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CALIFORNIA
DEMOCRACY
SCHOOL



Parent/Student Handbook 2020-2021

Culver City High School

Principal: Dr. Lisa Cooper

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Culver City, CA 90230

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cchs.ccusd.org

Success for ALL takes us ALL.

The Culver City Unified School District (CCUSD) is committed to providing a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. CCUSD prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, political affiliation, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics or beliefs.

Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained.

Please contact: Tracy Pumilia, Assistant Superintendent, Educational Services
4034 Irving Place, Culver City, CA 90232
(310) 842-4220 ext. 4213
tracypumilia@ccusd.org

El Distrito Escolar Unificado de la Ciudad de Culver (CCUSD, por susten) está comprometido a proporcionar un ambiente escolar seguro que permita a todos los estudiantes igualdad de acceso y oportunidades en los programas, servicios y actividades académicas, extracurriculares y otros programas de apoyo educativo del distrito. CCUSD prohíbe, en cualquier escuela o actividad escolar del distrito, la discriminación ilegal, incluyendo acoso discriminatorio, intimidación e intimidación dirigida a cualquier estudiante por cualquier estudiante, basado en la raza real o percibida del estudiante, color, ascendencia, nacionalidad, origen nacional, estatus migratorio, identificación de grupos étnicos, etnia, edad, religión, afiliación política, estado civil, embarazo, estado parental, discapacidad física o mental, condición médica, sexo, orientación sexual, género, identidad de género, expresión de género o información genética, o asociación con una persona o grupo con una o más de estas características o creencias reales o percibidas.

Las quejas de discriminación ilegal, acoso, intimidación o intimidación se investigan a través del Proceso Uniforme de Quejas. Dichas reclamaciones deben presentarse a más tardar seis meses después de que se haya obtenido por primera vez el conocimiento de la supuesta discriminación.

La persona del distrito a contactar es:

Tracy Pumilia, Asistente del Superintendente, Servicios Educativos
4034 Irving Place
Culver City, CA 90232
(310) 842-4220 ext. 4213
tracypumilia@ccusd.org

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 as the basis for 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 Assistant Superintendent of Human Resources at 310-842-4220 x.4236.

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 EC212.5. 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.

Es la póliza de la Junta de Educación de Culver City USD que todas las personas, sin importar su sexo, tengan los mismos derechos y oportunidades y disfruten de la libertad de discriminación de cualquier tipo en nuestros programas y entornos educativos.

Además, es la póliza de la Junta de Educación de Culver City USD que no se tolerará el acoso sexual de o por cualquier empleado o estudiante. El consejo directivo considera que el acoso sexual es una ofensa mayor que puede resultar en una acción disciplinaria al empleado ofensor o en la suspensión o expulsión del estudiante ofensor.

1. De acuerdo con el EC 212.5, el acoso sexual se define de la siguiente manera:

- (a) "La sumisión a la conducta es explícitamente o implícitamente hecha un término o promoción.
- (b) "La sumisión a, o el rechazo de, la conducta por el individuo se usa como la base para decisiones de empleo o académicas que afectan al individuo.
- (c) "La conducta tiene el propósito o efecto de tener un impacto negativo en un ambiente de trabajo o educativo hostil u ofensivo.
- (d) "La sumisión a, o el rechazo de, la conducta por parte del individuo se usa como base para servicios, honores, programas o actividades disponibles en o a través de la institución educativa".

2. Empleados: Cualquier empleado que tenga conocimiento de la conducta de otros empleados, voluntarios o individuos en la comunidad escolar que pueda constituir acoso sexual a estudiantes, debe reportar inmediatamente tal conducta a cualquiera de los individuos especificados en esta póliza. Además, cualquier gerente o supervisor que tenga conocimiento de una conducta que viole esta póliza deberá reportar inmediatamente tal conducta al Asistente del Superintendente de Recursos Humanos al 310-842-4220 x.4236.

3. Estudiantes: Además de las razones especificadas en el EC 48900, el EC 48900.2 especifica que un alumno puede ser suspendido de la escuela o recomendado para expulsión si el superintendente o el director de la escuela en la cual el alumno está inscrito determina que el alumno ha cometido acoso sexual como se describe en el EC212.5. Todas las recomendaciones y/u órdenes de expulsión se harán de acuerdo con el EC 48915.

- a. Para los propósitos de esta póliza, la conducta descrita en EC 212.5 debe ser considerada por una persona razonable del mismo sexo que la víctima, como suficientemente

severa o penetrante para tener un impacto negativo en el desempeño académico del individuo o para crear un ambiente educativo intimidante, hostil u ofensivo. Esta póliza no se aplicará a los alumnos matriculados en el jardín de infancia y en los grados 1 a 3, inclusive.

b. Cualquier estudiante que se sienta que ha sido víctima de acoso sexual como anteriormente definido en esta póliza de acuerdo a las provisiones de EC 212.5 deberá reportar inmediatamente lo mismo al director o administrador de la escuela en la cual él o ella está asistiendo. El director o administrador que reciba la queja deberá comenzar inmediatamente una investigación sobre la queja. Cualquier estudiante que tenga conocimiento de la conducta de los empleados del Distrito, voluntarios, u otros individuos de la comunidad escolar o estudiantes que puedan constituir acoso sexual como se definió previamente, se les anima a que reporten inmediatamente tal conducta al director o administrador de la escuela a la que él/ella asiste.

