

CULVER CITY
UNIFIED SCHOOL DISTRICT

"Life long learning...filling the future with options."

*Educational Services Division
Pupil Personnel Services Department*

***Notice of Rights and Responsibilities
of Parents of Minor Pupils***

2010-2011



"Lifelong learning...
filling the future with options"

Culver City Unified School District

Administration Building 4034 Irving Place Culver City, CA 90232-2848
(310) 842-4220

Dear Parent:

Welcome to the 2010-2011 school year! This handbook contains all of the notices that state law requires the Culver City Unified School District to send to parents and students. Please take the time to review the information in this handbook and return the notifications that require a signature. This information is important and will provide you with answers to many questions that you may have during the year. If you have any questions about these laws or your rights, please call your school principal or call my office at extension 4237. We are confident that this school year will be a good one for you and your children. Keep this handbook as a reference through the year.

Sincerely,

Andrew Sotelo
Director of Pupil Services

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BOARD OF EDUCATION

Mr. Steven Gourley Ms. Katherine Paspalis Ms. Patricia Siever Mr. Karlo Silbiger Mr. Scott Zeidman Patti Jaffe, Interim Superintendent

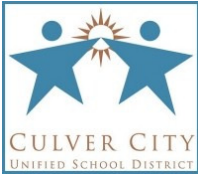
P L E A S E R E A D

Instructions

The district is required to provide information and obtain your signature demonstrating your receipt and understanding of the enclosed requirements. While inconvenient, please sign each of the items below and return them with the check-off sheet to your Child's School:

- **Parent/Student Recognition of Notifications (signatures in all areas indicated is required)**
- **Media Release Agreement (attached)**
- **Pupil Registration Form (replaces disaster and emergency cards)**

(All items are labeled "Mandatory Return" in the upper right corner)



INTERNET USE PERMISSION

All students under age 18 and their parents are responsible for knowing and understanding the District Computer and Internet Use rules. The network is provided for students to conduct research and communicate with others. As a user of the Culver City Unified School District’s computer network, I hereby agree to comply with the stated district rules – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions. Students will take a basic computer test. As outlined in Board policy and procedures on student rights. The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another’s password
- Trespassing in another’s folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Participating in chatrooms
- Downloading files without teacher permission
- Violations will result in a loss of access as well as other disciplinary or legal action.

PARENT CHECK ONE CHOICE BELOW...

MY CHILD IS ALLOWED to use the CCUSD computer network and Internet. As the parent/legal guardian of the minor student, I grant permission for my child to access networked computer services such as electronic mail and Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, and understand that CCUSD will block access to inappropriate materials to the best of its ability.

___ I agree to indemnify, defend and hold harmless the Culver City Unified School District and its officers, employees and representatives, from and against all claims for damage and injury caused by or related to my child’s willful and/or intentional violations of the provisions of this agreement.

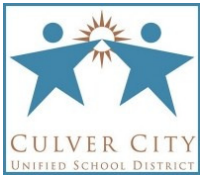
___ I hereby agree to release the Culver City Unified School District and its officers, employees, and representatives from any claims regarding injury to my child, including claims for negligence, however caused, arising from or in connection with my child’s use of the District’s Network, and through it, the Internet.

MY CHILD IS NOT ALLOWED to use the CCUSD computer network and the Internet.

Parent/Guardian Name _____ Parent/Guardian Signature _____

Student Name _____ Student Signature _____

Please note that there is a separate media release agreement that must be signed by the parent and students. Return this form and media release to your child’s school attendance clerk. All families must have these approvals on file. *Thank you*



PARENT/STUDENT RECOGNITION OF NOTIFICATIONS

Please **read each section** on the front and back of this notification carefully, **sign and date each section** indicating your notification and understanding of school and district policies as required by education code 48980.

STATEMENT OF COMPLIANCE

All students and their parents are **responsible for knowing the information** contained in the Parent Handbook. Together with your child, carefully read and discusses the policies and procedures contained within the manual and its notifications in the handbook.

We have read and agree to comply with the policies and procedures contained in the Parent Handbook and included policies. I have received a copy of the excerpts from the California Education Code and other regulations requiring parental notification.

