervised activities in grades 9-12 with passing grades (D or better). Satisfactory attendance and good citizenship are reflected in academic grades and credits completed.

B. Complete the following subject matter requirements in grades 9-12 with passing grades:

1. English (40 semester credits in grades 9-12)

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

(ELD classes and basic reading classes count for English credit or any mainstream English 9, 10, 11 or 12. To graduate, students need 10 credits of English that are not ELD or basic reading.)

2. Social Studies (35 semester credits in grades 9-12)

9th Grade Global Issues	5 Semester Credits
10th Grade World History	10 Semester Credits
11th Grade U.S. History	10 Semester Credits
12th Grade U.S. Government	5 Semester Credits
12th Grade Economics	5 Semester Credits

3. Physical Education (20 semester credits)

9th Grade	10 Semester Credits
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(Class of 2011 & 2012 must pass PE I and PE II)

10 <sup>th</sup> , 11 <sup>th</sup> or 12 <sup>th</sup> Grade	10 Semester Credits
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**One Semester of Marching Band Per Year Also Fulfills This Requirement (Current 11<sup>th</sup> and 12<sup>th</sup> graders only)**

4. Science - grades 9-12 (25 semester credits)

One year of a life science	10 Semester Credits
One year of a physical science	10 Semester Credits
Health (9 <sup>th</sup> Grade)	5 Semester Credits

5. Mathematics - grades 9-12 (20 semester credits)  
See flow chart in CCHS Course of Study Guidelines and Description Handbook 2007-2008.  
**Note: All students must successfully complete Algebra I in order to receive a diploma.**

6. Elective Requirement - grades 9-12 (80 semester credits)  
Must include one year of either Visual and Performing Arts, or Foreign Language.

C. ALGEBRA REQUIREMENTS: California Education Code specifies that pupils must complete a course with the content equivalent that of Algebra I.

D. CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE)

Each student completing grade 12 shall successfully pass the state exit examinations in language arts and mathematics as a condition of high school graduation. Students shall first take the exit examination in grade 10 and may take the examination during each subsequent administration until each section of the examination has been passed, in order to earn a diploma. (Education Code 60851) is enforced for the graduating class of 2006 and beyond.

- E. **SERVICE LEARNING (60 hours - grades 9-12)**  
 All students will engage in at least 60 hours of service as a graduation requirement of CCHS. The program includes preparation, volunteering, and reflection in English/Social Studies core. Please contact Ms. Drew Seymour.
- |                             |          |
|-----------------------------|----------|
| 9th Grade Service Learning  | 10 Hours |
| 10th Grade Service Learning | 10 Hours |
| 11th Grade Service Learning | 20 Hours |
| 12th Grade Service Learning | 20 Hours |
- F. **GRADE LEVEL STATUS** is determined by natural yearly progression of entry grade. All of the graduation requirements must be fulfilled prior to receiving a diploma.
- G. **SENIORS MUST HAVE** a minimum of 5 semester classes each semester according to Education Code 46145, which reads: “Pupils in grade 12 shall be enrolled in at least 5 courses each semester . . .” CCHS enforces this code strictly; however, a senior can be enrolled in an ROP course or community college class as their 5th period. Counselor and Principal/Assistant Principal of Curriculum’s approval with written parental consent is necessary in all cases. Further, seniors must have at least 210.0 credits or be short no more than 10.0 credits of required courses in order to participate in the graduation ceremony. 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.
- H. **SCHEDULE CHANGE PROCEDURES:** Students are not allowed to request a schedule change, unless they have already taken the course, didn’t meet the prerequisite, or were mis-scheduled, so choose carefully. Schedule change requests must be made by using the required form available in the guidance office by making an appointment to see a counselor. Schedule change requests must be returned to the guidance office by the first week of school. **A schedule request form does not guarantee a change of schedule.** Schedule changes cannot be made for teacher preference or if a class is closed because it is full.

Please Note:

- Under no circumstances may students change their schedule at any other time of the year.
- Students must consult their counselor if they are having difficulty in a class.
- Students who decide to attend another class without changing their schedule through the office will develop truancies and a possible fail mark on their academic record.
- Once students begin a class, they are expected to carry it out for the full term, even if the class is a 7<sup>th</sup> period.
- School records are legal documents that reflect student attendance and achievement.
- All staff at CCHS work together to ensure that students keep their commitments to school achievement and that student records are an accurate report of grades achieved.
- If a schedule change is granted a transfer grade will follow student to the new class and will be averaged in as part of final course grade.