Home of the Centaurs Since 1951



Mission Statement

Culver City High School is a diverse, engaged and caring academic community that embraces the unique identity of each individual and their contributions to our shared experience. We believe in providing opportunities that cultivate and foster self-discovery through Academics, Activities, Arts, and Athletics. Students and staff are challenged to reach their full potential while building positive relationships and engaging in meaningful learning experiences to become contributing members of our community and beyond.

#CentaurPride #CulverPride

Mascot

Centaurs

School Colors

Blue, White, Silver

Alma Mater

O' Culver High we love you true,
Ever faithful Silver and Blue,
And though the years may parting bring,
Our loyal hearts to thee will cling.
Through our Culver halls of learning,
Built on life's sweet thoroughfare,
We have placed our youthful spirits,
We hope to keep them there.
O' Culver High we love you true,
Ever faithful Silver and Blue,
And though the years may parting bring,
Our loyal hearts to thee will cling.

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Statement on the Handbook

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

Please read this handbook in its entirety.



Important Statement on this Handbook Version

Some of the school information that you are accustomed to is not included in this version of our handbook. With the daily changes surrounding COVID-19, we continue to work with Culver City Unified School district as well as with local health officials on the best ways to continue teaching and learning while ensuring that health and safety remain our top priorities. We will continue to communicate through various means throughout the school-year, including via the school website, email, text, phone messages and social media.

Please see the school website at <https://cchs.ccusd.org/> for the most current information including bell schedules, and remote contact information.

Parent Communication: *Home-School partnerships are important and communication is key in a successful partnership. Please review the following tips and information:*

- Please make sure the school has your most current and up to date contact information including emails, phone number, and mailing address
- Check your parent portal often to monitor your student's academic progress and daily attendance
- Review the parent weekly newsletters
- Follow CCHS' social media
- When contacting a teacher or staff member by email or phone, please allow up to 48 hours (Monday-Friday) to receive a response
- The following office staff is available for Spanish translation: Michele Garcia-Salas- Guidance Office, Jenny Silva- Attendance Office, Magali Bourget- Guidance Counselor
- Check emails and phone for important message from our School Messenger Contact system

Culver City High School Information

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

Administration

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Administrative Assistant	Susan Osborne	susanosborne@ccusd.org	ext. 3328
Assistant Principal (L-Z)	Dr. Jennifer Padilla	jenniferpadilla@ccusd.org	ext. 3349
Administrative Assistant	Cara Barnhardt	carabarnhardt@ccusd.org	ext. 3327

Counselors

Counselor/ELD	Magali Bourget	magalibourget@ccusd.org	ext. 3230
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Intervention Specialist	Ida Spencer	idaspencer@ccusd.org	ext. 3411
Psychologist	Debra Price	debraprice@ccusd.org	ext. 3036

Student Services

ASB Finance Office	Dawn Tucker	dawntucker@ccusd.org	ext. 3333
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Attendance Office	Cara Barnhardt	carabarnhardt@ccusd.org	ext. 3327
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College /CCC	Margaret Fujisawa	margaretfujisawa@ccusd.org	ext. 3558
Career / CCC	Marion Serra	marionserra@ccusd.org	ext. 3351
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Library	Asuncion Romo	asuncionromo@ccusd.org	ext. 3570

*The following office staff is available for Spanish translation: Michele Garcia-Salas- Guidance Office ext.3315 , Jenny Silva- Attendance Office ext.3345 , Magali Bourget- Guidance Counselor ext. 3230



Culver City High School

Student Outcomes

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

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

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

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

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

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

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

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

Culver City High School Beliefs:

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

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



California Democracy School

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

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

CCHS wants all students to leave high school able to:

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

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

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

All students complete a Civic Action Project (CAP) in their 12th grade Social Studies classes. CAP projects and civic inquiry is embedded into other courses.

Student Activities

Get Involved! Activities and Clubs



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

Announcements of all upcoming events are found in the daily bulletin or on the CCHS website at cchs.ccusd.org throughout the year. It is the student's responsibility to look at the school bulletin on a daily basis. Look for information about Homecoming festivities, lunchtime activities, club membership, school activities, athletic events and more. Follow us on Twitter and Instagram @culvercityhs for information about the school academics, activities, arts, and athletics programs.

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

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

Student Identification Cards

Each student will be given one (1) official ID card at the beginning of the school year, which includes a photo of the student. **Students are required to wear the ID card during school hours and at school events and produce it at the request of any school personnel.** There will be a \$5.00 charge for the replacement of any ID card. Replacement ID cards must be purchased through the secretary to the Assistant Principal of Discipline & Athletics. The ID card is required in order to check out textbooks and library books in addition to requesting any school service in any office.