Parent/Guardian Name _____ Parent/Guardian Signature _____



Student Name _____ Student Signature _____



UNIFORM COMPLAINT PROCEDURES

The parent handbook contained descriptions and procedures for filing a uniform complaint. I have read and understand the purpose and process for filing a complaint under the Uniform Complaint Procedure. Admin. Code Title 5, Section 3309

Parent/Guardian Name _____ Parent/Guardian Signature _____



Student Name _____ Student Signature _____



TOBACCO USE POLICY

Tobacco use has been demonstrated to be hazardous to human health. Tobacco use is prohibited at all times on all Culver City Unified School District property and in all district vehicles by students, parents/guardian, employees and the public. Students who violate this policy are subject to disciplinary action.

Parent/Guardian Name _____ Parent/Guardian Signature _____



Student Name _____ Student Signature _____



SEXUAL HARASSMENT

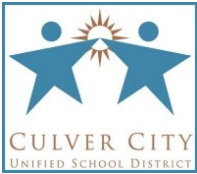
The Governing Board is committed to maintaining a learning environment which is free of harassment. Any student who engages in sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action which can result in suspension or expulsion. For students in grades K-3 the disciplinary action shall depend on the maturity of the student and the circumstances involved. For students in grades 4 and 5, the disciplinary action may include suspension and/or expulsion. (ec 48900.2 & 212.5)

Parent/Guardian Name _____ Parent/Guardian Signature _____



Student Name _____ Student Signature _____





#5 MANDATORY RETURN

Culver City Unified School District

MEDIA RELEASE AGREEMENT

Students who attend school in the Culver City Unified School District are occasionally asked to publicly display their work, be a part of school and/or district publicity, publications or public relations activities and/or publish their work on the district’s web site. In order to guarantee student privacy and ensure your agreement for your student to participate, the District asks that a student and his/her parent sign and return this form to the school for each student.

The form referenced below indicates approval for the student’s name, picture, art, written work, voice, verbal statements or portraits (video or still) to appear in school publicity or district publications, videos or on the district’s web site. For example, pictures and articles about school activities may appear in local newspapers or district publications. These pictures and articles may or may not personally identify the student. The pictures and/or videos may be used by the district in subsequent years.

Student and Parent/Guardian release to Culver City Unified School District the student’s name, picture, art, written work, voice, verbal statements, portraits (video or still) and consent to their use by CCUSD.

Culver City Unified School District agrees that the student’s name, picture, art, written work, voice, verbal statements, portraits (video or still) shall only be used for public relations, public information, school or district promotion, publicity, and instruction.

Student and Parent/Guardian understand and agree that:

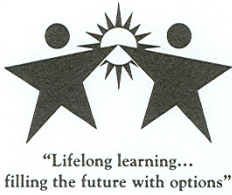
- Consent and release have been given without coercion or duress to Culver City Unified School District to use the student’s name, picture, art, written work, voice, verbal statements, portraits (video or still) to appear in school publicity or district publications, videos or on the district’s web site;
- The photo, video or student statements may be used in subsequent years.
- If the Student and Parent/Guardian wish to rescind this agreement they may do so at any time with written notice.

By my signature below, I agree to waive all claims against the Culver City Unified School District (District), its Board, officers, agents and employees and to indemnify and hold harmless the District et al from any and all liability, claims, demands, causes of action or judgments due to the use of student’s name, photograph, art, written work, voice, likeness and similar work products and/or characteristics.

SIGN HERE

SIGN HERE

Student’s Name:		Date:	
Student’s Signature:			
Parent’s Name:		Date:	
Parent’s Signature:			
School:			



Culver City Unified School District

Administration Building 4034 Irving Place Culver City, CA 90232-2848
(310) 842-4220

Dear Parent or Guardian:

To make sure your child is ready for school, California law, *Education Code* Section 49452.8, now requires that your child have an oral health assessment (dental check-up) by May 31 in either kindergarten or first grade, whichever is his or her first year in public school. Assessments that have occurred within the 12 months before your child enters school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional.