- I. **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)]

**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.
4. Courses for acceleration may only be applied for courses not offered at CCHS.
5. Courses for remediation must have prior approval and can NOT be taken concurrently with the same CCHS course.
6. Core classes must be attempted first at the high school with the exception of credits transferred when students are new to the school.
7. 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.

#### **ACADEMIC HONESTY**

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

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

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

#### **Academic Honesty:**

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

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

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

#### **First Offense:**

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

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

#### **Second Offense in the same or any other class:**

- If the class is an A.P. or Honors class, student will be transferred to a regular class (with the same teacher if possible).
- Student will receive a zero on the assignment.

- Teacher will contact parent or guardian and warn them of possible consequences of subsequent offenses.
- Student's grade may be dropped by one letter grade at the teacher's and administrator's discretion.
- Student will lose privileges, such as lunch pass, dance and game admission.
- Student will receive a referral to 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 or 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/ PRINCIPAL'S LIST**

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

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

**VALEDICTORIAN AND SALUTATORIAN:**

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

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

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

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

## **GUIDANCE OFFICE**

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

A Student Study Team (SST) meets regularly to discuss at-risk students. SST is an intervention process to assist students. This team is responsible for reviewing student academic and behavioral difficulties. The team consists of several professionals including but not limited to a site administrator, school nurse, school psychologist, counselor, teachers who know the student, district specialists and the parent when appropriate. The team reviews records, brainstorms solutions to assist the student and may recommend accommodations to be tried for a period of time in the classroom or during other school functions such as physical education or breaks.

In addition to counseling, scheduling, 4-year plans, 10th grade academic checks and graduation checks for 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> graders, the Guidance Office provides letters of recommendation, testing services for ACT, AP, CAHSEE, SABLE, STAR, any other required state tests, and career planning services. A counselor is also available through the College Career Center (CCC) for financial aid information and services, scholarship assistance, assistance with college applications, and career planning services.

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

## **HOMEWORK/MAKEUP WORK**

### Guidelines for Assigning Homework

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

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

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

### **Student Responsibilities**

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

### **Parents/Guardians 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 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.

### **COURSE DROP POLICY**

Course change (i.e. dropping Physiology to take Study Skills):

- Up to the end of the 3<sup>rd</sup> week of the school year
- Weeks 4-5: student will receive a “W”
- Weeks 6-10: student will receive a “W/F”
- Week 11 and beyond: student will not be allowed to drop

Level change (i.e. dropping Honors English 10 to take English 10)

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

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

### **STUDENT IDENTIFICATION CARDS**

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

### **ASSOCIATED STUDENT BODY (ASB) STICKER**

A main source of funding for Student Government is the sale of the ASB sticker, which is placed on the student ID card. Proceeds from the sale of the ASB sticker are used to finance school activities and yearbook. The ASB sticker provides students with discounts for all student activities. The cost of the ASB sticker is \$35.

### **TEXTBOOK AND LIBRARY INFORMATION**

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

#### Policy For Lost Or Damaged Textbook/Library Materials

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

### **FOOD SERVICES**

The cafeteria menu features healthy items such as wrap sandwiches, salad shakers, and the featured “Harvest of the Month” which bring value and consistency of foods prepared in ways that will reach even the most diverse environment.

With the safety of using our Account/Pin # system, as the parent you will have the ability to place money on your child’s account and then monitor what they are spending for breakfast and lunch each day. Every child enrolled at Culver City USD has already been set up with an Account/Pin # and parents need to do is add money to the account. This gives parents the confidence/safety in knowing you do not need to send children to school with money every day.

Credit cards are accepted to add on to student accounts. Cash and checks are also accepted. Please call (310) 842-4200 ext. 3587 with any questions.