ASB Stickers/Cards (ASB)

The Associated Student Body funds campus events and activities including athletics. The main source of income for all activities and athletic events is the ASB sticker. The sticker is purchased each year and is placed on your ASB identification card (**which is to be carried at all times**). **The cost is \$50.** The sticker provides a variety of discounts and savings including:

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

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

School Activities Participation Expectations

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

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. See the Assistant Principal, Activities if you have questions regarding this policy.
3. All school regulations will be enforced at school activities and violations will be referred to administration for disciplinary action.
4. Guests must have prior approval from administration to attend any school dances where outside guests are permitted.
5. Students who leave an event may not re-enter.
6. Students with a 2.0 GPA or above, satisfactory attendance and satisfactory discipline may be nominated for the Homecoming Court and/or Prom Court.
7. CCHS seniors enrolled in the traditional comprehensive program with good attendance--no more than 4 unexcused absences to any given period per semester during the school year and/or 7 tardies to any given class per semester—senior year are eligible to purchase tickets to *Grad Nite @ Disneyland*. This is a SENIOR ATTENDANCE REWARD ACTIVITY chaperoned by CCHS employees.

Homecoming and Prom

Homecoming and Prom are semi-formal or formal events. Dress shoes are required for ladies and gentlemen. Appropriate attire is formal which includes formal dresses, tuxedos, suits, slacks and a dress shirt and a sport coat. Clothing may not be “see-through” or transparent. Shoes MUST have at least a strap behind the heel; No Flip Flops. Sunglasses may not be worn; undergarments may not be showing. **If a student and/or guest is dressed inappropriately, s/he will be asked to leave and money will NOT be refunded.**

Student Athletics

High school athletics is an excellent way to become involved in one’s school and develop healthy attitudes about good health, teamwork, hard work, perseverance, winning and losing. Athletic programs are an important part of the educational process for building strong values and character and all students can benefit regardless of their performance level. Students and parents can contact coaches for try-out and practice information through the CCHS website under the Athletics section.

Due to COVID-19, we are following state, county, and CIF guidelines around the implementation of our athletics program. We will continue to update the CCHS website with any new information regularly.

Fall Sports	Spring Sports	
Cross County (Co-Ed)	Baseball	Soccer (Girls/Boys)
Cheer (Co-Ed)	Softball	Track & Field (Girls/Boys)
Football	Basketball (Girls/Boys)	Golf (Girls/Boys)
Volleyball (Girls/Boys)	Lacrosse (Girls/Boys)	Swimming (Girls)
Water Polo (Girls/Boys)	Tennis (Girls/Boys)	

Eligibility Requirements:

- Maintain a 2.0 or “C” Grade Point Average(GPA) or better on a 4.0 scale.
- Complete the online athletic clearance through www.athleticclearance.com. Athletes create an account for this website to have access and complete the process.
- Be an Associated Student Body Member (ASB).

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

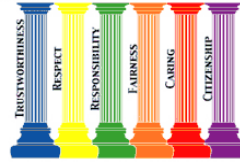
- First quarter eligibility will be determined by the semester grades received on the June report card. Summer school credits and grades for new course work will be counted toward making up credit and/or GPA deficiencies incurred during the grading period ending in June.
- Eligibility is determined at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

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 on an annual basis **before** trying out, practicing with a team, or competing for **any** sport.
13. Students who are on the No-Go List (more than two truanancies in any class in a quarter—see attendance policies for further explanation) will not be allowed to compete in athletic competitions.

Character Counts at Culver City High School

CHARACTER COUNTS!



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

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

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

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

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

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

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

Pursuing Victory with Honor at Culver City High School



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

Communication

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

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

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

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

TEACHER

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

SCHOOL COUNSELOR

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

PRINCIPAL/ASSISTANT PRINCIPALS

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

COMMUNICATION COURTESY

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

DAILY BULLETIN

The daily bulletin is our most efficient means of communicating within the school community. The bulletin is read to students at the beginning of first or second period, posted on campus and online. Parents can read the daily bulletin which is posted on cchs.ccsd.org.

PTSA WEEKLY EMAIL

Please sign up to receive the weekly email sent out by the PTSA. This email provides a very thorough list of news and items of interest. Sign up to receive the PTSA's email by emailing cchsptsamember@gmail.com.

Student Support Services

Culver City High School provides a comprehensive program that aims to guide and support students and families through the high school years and beyond. Counseling helps students navigate through high school and the college search and admission process. CCHS strives to alleviate some of the stress often associated with high school, post-secondary school choices, and much more. The school's goals are:

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

Sandy Segal Youth Health Center

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

Counseling & Guidance Services

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 to services, and act as liaisons between students and parents, teachers, administrators, law enforcement and the larger community. Counselors are available to all students and parents by appointment.

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

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

Magali Bourget	Counselor / ELD	magalibourget@ccusd.org
Steve Gyepes	Counselor	stevegyepes@ccusd.org
Cat Lenke	Counselor	catherinelenke@ccusd.org
Nicole Shlomo	Counselor	nicoleshlomo@ccusd.org
James Smith	Counselor	jamessmith@ccusd.org
Adrienne Madrid	Career Counselor/CTE	adriennemadrid@ccusd.org
Thelma Valverde	College Counselor	thelmavalverde@ccusd.org
Debra Price	School Psychologist	debraprice@ccusd.org
Rosa Maldonado	Intervention Specialist	rosamaldonado@ccusd.org
Ida Spencer	Intervention Specialist	idaspencer@ccusd.org

Peer Tutoring

Free tutoring is available to all students before and after school. CCHS offers comprehensive tutoring in all subjects. High performing students are trained to assist students in building study skills specific to each subject. The schedule and room assignments are established during the first four months of school and can be found on the high school's webpage under the Students page.