In February of every year, school nurses and local volunteer dentists of the Western Los Angeles Dental Society will provide a free dental screening (without x-ray) at each elementary school. Parents will receive a written report indicating the findings of the child's screening. This screening meets the requirement of the oral health assessment mentioned above.

If you do not wish for your child to receive a free dental screening at school, you will submit a complete Oral Health Assessment/Waiver Request form. This form will be sent to you in February. Please take the request form to your dental office, have your dental professionals complete the form and return it to the school nurse's office by May 31st.

If you cannot take your child for this required assessment, please indicate the reason in Section 3 of the form. California law requires schools to maintain the privacy of students' health information. Your child's identity will not be associated with any report produced as a result of this requirement.

The following resources will help you find a dentist and complete this requirement for your child:

1. Medi-Cal/Denti-Cal: 1-800-322-6384 or <http://www.denti-cal.ca.gov>.
2. Healthy Families insurance: 1-800-880-5305 or <http://www.healthyfamilies.ca.gov/hfhome.asp>.
3. Public health department (877) 597-4777 Toll Free or <http://www.dhs.ca.gov/mcs/medi-calhome/CountyListing1.htm>

Many things influence a child's progress and success in school, including health. Children must be healthy to learn, and children with cavities are not healthy. Cavities are preventable, but they affect more children than any other chronic disease. Baby teeth are as important as permanent teeth. Children need their teeth to eat properly, talk, smile, and feel good about themselves. Children with cavities may have difficulty eating, stop smiling, and have problems paying attention and learning at school. Tooth decay is an infection that does not heal and can be painful if left without treatment. If cavities are not treated, children can become sick enough to require emergency room treatment, and their adult teeth may be permanently damaged.

Here is important advice to help your child stay healthy:

- Take your child to the dentist twice a year.
- Choose healthy foods for the entire family. Fresh foods are usually the healthiest foods.
- Brush teeth at least twice a day with toothpaste that contains fluoride.
- Limit candy and sweet drinks, such as juices or soda. Sweet drinks and candy contain a lot of sugar that cause cavities and replace important nutrients in your child's diet.
- Sweet drinks and candy also contribute to weight problems that may lead to other diseases, such as diabetes.

If you have questions about the new oral health assessment requirement, and/or need a referral to free or low cost local dental services, please contact your school nurse.

Sincerely,

Andrew Sotelo
Director of Pupil Services

BOARD OF EDUCATION

Mr. Steven Gourley Ms. Katherine Paspalis Ms. Patricia Siever Mr. Karlo Silbiger Mr. Scott Zeidman Patti Jaffe, Interim Superintendent

ATTENDANCE

ALLOWED ABSENCES, EC 48205

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
- (1) Due to his or her illness.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, ***or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization*** when the pupil's absence...is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the elections Code.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of **the** class from which a pupil is absent shall determine **which** tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. (c) For purpose of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

DEFINITION OF A TRUANT, EC 48260

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse more than three days, or tardy in excess of 30 minutes on each of more than three days in one school year, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

PUPIL RELEASE, EC 46010.1

The school authorities may excuse any pupil from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

ABSENCE FOR RELIGIOUS PURPOSES, EC 46014

Permissive absence for religious exercises or instruction may be granted for Board of Education approved exercises or instruction.

RESIDENCY BASED ON PARENT/GUARDIAN EMPLOYMENT, EC 48204

Parents and guardians who work in the City of Culver City may apply to attend CCUSD schools on an inter-district permit. CCUSD does not offer Parent Employment Related Transfer (PERT).

Students who reside within district boundaries may apply for enrollment in elementary schools. Information on this process is posted each year on or before February 15th. Open Enrollment applications will be accepted on or before February 15th through March 30th. Parents will be notified on or before July 31st.

INTERDISTRICT ATTENDANCE, EC 46600

Permits for inter-district attendance are granted on a limited basis in keeping with legal agreements with neighboring districts. Student and parent sign a Permit Contract each year. The CCUSD reserves the right to cancel permits on the basis of poor attendance, conduct or falsification of address. If a student moves from one district to another during the school year and fails to notify the school within 5 days of the exchange of address, a transfer shall be issued immediately.