### **STUDENT LOCKER POLICY**

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

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

1. Lockers are assigned automatically by our computer system according to school policies, are the property of Culver City Unified School District, are therefore subject to occasional searches for Health, Safety or Maintenance reasons, and can be searched at any time. Lockers are one location in which drug-sniffing dogs may be used.
2. **Students may not share or switch lockers.** They are intended for school materials only. Students are responsible for what is in their locker, and Culver City Unified School District will not be held responsible for any personal items.
3. Locks may be purchased from Mrs. Fusillo’s office for \$15.00. Required school locks are “Master” combination locks. Locks must be purchased from the school so security will have a master key to each locker. **Any non-school lock will be cut off.**
4. Proper care of the lock and locker is the student’s responsibility. Defacing or damaging the lock or locker by stickers, paint, markers, scratching, striking or any other method are grounds for withdrawing the locker privilege, and the student and his or her parent/guardian may be charged the cost of any repairs or damage to school property. Any damage to the locker or textbooks inside the locker must be reported immediately.
5. Lockers are intended for school materials only. Culver City High School cannot accept responsibility for loss of valuables from lockers, including the loss or damage to student materials, books, personal effect, instruments, electronic devices and any other items.
6. No perishable items are to be left in lockers overnight, and the contents of lockers must comply with all school rules and policies.
7. A violation of any of these terms may result in withdrawal of locker privileges or other appropriate discipline.

### **HEALTH SERVICES**

#### **STATE MANDATED 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 10<sup>th</sup> grade students. Additionally, we provide vision and hearing screenings for any students who are receiving special education services and all newly enrolled 11<sup>th</sup> and 12<sup>th</sup> 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.

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 valid for the current school year only.

### IMMUNIZATIONS

The California Department of Health Services and CCUSD require all students to provide proof of immunization prior to enrollment. Required vaccinations include: Diphtheria Tetanus Pertussis (DTaP), 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***

Students are not permitted to use their cell phones during school hours, even to contact their parent in the event that they do not feel well. Students must first go to the Nurse's Office.

- 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.

### ***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.

### ***HALL PASSES***

A 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.

## **STUDENT GOVERNMENT**

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

## **STUDENT ORGANIZATIONS**

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

Membership in school clubs is restricted to Culver City High School students. A faculty member must serve as sponsor. All funds must be deposited in the ASB account during business hours the day received or, for evening functions, the next business day. The group must have a constitution, officers, and be recognized by Student Council and the school administration.

## **ATHLETICS**

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

Basic eligibility rules for competition:

1. Be less than 19 years of age on 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.
12. All students **must** complete an Athletic Clearance Packet **before** trying out or competing for **any** sport.
13. All students must maintain satisfactory attendance including no more than 2 unexcused absences from any class in a semester, no more than 7 tardies to any class in a semester, and no more than 14 total absences in a given year.

### SCHOOL ACTIVITIES

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

1. 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 2.5 GPA or above, satisfactory attendance and satisfactory discipline may be nominated for the Homecoming Court and/or Prom Court.
7. CCHS seniors with good attendance—no more than 14 absences total (for any reason) during the school year or no more than 2 unexcused absences in any given period per semester and/or 7 tardies to a 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.

### DRESS STANDARDS

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

1. **The following items of dress are unsuitable for our academic environment:**
  - a. Any article of clothing which exposes undergarments and/or posteriors. Leggings may be worn under items (skirts, t-shirts) that cover the posterior.
  - b. See-through garments, clothing with large holes, mesh tops and/or shorts exposing the body, bare midriff tops, tank tops, basketball jerseys without shirts, muscle shirts, (boys' shirts must have sleeves) spaghetti-strap tops, (girls' tops must have a minimum two inch strap width) off-the-shoulder tops, or backless tops. All shirts must touch top of pants at all times. All these items are unacceptable at school even when worn under an over-garment (i.e. coat, sweater, etc.).
  - c. Clothing that portrays suggestive, derogatory or insulting pictures or writing.
  - d. Any clothing, excessive cosmetics, hair style or hair accessories that attracts undue attention or presents a disruption (examples: bandanas, scarves, kerchiefs, do-rags, headbands, excessive face, eye or lip make-up).
  - e. Any article of clothing that refers to any type of alcohol, drug, or act, which is illegal or hazardous to one's health (examples: alcohol brands, tobacco products, marijuana, firearms, weapons, etc.)
  - f. Any article of clothing, which in any way is suggestive and/or can be construed to have a "double" meaning.
  - g. Any apparel with emblem, printing, drawing, etc., that creates animosity between groups or individuals, or shows disrespect for any group, belief, or ethnicity.