Centaur Plus

Centaur Plus is designed to provide ALL students with opportunities within the school day to receive extra help from individual teachers, participate in extension activities, or even get a head start on assignments. It is offered on Tuesday & Thursdays. **Bookmark your phones and computers: app.enrichingstudents.com. Information regarding a downloadable app will be provided in September**

POLICIES

- **Sign up for your sessions by the end of lunch on Monday for each Tuesday/Thursday session. It is recommended that you sign up by Friday morning the week before as some sessions fill up fast.**
- Students with Ds/Fs each grading period should be scheduling themselves into those course sessions at least once a week. If you schedule yourself into a study hall or enrichment session you may be moved. Centaur Plus is designed for you to get assistance in the classes where you are struggling.
- Attendance is taken (including tardies). Don't be late.
- **The Tech Center** is also available for students wishing to work on assignments, complete research and work on projects **ONLY**.
- **Detentions are assigned for failure to schedule into sessions, attend scheduled sessions, and/or being tardy to Centaur Plus.**

SIGNING UP FOR CP SESSIONS AND CHECKING PLACEMENT

- **Use your school email address:** ends with @students.ccusd.org
- **Your password is your 9-digit student ID number.**
 - DO NOT change your password and DO NOT request a new password
 - If you are having difficulties students ONLY are to email Mr, Laughlin at kylelaughlin@ccusd.org or see him in room 74 or see Ms. Hogan in the Guidance Office.
- Students can self-schedule, be scheduled by a teacher or counselor, or be scheduled by the Office staff.
- Students are expected to recheck their schedule every Tuesday and Thursday morning as schedules might change.

CP EXTENDED LUNCH

- **Extended Lunch is only available to qualifying Freshmen during the second semester.**
- **Students qualifying for Extended Lunch will receive notification after 1st semester grades are submitted in January.**
- **Student ID is required**

CRITERIA

- 3.4 unweighted GPA or higher to qualify
- No more than 7 tardies to any one period
- No outstanding detentions
- No uncleared absences

Link Crew

Link Crew is an organization of upperclassmen devoted to supporting the transition of 9th grade students into the high school. All 9th grade students are assigned to a Link Crew mentor at the beginning of the year. All incoming freshmen are invited to an orientation led by the Link Crew in August to learn skills to be successful in high school and will participate in joint activities throughout the school year. For more information, contact Dr. Padilla at jenniferpadilla@ccusd.org.

Academics + Athletics (A+A)

Athletes in jeopardy of becoming academically ineligible may be referred for additional tutoring and mentoring. Students attend a tutoring / study hall period each week in lieu of practice until they improve their GPA. Tutoring is conducted by teacher-mentors and tutors who are also student-athletes. For more information, contact Mrs. Nicholson at ebonymicholson@ccusd.org.

Advancement Via Individual Determination (AVID)

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

College and Career Center (CCC)

The College and Career Center is open Monday through Friday from 7:30 am to 4:00 pm. Students may visit the Center before the first period, during nutrition, lunch, and after their last class. We are located in room 14. Information and services provided include:

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

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

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

Naviance - All students are provided with a Naviance account where students and parents are provided access to college and career research, career exploration, scholarship opportunities, college visits/lunch & learn workshops and many web resources. For more information, contact Mrs. Valverde at thelmavalverde@ccusd.org.

Student Technology Access



Student Email Accounts

All CCUSD students are issued a CCUSD Gmail/Drive account to use for school communication and school work. The email address is the student's legal first name last name@students.ccusd.org (ie- janedoe@students.ccusd.org). The password for the email account is the student's nine digit ID number. Accounts must be used appropriately and are monitored. Be sure to log out of your account when you have finished using it. Any student who accesses or uses another person's account is subject to disciplinary actions. If you need assistance changing your password, go to the Tech Center. Graduating students will have access to their school email accounts/Google Drive accounts until June 30th of the year they graduate.

Aeries.net

All students have access to their Aeries.net account and should monitor their grades and attendance on a regular basis. The link to the login page is found on the Student page of the High School's website. The login is the student's district email address. The password is the student's ID number. Please see the Attendance Office's Secretary if you need assistance with access to your Aeries.net account.

Health and Safety

Security/School Resource Officer

The mission of Culver City Unified School District's Security Department is to provide the best care, safety and security to all students, teachers, faculty and staff, and to protect all property of the District. This will be accomplished by utilizing innovative and progressive security methods that will positively contribute to our educational environment. A dedicated School Resource Officer (SRO), assigned to Culver City schools by the Culver City Police Department, is just a part of our tremendously close and effective relationship with the Culver City Police Department. The district/school works with CCPD on a variety of emergency drills and has constant communication between CCPD and our CCUSD security team.

Illness

In the event that a student becomes ill at school, the student must report to the Nurse's Office for care and assessment. We ask that students complete this step before contacting parents. 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 from the Nurse's Office on a blue slip, which must be signed by the parent and returned to school in order to excuse the absence.