TEMPORARILY DISABLED; RESIDENCY, EC 48207

Defines hospitalized pupils with a temporary disability as residents of the school district in which the hospital is located.

HOSPITAL-BOUND STUDENTS, EC 48208

Parents must be advised of the availability of individualized instruction prescribed for hospital-bound pupils. It is the parent's responsibility to notify the district of the pupil's presence in a qualifying hospital immediately.

CHILD SAFETY

Comprehensive School Safety Plan, EC 32286

Each CCUSD school site has a school safety plan, which includes a comprehensive disaster preparedness plan. Copies are available to read at each school office.

SUN PROTECTIVE CLOTHING AND USE OF SUNSCREEN BY PUPILS, EC 35183.5

Requires school sites to allow for outdoor use during school day articles of sun-protective clothing. Authorizes sites to set policy regarding type of clothing to be allowed. Further provides for use of sunscreen by students, during the school day, without a physician's note or prescription. Authorizes school sites to establish a policy regarding the use of sunscreen.

MEAGAN'S LAW, RELEASE OF SEX OFFENDER INFORMATION, PC 290 *et seq.*

Information about registered sex offenders can be found on the California Department of Justice's website, <http://meganslaw.ca.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

PESTICIDES, EC 48980.3

Requires notification pursuant to EC 48980 to include information regarding pesticide products used at school sites as specified in EC 17612(a).

ASBESTOS MANAGEMENT PLAN, 40 CFR 763.93

Requires annual notification to parent, teacher and employee organizations of the availability of complete, updated management plan for asbestos-containing material in school buildings.

CHILD ABUSE AND NEGLECT REPORTING, PC 11164 *et seq.*

Staff of the CCUSD are required by law to report cases of suspected child abuse and neglect whenever staff have a reasonable suspicion. Staff may not investigate to confirm the suspicion. Both the staff name and the report itself are confidential and cannot be disclosed except to authorized agencies. A parent or guardian who wishes to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site may contact the school district office or the county office of education. The parent or guardian may also file a formal report with a local child protective agency. In Los Angeles County a parent or guardian may call (800) 540-4000, or the local police or sheriff department.

COMPLAINTS

SUPPLEMENTAL UNIFORM COMPLAINT PROCEDURE (Williams), EC §35186

The CCUSD has established policies and procedures regarding deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or mis-assignment. A complaint procedure is available to identify and resolve complaints regarding those issues.

DISCIPLINE – CONDUCT OF PUPILS

DISCIPLINE RULES, EC 35291, 35291.5

Allows school site discipline rules to be established by school committees with specific membership and filed with the governing board. Provides for notification to parents and enrollees of site and district rules.

IMITATION FIREARM, PC 12550, 12556

A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place.

LASER POINTERS: PROHIBITIONS ON SALES POSSESSION AND USE, PC 417.27

Prohibits possession of a laser pointer by any student on any elementary or secondary school premise, unless possession is for valid instruction. Further prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog.

DUTY CONCERNING CONDUCT OF PUPIL, EC § 44807

Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

DUTIES OF PUPILS, 5 CCR 300

Requires pupils to conform to school regulations; obey all directions; be diligent in study and respectful to teachers and others in authority; and refrain from the use of profane and vulgar language.

ATTENDANCE OF SUSPENDED CHILD'S PARENT OR GUARDIAN FOR PART OF SCHOOL DAY,

EC 48900.1

Teachers may require parents or guardians of pupils suspended by a teacher to attend a portion of a school day in his or her child's classroom

DAMAGE TO SCHOOL PROPERTY, EC 48904

Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

CCUSD SEXUAL HARASSMENT POLICY

It is the policy of the Culver City USD Board of Education that all persons, regardless of their sex, be afforded equal rights and opportunities and enjoy freedom from discrimination of any kind in our educational programs and settings.

Furthermore, it is the policy of the Culver City USD Board of Education that sexual harassment of or by any employee or student shall not be tolerated. The governing board considers sexual harassment to be a major offense which can result in disciplinary action to the offending employee or suspension or expulsion of the offending student.