- h. Clothing that depicts violence, hate, or death (examples: skull and crossbones, satanic symbols, firearms/weapons, etc.).
  - i. Garments, accessories, grooming, or slogans that symbolize gang affiliation. This includes belt buckles which reflect or identify the name of a gang/group, or bear initials not related to student's name, and wearing more than one buckle.
  - j. Footwear should be safe and appropriate for normal activities. According to Board policy, the following footwear should not be worn to school: beachwear (flip-flops), bedroom slippers, soft-soled leather moccasins, footsies, steel-toed shoes. Any footwear without heel straps violates CCUSD Board Policy; therefore slides/mules may not be worn.
2. Hats/caps may be worn outside only, and only for protection from the sun. **NO** hats/caps are permitted to be worn in school classrooms or buildings at any time. \*ONLY approved Culver City High School caps may be worn or visible on campus. These caps/hats display various logos and will be available for purchase by the entire student body. No other caps displaying any other logos will be permitted. If a student is wearing (or has made visible) another type of cap it will be confiscated.
- 1<sup>st</sup> Offense: the student may pick up the hat the **following Monday** from 2:30 – 3:30 in the Discipline Office.
- 2<sup>nd</sup> Offense: the parent may pick up the hat the following Monday from 2:30-3:30 in the Discipline Office.
- 3<sup>rd</sup> Offense: the hat may be picked up the last day of the semester.

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

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

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

Repeated violations of dress standards are subject to disciplinary action.

#### **PUBLIC DISPLAYS OF AFFECTION**

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

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

- On campus and at school events there should be no
  - Embracing while lying down.
  - Entanglement of legs.
  - Rubbing of private areas against another person.
  - Fondling of private areas.
  - Deep-throat kissing.

Engaging in these behaviors will result in the following consequences:

1<sup>st</sup> offense – Warning.

2<sup>nd</sup> Offense – Referral to counselor. Counselor documents incident and contacts parents.

3<sup>rd</sup> Offense – Referral to administrator for disciplinary consequences.

### **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.

### **ELECTRONIC DEVICES**

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

**Any electronic device that is seen, heard, or used between the first bell of zero period and the dismissal bell from 6<sup>th</sup> period will be confiscated.**

1<sup>st</sup> Offense – The electronic device will be confiscated, and the student can pick up their belongings the following Monday between 2:30 and 4:00 p.m. from the Discipline Office.

2<sup>nd</sup> Offense – The parent/guardian of the student must pick up the device the following Monday between 2:30 and 4:00 p.m. from the Discipline Office. Identification will be required in order for the parent/guardian to pick up any item.

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

**Please note that devices will ONLY be returned on Monday afternoons for first and second offenses. Students, parents, or guardians who are unable to pick up items on Monday afternoons should call Ms. Fusillo (x.3328) to arrange another time for pick-up. The alternate pick-up time must be after the Monday of release.**

### **PERSONAL BELONGINGS**

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

\*Cell phones

\*iPods

\*Jewelry

\*Any and all other electronic devices

### **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 activities. The accompanying student accident/health insurance plans are offered to help you pay those bills should you have no other insurance coverage.

If your child does have other health coverage, student insurance may also be used to help pay those eligible charges not covered by other insurance (i.e. deductibles and co-payments). Also, the 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.

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

1. Cars must be registered with the school to be parked on campus. This process may be Completed with the secretary of the Assistant Principal of 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 parking lot. Student vehicles should never be driven on campus (only in the parking lot).

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

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

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

## **SCHOOL-WIDE DISCIPLINE PLAN**

Culver City High School students are expected to conduct themselves in an appropriate, respectful, and mature manner at all times. The following outlines the school's plan for dealing with students who are in violation of school rules or procedures.

**Detention Policy** School-wide detention is held each school day from 3:05 pm-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.

**Saturday School (Work Alternative Program)** Saturday School is from 8:15 a.m. 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, including In School Suspension (ISS). Students must bring school ID, study materials, and a free reading book to be admitted.

**In-School Suspension (ISS)** ISS is a consequence for the violation of a school rule and as determined by administration, is an alternative to home suspension. Misbehavior in ISS will lead to further disciplinary action, which may include suspension.

**Suspension/Expulsion** Culver City High School adheres to CCUSD policies regarding suspension and expulsion as defined by California Education Code.

## **SUSPENSION/EXPULSION**

Our goal at Culver City High School is to promote learning in a safe and secure environment. Personal safety is a necessary prerequisite for learning. Therefore, bullying, harassment, intimidation and fighting are NOT acceptable methods of conflict resolution and will be dealt with firmly. The students, staff, and parents of Culver City Unified School District insist that students have the right to learn...without being called names and without being threatened. Students experiencing difficulties with interpersonal relationships are encouraged to contact administration, teachers, counselors, campus security, or other staff members for assistance. Those who resort to fighting (both physical and verbal altercations) will face the following consequences:

1<sup>st</sup> Offense - 1 to 5 days suspension and parent conference.