1. 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.
2. If a student is absent for five consecutive school days, a note from a medical doctor is required for re-entry into school.
3. 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.
4. If in the nurse's professional opinion that the student can remain at school and the student/parent demands that the student is released the attendance will reflect an unexcused absence with parental consent.

First Aid

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

Physical Education Notes

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

Medical Hall Passes

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

Medication Policy

In accordance with California Education 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.

Health Services

State Mandated Health Screenings

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

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

Immunizations

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

HIGH SCHOOL NURSE'S OFFICE

Telephone number (310) 842-4200 ext. 3332

- 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. Once the Nurse determines a student is ill, the parent will be contacted and the student will be excused from school for illness.**

Academics

Graduation Requirements

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

A. Complete not less than 220 semester course credits (as listed in section B) in grades 9-12 with passing grades (D or better). Satisfactory attendance and good citizenship are reflected in academic grades and earned credits. Students must have earned 220 graduation required credits to be eligible to participate in the graduation ceremony.

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

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

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



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

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

3. Physical Education (20 semester credits)

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

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

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

5. Mathematics - grades 9-12 (30 semester credits)

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

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

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

This can be completed during any year of high school.

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

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

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

D. SERVICE LEARNING (60 hours - grades 9-12)

All students will complete at least 60 hours of service learning as a graduation requirement of CCHS. **Hours must be completed by volunteering for a non-profit organization.** Please contact counselor Adrienne Madrid in the College Career Center for more information regarding this program and volunteer opportunities. The completed Service Learning form must be turned into the student's academic counselor by May 15th of their Senior year. Parents and students assume liability for Service Learning opportunities completed off-campus.

E. GRADE LEVEL STATUS is determined by natural yearly progression of entry grade. All of the graduation requirements must be fulfilled prior to receiving a diploma.

F. SENIORS MUST HAVE a minimum of 5 semester classes each semester according to Education Code 46145, which reads: "Pupils in grade 12 shall be enrolled in at least 5 courses each semester . . ." CCHS enforces this code strictly; however, a senior can be enrolled in a CTE or community college class as their 5th period. The Principal/Assistant Principal of Curriculum's approval with written parental consent is necessary in all cases. **Further, Seniors must complete all 220 credits based on CCHS graduation requirements in order to participate in the graduation ceremony.** Additionally, all other stated attendance and discipline requirements must be adhered to in order to participate in the graduation ceremony. Remember that all **graduation requirements** must be documented and completed in order for a graduate to receive a diploma. Seniors who are not eligible to participate in the graduation ceremony will not be eligible to participate in Senior Week activities.

G. SCHEDULE CHANGE PROCEDURES: Students are not allowed to request a schedule change, unless they have already taken the course, didn't meet the prerequisite, or were mis-scheduled, so choose carefully. Schedule change requests must be made by using the required form available in the Guidance Office by making an appointment to see a counselor. Schedule change requests must be returned to the guidance office by the first week of school. **A schedule request form does not guarantee a change of schedule.** Schedule changes cannot be made for teacher preference or if a class is closed because it is full.

Please Note:

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

- H. WITHDRAWAL FROM CLASSES: A student who drops a course after 3 weeks will receive:
- a. Withdrawal (W) on transcripts if prior intervention was not successful. During weeks 4-20, the student will receive a Drop/Fail if; (1) Intervention program is not followed and (2) student drops the course. The transcripts will reflect the dropped course, unless otherwise decided by the principal or designee because of extenuating circumstances. [GRADES/EVALUATION OF STUDENT ACHIEVEMENT Board Policy –AR 5121 (d)]

Course Drop Policy

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

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

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

Culver City High School Online Course Policy

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

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

1. Grade remediation:

A student who receives a ‘D’ or ‘F’ in a *course may choose to take an online course to demonstrate his/her improvement in the class for the purpose of college admission. If approval is granted for a student to take an online class for remediation, the grade for the online course will be placed on the student’s transcript along with the student’s original course grade. It is the student’s responsibility to have an official transcript sent from the online provider to the CCHS Guidance Office when the course has been completed. An authorization form must be

completely filled out and signed by the student's counselor prior to enrollment in the online course for remediation.

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

2. For the purposes of program acceleration:

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

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

Academic Honesty

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

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

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

First Offense:

- Student will receive a zero on the assignment.
- Teacher will contact parent or guardian and warn them of possible consequences for subsequent offenses. A referral will be sent to an administrator for recording the offense in the student's discipline file.

Students will be penalized for second and/or third infractions if the incidents take 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 participation in school activities and/or athletics and game admission.
- Student will receive a referral to an administrator or counselor.
- Administrator/Counselor will inform all the student's teachers that this is the student's second offense.
- Student may receive a "U" in a citizenship and "cheating" comment for the semester in the class where the second offense occurred.

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

- Student will receive a zero on the assignment.
- Student will be drop/failed from the class in which he/she committed the third or subsequent offense. Student may be suspended from school.
- Administrator will meet with parent/guardian, student and teacher.
- Administrator will inform all the student's teachers that this is the student's third offense.
- A notice stating that this student has committed at least three offenses of the Academic Honesty Policy will be placed in the student's permanent record.
- Student will receive a "U" in citizenship and "cheating" comment for the semester in the class where the third offense occurred.
- Student (if a senior) will be excluded from participation in senior activities.