1. Pursuant to EC 212.5, sexual harassment is defined as follows:

- (a) "Submission to the conduct is explicitly or implicitly made a term or promotion.
- (b) "Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual.
- (c) "The conduct has the purpose or effect of having a negative impact upon hostile, or offensive work or educational environment.
- (d) "Submission to, or rejection of, the conduct by the individual is used services, honors, programs, or activities available at or through the educational institution."

2. Employees: Any employee who has knowledge of conduct by other employees, volunteers, or individuals in the school community which may constitute sexual harassment of students is required to immediately report such conduct to any of the individuals specified in this policy. In addition, any manager, or supervisor who is aware of conduct in violation of this policy shall immediately report such conduct to the deputy superintendent.

3. Students: In addition to the reasons specified in EC 48900, EC 48900.2 specifies that a pupil may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as described in EC 212.5. All recommendations and/or orders to expel shall be made pursuant to EC 48915.

a. For the purposes of this policy, the conduct described in EC 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This policy shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

b. Any student who feels that he or she has been the victim of sexual harassment as previously defined in this policy pursuant to the provisions of EC 212.5 shall immediately report the same to the principal or administrator of the school in which he or she is in attendance. The principal or administrator receiving the complaint shall immediately commence an investigation into the complaint. Any student who has knowledge of conduct by employees of the District, volunteers, or other individuals of the school community or students which may constitute sexual harassment as previously defined, are encouraged to immediately report such conduct to the principal or administrator of the school at which he/she is in attendance.

CELL PHONES OR PAGERS, EC 48901.5

The CCUSD may regulate the right of pupils to possess or use electronic signaling devices, including cell phones and pagers, during the school day or at school functions. No student may be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the health of the pupil and the use of which is limited to the pupil's health.

HEALTH

IMMUNIZATION REQUIREMENTS, EC 48216, HSC 120365 and 120370

Unless a pupil's parent or legal guardian provides the school with an acceptable signed waiver, a pupil must be immunized against certain communicable diseases.

State law requires the following immunizations before a child may attend school:

- All new students to the CCUSD must provide proof of polio, diphtheria, whooping cough, tetanus, measles, mumps, and rubella immunizations.
- All kindergarten and first grade students new to the district must also provide proof of vaccination against hepatitis B.
- All kindergarten students must also provide proof of vaccination against chicken pox.
- All seventh grade students must also provide proof of a hepatitis B series and a second measles, mumps, and rubella vaccination.
- A tuberculosis skin test (Mantoux) is required for all students entering the district from outside of California.
- Free- or low-cost immunizations for children are available at Venice Family Clinic. Please call 310 392-8630 for information. **Curtis Thacker** (310) 419-5325.
- Information about a permanent medical exemption or personal beliefs exemption from immunizations for your student is available on the back of the blue CHDP forms.

COMMUNICABLE DISEASES, EC 49403

The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

ADMINISTRATION OF PRESCRIBED MEDICATION FOR PUPIL, EC 49423, 49423.1

Students who must take prescribed medication at school and who desire assistance of school personnel must submit a written statement from the physician detailing the amount, method, time schedule and a statement as to how the district personnel should assist in carrying out the physician's direction. The district requires that the written statement be renewed annually. Upon providing appropriate documentation, students may self administer auto-injectible epinephrine or inhaled asthma medication at school.

SPECIAL PUPIL MEDICATION AND PARENT/GUARDIAN RESPONSIBILITIES, EC 49480

The parent/legal guardian, on a continuing regimen for continuing condition, shall inform the school nurse or other certificated school employee of the type of medication, current dosage and the name of the supervising physician. With the parent/guardian's consent, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible side effects of the drug on the child's physical, intellectual, and social behavior as well as possible behavioral signs and symptoms of omission, overdose or side effects.

PHYSICAL EXAMINATION, EC Section 49451

Parents may file a written statement annually with the school principal stating that they will not consent to routine physical examinations of their child and the child will be exempt from such examinations. Students with recognized contagious or infectious diseases, however, may be excluded from school attendance.

CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM, HSC 124100 & 124105

Requires notice to parents of kindergarten and first grade children of the requirement for physical examination for first grade enrollment and availability of free health screening through their local health department. Requires up to five days exclusion from school for failure to comply or sign a waiver.

RESUSCITATION ORDERS, BP 5141

District employees are trained and expected to respond to emergency situations without discrimination. If any student needs resuscitation, staff shall make every effort to resuscitate him/her. The board prohibits staff members from accepting or following any parental or medical "Do Not Resuscitate" orders. The Superintendent or designee shall ensure that all parents/guardians are informed of this policy.

ORAL HEALTH ASSESSMENT, EC 49452.8

California law, *Education Code* Section 49452.8, now requires that your child have an oral health assessment by May 31 in kindergarten or first grade, whichever is his or her first year of public school. The law specifies that the assessment must be performed by a licensed dentist or other licensed or registered dental health professional. Oral health assessment that have happened within the 12 months before your child enters school also meet this requirement. Notification forms are provided in this packet.

CONFIDENTIAL MEDICAL SERVICES – EC 46010.1

School authorities may excuse any pupil in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

HOMELESS AND FOSTER YOUTH

HOMELESS AND FOSTER YOUTH, 42 USC 11432, EC 48850 *et seq.*

Requires district's educational liaison to ensure that pupils who are homeless or in foster care receive stable school placement which are in the best interests of the child, placement in least restrictive educational programs, access to academic resources, services, and extracurricular and enrichment activities available to all pupils, full and partial credits for coursework taken, and meaningful opportunity to meet state pupil academic achievement standards.

INSTRUCTION

CAREER COUNSELING & COURSE SELECTION – EC 221.5(d)

Commencing grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

PROSPECTUS OF CURRICULUM, EC 49063 and 49091.14

Requires each school to compile annually a prospectus of the curriculum including titles, descriptions and instructional aims of every course offered by the school. Prospectus will be reproduced and made available, upon request by parent or guardian, for inspection.

HEALTH, FAMILY LIFE AND SEX EDUCATION COURSES, EC 51240

Whenever religious training conflicts with any part of health, family life or sex education classes, students shall be excused from that part of the instruction upon written parental/guardian written request.

SEXUAL HEALTH AND HIV/AIDS PREVENTION EDUCATION, EC 51938

Requires the CCUSD at the beginning of each school year, or at the time of the student's enrollment, if different, to notify the parent or guardian of each pupil about instruction in comprehensive sexual health education and HIV/AIDS prevention education and assessments on pupil health behaviors and risks planned for the school year. Provides that a parent or guardian has the right to excuse their child from all or part of the instruction.

ADVANCED PLACEMENT EXAMINATION FEES, EC 52244

Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees. Please contact **Dylan Farris**, Assistant Principal, for information.

GRADUATION REQUIREMENTS, EC 51225.3

Requirements for graduation and alternative modes for completing the prescribed course of study must be made available to pupils, parents and the public. Available at district and school offices.

CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE) – EC 60850

Each pupil completing grade 12 shall successfully pass the California High School Exit Exam (CAHSEE) as a condition of graduation. Each pupil shall take the examination beginning in grade 10 and may take the examination each subsequent administration until he/she passes the examination. A pupil with an Individualized Educational Plan (IEP) or Section 504 Plan may take the CAHSEE with accommodations that do not fundamentally alter the nature of the test. For more information, visit: http://www.cde.ca.gov/ta/tg/hs/documents/cahseeqa08_003.doc.

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all course work required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

ANNUAL NOTIFICATION, COUNSELING, EC § 48980

Adds EC§51229 to require school districts to provide annual notification to parents or guardians of students in grades 9 to 12 that explains college admission requirements, describes career technical education, and provides information about how students may meet with school counselors. Notification, to the extent possible, shall not exceed one page in length.

INSTRUCTION FOR PUPILS WITH TEMPORARY DISABILITIES – EC 48206.3, 48207 and 48208

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact **Drew Sotelo, Director of Pupil Personnel Services** at 310 842-4220 ext.4201 for further information.