2<sup>nd</sup> Offense - 3 to 5 days suspension, parent conference; possible program change.

3<sup>rd</sup> Offense - Recommendation for expulsion or school transfer.

The school does not accept or condone any type of verbal or physical altercation, retaliation or instigation, and these consequences also apply.

#### SEARCHES OF STUDENTS BY SCHOOL OFFICIALS

School Officials, in order to search a student, possessions, and/or locker, need 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.

#### TRANSFER TO/FROM CULVER PARK HIGH SCHOOL

Students at least 16 years of age may voluntarily transfer to CPHS if deemed appropriate by the parent/guardian and the administration. Students at least 16 years of age may be involuntarily transferred to Culver Park High School for the remainder of one semester and the following semester. This decision is based on unsatisfactory attendance (habitual truancies and excessive tardies) and/or unsatisfactory discipline (a violation of Ed Code 48900). Students returning to Culver City High School from Culver Park High School must make an appointment to meet with CCHS's Assistant Principal of Attendance prior to enrolling to discuss a re-entry Parent/Student Agreement. Returning students should be enrolled by the first day of the semester but no later than the end of the first week of the semester.

#### CIVILITY POLICY

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

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

#### Disruptions

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

5. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report. Employees and supervisors should complete an Incident Report and report to law enforcement, any attack, assault or threat made against them on School/District premises or at School/District sponsored activities.
6. 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. By Person Not on Lawful Business
- 627.7 Refusal to Leave School Grounds

**WHERE DO I GO FOR...****Just Call (310) 842-4200 ext.....**

Absences .....	Attendance Office .....	3344, 3345
Activity Information.....	Assistant Principal's Ofc.....	3327
Athletic Clearance.....	Assistant Principal's Ofc.....	3328
Career Information.....	College Career Center.....	3558
Change of Address.....	Attendance Office .....	3344, 3345
Club Information.....	Assistant Principal's Ofc.....	3327
College Information .....	College Career Center .....	3558
College Information .....	Guidance Office .....	3325
Enrollment.....	Attendance Office .....	3344, 3345
Fees – Course Materials/Supplies.....	Budget Secretary .....	3333
ID Cards .....	Assistant Principal's Ofc.....	3328
Illness at School .....	Nurse's Office.....	3332
Lost and Found.....	Security Office .....	3003
Lost and Found.....	Assistant Principal's Ofc.....	3228
Progress Reports .....	Guidance Office .....	3325
Schedule Problems.....	Guidance Office .....	3325
Scholarships .....	College Career Center.....	3558
Senior Off-Campus Lunch Pass.....	Assistant Principal's Ofc.....	3328
Student Body (ASB) Cards.....	Assistant Principal's Ofc.....	3328
Student Employment.....	ROP.....	3351
Student Government .....	Assistant Principal's Ofc.....	3327
Textbooks.....	Library (IMC).....	3366
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**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. 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 ROP 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 ROP office.
6. ROP office verifies employer information, verifies student age, birth date, school attendance and grades.
7. ROP 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 ROP office.

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**RETURN THIS PAGE**

**Culver City Unified School District**

Culver City High School

2008-2009

Si usted prefiere este manual en Español, por favor vaya a la oficina de Asistencias, por uno.

*Parent Acknowledgement*

I acknowledge that I have received a copy of the 2008-2009 Student and Parent Handbook and I have read, fully understand and support the Handbook.

I understand that compliance with the rules and policies contained in the Handbook is a requirement for good standing and/or continued enrollment and that failure to follow the rules and policies may result in disciplinary action, suspension and/or expulsion from Culver City High School.

I understand that CCHS has a strong interest in the character development of its students and that observance of school rules and standards for conduct and attire is considered part of character development.

I understand that I am expected to fully support all school rules and policies while my child is attending CCHS even if I have a difference of opinion regarding the rules and standards.

I understand I am expected to maintain a positive relationship at all times with my child's teachers, counselors, staff and administrators so that problems or concerns can be resolved to best support my child's learning. I understand and will adhere to the included District Civility Policy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT Parent/Guardian Name

Please read this handbook in its entirety. Sign this form, detach it, and return it at Registration. You will not be permitted to register without all signed documents.