Honor Roll

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

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

Homework / Make-Up Work

Homework may be a supplemental part of the planned educational program for the class. It should be related to the student's program and should assist the student in making progress toward learning the program goals. Home assignments should be limited to work, which can be completed in a reasonable length of time, considering the age and ability level of the student. If a student is in the Resource Specialist Program, the regular classroom teacher and the Resource Specialist teacher will 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 assigned 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 within this time frame will not be accepted. The student's grades on their report card will show an "I" for incomplete until the work is completed or two weeks have passed.

Student Responsibilities

Students should complete all assignments and communicate with their teachers as needed. CCHS promotes student advocacy and students should feel comfortable communicating with their teachers and staff as needed. **Teachers are not required by Ed Code to accept assignments from students unless student absences are excused per Ed Code.**

Parents/Guardian Responsibilities

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

Guidelines for Time Allotments for Homework

Specific minimum or maximum time allotment for homework is 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 be granted at the teacher's discretion.

Attendance Policies

Attendance and punctuality rank high on the list of priorities of the Culver City High School faculty and staff. Regular school attendance is vital to successful academic growth. The interaction of students with each other in the classroom and participation in class are irreplaceable components of the learning process. Student absences, whether excused or not, disrupt the continuity of the learning process.

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

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

Excused Absences – EC 46014, 48205

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.



No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to the pupil's 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 the pupil's 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, including absences to care for a sick child for which the school shall not require a note from a doctor.
- (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 the pupil's religion, attendance at religious retreats, 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.

(9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

(10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

(11) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

(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 therefor. 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 purposes 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, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

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

1. Personal reasons not classified as excused by California Education Code and CCUSD Board Policy.
2. College visits without prior administrator approval.
3. Family vacation, going to the beach, lake, river, mountains or desert.
4. Getting ready for a date.
5. Babysitting, taking care of other family members.
6. Repairing car or household items.
7. Waiting for service or repair people.
8. Attending a sporting event other than a school sponsored event in which the student is a participant.
9. Other reasons not included in Education Code sections 46010 and 42805.

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

Clearing Absences

Attendance is reported each period to the Attendance Office. Parents will be notified of absences by automated phone messages and computer generated letters. Parents are also encouraged to check Aeries.net (Parent Portal) on a regular basis for up to the minute attendance reports. In the event of an absence, students must clear the absence with the Attendance Office. Students may visit the Attendance Office before school, during lunch and/or after school. To clear the absence:

- Parent/Guardian must call the Attendance Office at (310) 842-4200 - extensions 3344 (for last names beginning with A-K) and 3345 (for last names beginning with L-Z) EACH DAY to report the absence. Parents may also email hsattendance@ccusd.org regarding student absences.
- Absence notes must be signed by a parent/guardian. The school must be notified each day of an extended absence. Parents/guardians who verify an absence by phone are strongly encouraged to confirm the absence in writing. (A written note does not automatically mean an excused absence.)
- If the absence is not cleared within 5 days, the absence will be permanently marked unexcused or truant.

Late Arrival/Pass Policy

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

Unexcused Tardies

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

Tardy Policy

The staff of Culver City High School encourages each student to strive for academic excellence. Teachers are committed to providing quality lessons, which are challenging, rewarding and interesting for students. It is the students' responsibility to take advantage of the learning opportunities that are offered each class period. All students are expected to be punctual and prepared for each class daily. A student is tardy if s/he is not in his/her correct seat and prepared to begin class at the ringing of the tardy bell. If a student arrives 30 minutes or more into the period, it will be recorded as an absence which may turn into a truancy [Ed Code 48260 (a)].

Classroom Teacher Progressive Policy

All students are required to be in their seat and prepared to work (materials, pen, pencil, paper, etc.) when the tardy bell rings.

1. 1st – 5th tardy in each class: Any or all of the following:
 - a. The student is given a warning/student conference
 - b. Detention, beginning with the 3rd tardy
 - c. Parent Conference or call
2. 6th - 9th tardy: Any or all of the following:
 - a. Detention
 - b. Student Conference
 - c. Parent Conference or call
 - d. Referral to Counselor
 - e. Teacher assigns Saturday School and parent is called
3. 10th tardy and each additional: Any or all of the following:
 - a. Detention or Saturday School assigned (parent called)
 - b. Student Conference
 - c. Parent Conference or call
 - d. Referral to Counselor
 - e. Referral to AP of Attendance-Parent contacted & student and parent may be referred to Student Attendance Review Board.

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

Tardy Sweeps

Students are to arrive to class on time each and every period. Tardy sweeps are designed to identify students who are chronically tardy to class/school while encouraging promptness. The consequence for students caught in tardy sweeps is a one hour detention. Tardy sweeps are conducted regularly during random periods. Students tardy during a tardy sweep will automatically be issued detention. Please check your records with the Attendance Office if there are any questions and monitor your attendance on Aeries.Net.

Hall Pass Policy

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

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. [Ed Code 48260 (a)].

Extended Absence

Please contact your student's counselor and the Attendance Office if your student will miss five or more days due to serious illness, hospitalization or injury. A doctor's note is needed to clear absences that last five days or longer.