ALTERNATIVE SCHOOLS, EC 58501

California State Law (Section 58500) authorized all school districts to provide for alternative schools. An alternative school is a school or a separate class within a school designed to maximize opportunity for students and teachers in the instructional process. In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of school, the administrative office of this district, and the principal's office in each attendance unit can provide you with a copy of the law for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

PATRIOTIC EXERCISES, EC 52720

In every public school there shall be conducted daily appropriate patriotic exercises. The giving of the Pledge of Allegiance to the Flag of the United States of America shall satisfy such requirement. Such Patriotic exercises shall be conducted in accordance with the regulations which shall be adopted by the governing board of the district.

PRIVACY AND INFORMATION RIGHTS

NOTIFICATION OF PRIVACY RIGHTS OF PARENTS/GUARDIANS AND STUDENTS, EC 49063, 49069; 34 CFR 99.7; 20 USC 132g

In the course of a pupil's education, the school district keeps records deemed necessary to provide programs to meet the pupil's needs and interests. A parent or guardian has the right to inspect and review any and all records, files and data related to the pupil. Pupil records are maintained at each school where the pupil is attending. The school principal is responsible for maintaining each type of pupil record and the information contained therein. Upon written request of a parent/guardian or adult pupil, an inspection and review of any or all education records maintained by the school concerning the pupil will be arranged at a time mutually convenient to a parent and school official, but within five work days of the request. Copies of education records will be provided by the local school within a reasonable time upon payment of .15 for each page. Requests by a parent or adult pupil for explanations and interpretations of an education record are to be provided by the local school administrator or his/her designated representative. Parents have the right to prior consent for disclosure of personally identifiable information, the right to request a change in the student records and the right to a hearing before district personnel in regard to student records. To review a full copy of pupil records contact **Drew Sotelo**, Director Pupil Services (310) 842-4220 X4249. To request a copy of the request form you may write to CCUSD records clerk, CCUSD 4034 Irving Place, Culver City, CA 90232. Parents and eligible students may file a complaint with the Department of Education if they believe their rights under this law have been violated, and if they are not satisfied with the district hearing. Complaints should be addressed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

DIRECTORY INFORMATION, EC 49073

Parents and adult pupils are advised that any or all of the following items of directory information relating to a pupil will not be made public if a written request is made to withhold its release:

- | | |
|-----------------------------|--------------------------------------|
| 1. Name | 6. Major field of study |
| 2. Address | 7. Participation-activities & sports |
| 3. Place of Birth | 8. Height & weight (athletic team) |
| 4. Date of Birth | 9. Attendance dates |
| 5. Previous school attended | 10. Degrees & awards received |

The school or school district does not release information concerning your child to non-educational organizations or individuals without your consent. There are a number of organizations associated with education, such as the Culver City PTA and the Culver City Education Foundation, which have a continuing need for the names and addresses of pupils they represent. Also, the release of certain information would benefit your child, such as information on athletic or academic awards, information for press releases, or information to organizations and institutions offering career opportunities to graduates. It is the policy of Culver City Unified School District to release such directory information unless you notify the school in writing that you do not wish such information released.

NON-DISCRIMINATION, Title VI, Title IX, Section 504

CCUSD does not discriminate in admission or access to, or treatment or employment in, its programs and activities to any persons because of race, color, national origin, sex, religion or handicapping conditions. Contact person is **Patti Jaffe**, Interim Superintendent, 4034 Irving Place, Culver City, 90232-2848.

IMPLEMENTATION OF PROPOSITION 187

A federal court has issued a preliminary injunction prohibiting the implementation of Proposition 187. This means that no student who lives in California can be kept out of a school (from kindergarten through 12th grade) just because of his/her citizenship or immigration status. Schools must use the same rules they used before Proposition 187 was passed.

No school employee may ask any student, parent, guardian about his/her citizenship or immigration status.

No school employee may report or give information about the citizenship or immigration status of a student, parent, or guardian to the Immigration and Naturalization Service, the Attorney General, or any government agency.

This Preliminary injunction against Proposition 187 will stay in effect unless otherwise ordered.