Truancy or Excessive Absences

Truancy is defined as "students who are found off campus or out of bounds during class time without a valid excuse". Truant students may be issued school disciplinary consequences and/or cited by the Culver City Police Department for truancy. Teachers and administrators will handle other consequences for truantries and tardies, which can include assigning Saturday Schools or other consequences. Excessive truantries or absences will be referred to the School Attendance Review Board (SARB) which meets at the Culver City Police Station.

After the fourteenth (14) absence for illness, even if non-consecutive, the student must bring in a doctor's note excusing absences. 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)).

Ausencias Justificadas – CE 46014, 48205

Alumnos, con consentimiento por escrito de sus padres o tutores legales, podrán ser dispensados de la escuela para participar en ejercicios de la religión o para recibir enseñanza moral o religiosa.

A ningún alumno se le podrá bajar de calificación o quitar crédito académico por ausencia(s) justificada(s), si las tareas y exámenes faltantes que se puedan proveer razonablemente son completadas satisfactoriamente dentro de un periodo de tiempo razonable.

No obstante la Sección 48200, un alumno será excusado de la escuela cuando la ausencia sea:

- (1) Debido a la enfermedad del alumno.
- (2) Debido a cuarentena bajo la dirección de un oficial de salud del condado o la ciudad.
- (3) Con el fin de que se presten servicios médicos, dentales, optométricos o quiroprácticos.
- (4) Con el fin de asistir a los servicios funerarios de un miembro de la familia inmediata del alumno, siempre que la ausencia no sea más de un día si el servicio se realiza en California y no más de tres días si el servicio se realiza fuera California.

- (5) A los fines del servicio de jurado en la forma prevista por la ley.
- (6) Debido a la enfermedad o cita médica durante el horario escolar de un niño del cual el alumno es el padre con custodia, incluidas las ausencias para cuidar a un niño enfermo para el cual la escuela no requerirá una nota de un médico.
- (7) Por razones personales justificables, que incluyen, entre otras, una comparecencia en la corte, asistencia a un servicio funerario, celebración de un día festivo o ceremonia de la religión del alumno, asistencia a retiros religiosos, asistencia a una conferencia de empleo o asistencia en una conferencia educativa sobre el proceso legislativo o judicial ofrecido por una organización sin fines de lucro cuando el padre o tutor solicita la ausencia del alumno por escrito y el director o un representante designado lo aprueba de conformidad con las normas uniformes establecidas por la junta directiva.
- (8) Con el propósito de servir como miembro de una junta electoral para una elección de conformidad con la Sección 12302 del Código de Elecciones.
- (9) Con el propósito de pasar tiempo con un miembro de la familia inmediata del alumno que es un miembro en servicio activo de los servicios uniformados, según se define en la Sección 49701, y que ha sido llamado al servicio para, está en licencia o ha sido inmediatamente regresó de, despliegue a una zona de combate o posición de apoyo de combate. Las ausencias otorgadas de conformidad con este párrafo se otorgarán por un período de tiempo que se determinará a discreción del superintendente del distrito escolar.
- (10) Con el fin de asistir a la ceremonia de naturalización del alumno para convertirse en ciudadano de los Estados Unidos.
- (11) Autorizado a discreción de un administrador escolar, como se describe en la subdivisión (c) de la Sección 48260.
- (b) A un alumno ausente de la escuela en virtud de esta sección se le permitirá completar todas las tareas y exámenes perdidos durante la ausencia que puedan proporcionarse razonablemente y, una vez finalizado satisfactoriamente dentro de un período de tiempo razonable, se le otorgará el crédito completo por ello. El maestro de la clase de la cual el alumno está ausente determinará qué pruebas y tareas serán razonablemente equivalentes, pero no necesariamente idénticas, a las pruebas y tareas que el alumno perdió durante la ausencia.
- (c) Para los propósitos de esta sección, la asistencia a retiros religiosos no excederá de cuatro horas por semestre.
- (d) Las ausencias conforme a esta sección se consideran ausencias en el cálculo de la asistencia diaria promedio y no generarán pagos de prorrateo estatales.
- (e) “Familia inmediata”, como se usa en esta sección, significa el padre o tutor, hermano o hermana, abuelo o cualquier otro pariente que viva en el hogar del alumno.

Leaving Campus

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

students up at the Attendance Office. The Off Campus Pass must be signed (by a doctor/dentist for a medical excuse or parent for an emergency) and returned to the Attendance Office upon returning to campus later in the day or the next morning. If a student becomes ill during the school day, s/he should obtain a pass to the Nurse's Office from the teacher or school official. **A student should not call a parent first and ask to be picked up anywhere on campus other than the Attendance Office.** If the student is too ill to remain at school, the nurse will call and inform a parent so that arrangements may be made for the student to go home. The nurse will issue a "Health Office Excuse." If the student is absent the next day, the student should bring a parent note along with the "Health Office Excuse" issued to the Attendance Office for re-entry.

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. This also applies to students who have a zero or seventh period.