RIGHTS OF PARENTS AND GUARDIANS, EC 51101.1

Parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed in advance about school rules, including disciplinary rules and procedures in accordance with Section 48980, attendance policies, dress codes, and procedures for visiting the school. A parent's lack of English fluency should not preclude him or her from exercising educational rights. Encourages schools with substantial number of pupils with a home language other than English to establish parent centers with staff that can communicate with the parents or guardians.

PERSONAL BELIEFS OR PRACTICES SURVEYS, EC 51513

Prohibits the use of tests, questionnaires, surveys or examinations containing any questions about the pupil's personal beliefs or practices in sex, family life, morality, and religion, unless the parent or guardian is notified in writing that the test, questionnaire, survey, or examination is to be administered and the parent or guardian consents in writing.

SCHOOL ACCOUNTABILITY REPORT CARD, EC 35256

Schools are encouraged to make a concerted effort to notify parents of the purpose of the school accountability report cards, ensure that all parents receive a copy of the report card, and ensure that districts with internet access make copies of the report available through internet. Further requires notification to parents that copy will be provided upon request.

SPECIAL EDUCATION

CHILD-FIND SYSTEM; POLICIES AND PROCEDURES EC 56301

Each district, special education local plan area, or county office shall establish written policies and procedures for a continuous child-find system which addresses the relationships among identification, screening, referral, assessment, planning, implementation, review, and the triennial assessment. The policies and procedures shall include, but need not be limited to, written notification of all parents of their rights under this chapter, and the procedure for initiating a referral for assessment to identify individuals with exceptional needs.

SPECIAL EDUCATION, EC 56030, 56031

Provides for tuition payments to parents/guardians for the education of an exceptional pupil requiring other services and facilities that are not part of the SELPA (Special Education Local Plan Area) local program. (If a pupil is eligible for full-day education program or services, a signed acknowledgment that the parent has been advised of rights is required.)

INDIVIDUALS WITH DISABILITIES ACT, (IDEA)

Requires districts to inform parents of Federal law which requires that a free and appropriate education in the least restrictive environment be offered to qualified disabled pupils.

REHABILITATION ACT of 1973, 504

Requires notice of nondiscrimination on the basis of handicap Notice must include availability of reasonable accommodation for disabled pupils.

CCUSD retain the right to assess students for eligibility for section 504 of the Rehabilitation Act or IDEA.

prntrightCounty6/01/09

NOTICE TO PARENTS/GUARDIANS/PUPILS/TEACHERS

IMPORTANT INFORMATION ABOUT YOUR COMPLAINT RIGHTS

*Williams Uniform Complaint Process, Education Code Section
35186(f)*

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.

Teacher vacancy means 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.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Pupils, including English Learners, who have not passed one or both parts of the high school exit examination by the end of the 12th grade are to be provided the opportunities to receive intensive instructions and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form may be obtained at the school office, Principal's office, district office, or downloaded from the school's Web site at www.ccusd.org. You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.

SUSPENSION AND EXPULSION LAWS

California Education Codes (EC) 48900 *et seq.*

EC 48900—Grounds for Suspension and Expulsion

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. 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.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

Note: Subdivisions (r) through (w) have been amended.

- (r) ***Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.***
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent ***of the school district*** or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent ***of the school district*** or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

EC 48900.2—Sexual Harassment

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

EC 48900.3—Hate Violence

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

EC 48900.4—Harassment, Threats or Intimidation

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

EC 48900.5—Limitations on Imposing Suspension

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

EC 48900.7—Terroristic Threats

- (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
- (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

EC 48915—Circumstances for Recommending Expulsion

- (a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:
 - (1) Causing serious physical injury to another person, except in self-defense.
 - (2) Possession of any knife or other dangerous object of no reasonable use to the pupil.
 - (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (4) Robbery or extortion.
 - (5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- (b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:
 - (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
 - (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
 - (2) Brandishing a knife at another person.
 - (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
 - (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
 - (5) Possession of an explosive.
- (d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
 - (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
 - (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
 - (3) Is not housed at the schoolsite attended by the pupil at the time of suspension.

- (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:
 - (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.
- (g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- (h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

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