IMPORTANT

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

Independent Study

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

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

Students must follow these procedures to receive approval for independent study (per Board Policy 6158):

- **Eligibility:** Absences must be for five (5) days or more. At least ten days in advance, the student must submit to the Attendance Office in writing a parent request for Independent Study stating the specific reason why the student is unable to attend school.
- **Request:** At least one week in advance, the student circulates a Contract for Independent Study and obtains each teacher's signature. (Each of the student's teachers must be able and willing to give assignments comparable to the classwork the student would miss through absences. If one teacher is unable or unwilling to give the assignment, the student will not be able to be on Independent Study.)
- **Teachers:** Each teacher must complete a Weekly Assignment Sheet and note assignments on the form.
- **Approval:** The Assistant Principal, Attendance may approve or deny the request depending on the reasons and/or whether or not the student's attendance and academic progress are satisfactory.
- **Requirements:** If approved, the student will be given a minimum of four hours of study per subject per week while away from school. The student must complete all assignments no later than the day the student returns to school.
- **Procedure:** Upon returning to school, the student turns in all assignments to each teacher. The teachers evaluate the amount of work completed and signs and date every assignment. The teacher returns weekly assignment sheets to the student with samples of corrected work attached **within three (3) days** after the student returns. The student must

return assignment sheets with sample of corrected work immediately to the Attendance Office. The Attendance Clerk will record the absence as Independent Study and save the assignments for future State Attendance Audits.

- **Credit:** As determined by the teachers, the Independent Study credit shall be granted when it has been determined that the contract has been fulfilled. Should the student not fulfill the minimum time documentation or assigned work requirements by the due date listed on his/her contract or fail to turn in assignments to the Attendance Office within three days, the absence will be recorded as unexcused.

Senior Off-Campus Lunch Privileges

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

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

Attendance Policies FAQs

Frequently Asked Questions (FAQ)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Policies and Procedures for Students

Non-discrimination

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

Transgender Students

CCUSD Board policies on transgender students were adopted on January 28, 2014. The Board Policies on Nondiscrimination/Harassment were revised on December 9, 2014. They state that the Board prohibits unlawful discrimination, etc. based on “sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.” A transgender person is a person whose gender identity is different from their sex assigned at birth, and whose gender expression is different from the way males and females are expected to look and behave. All persons, including students, have a right to privacy: this includes keeping a student’s actual or perceived sexual orientation, gender identity, and gender expression private.

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

- Education Code section 200 already prohibits schools from discriminating on the basis of gender identity and gender expression.
- California is the first state to pass a law (AB 1266—School Success & Opportunity Act) requiring that students be provided access to facilities (interpreted as restrooms and locker rooms) and school programs and services consistent with their gender identity—irrespective of the gender listed on the student’s Birth Certificate.
- In compliance with California State Law, CCHS provides students access to facilities consistent with their gender identity, allows students to participate in sex segregated school programs and activities consistent with a student’s gender identity which includes athletic teams.

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

Automobiles and Motorcycles

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

1. **Students must submit a parking permit application and have the application approved by the secretary to the Assistant Principal, Athletics in the Main Office.** Parking permits must be visible in the car.
2. All students with approved parking permits must park in the student parking lot.
3. Once students have parked, they are not to loiter or have breakfast in the parking lot. Students are not allowed to use vehicles to store books, personal or school materials. **STUDENTS ARE NOT TO GO TO VEHICLES BETWEEN CLASSES OR DURING HOMESTUDY PERIODS.**
4. All vehicles are to be driven under 8 mph in the parking lot. Student vehicles can never be driven on campus (only in the parking lot).

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

Bicycles, Skateboards, Scooters & Hoverboards

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

Closed Campus

CCHS is a closed campus for all students with exception of those students with Senior Lunch Privileges. Students who need to leave during the school day must check out via the Attendance Office or the Nurse's Office. **Students who leave campus without a pass from the Attendance Office or Nurse's Office will be considered truant, and will be subject to disciplinary consequences, which may include citation by the Culver City Police Department.** Telephone calls or notes to the Attendance Office after the student leaves campus without permission cannot clear the truancy. Unless a student has been granted Senior Lunch Privileges, all students are required to remain on campus throughout the school day. Students are not allowed to loiter or congregate in the parking lot during school time or during their homestudy periods. If students have to be on campus during their homestudy periods, they must be in the library. Cars are not to be used as lockers or as storage. Students **will not** be allowed to go to their cars for reasons other than arrival and departure. **NO** visitors are allowed on campus during school hours. Students remaining on campus after the end of the school day must be under the supervision of an adult staff member. Otherwise they must exit campus.

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 place 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.

Confiscation of Property

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

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

Deliveries / Drop-Offs

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

Dress Code

1. Cloth face coverings **MUST** be worn at all times when on campus. Cloth face coverings must adhere to the items listed with the dress code.
2. Clothes must conceal undergarments at all times.
3. The following **TOPS are prohibited**:
 - See-through/sheer clothing without proper undergarments are prohibited
 - Swimwear
4. Skirts and shorts must be at an appropriate length properly covering all body parts.
5. **The following items CANNOT be worn**:
 - a. Clothing that portrays suggestive, provocative, derogatory, or insulting pictures or writing
 - b. 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.)
 - c. Any article of clothing, which is in any way is suggestive and/or can be construed to have a "double" meaning
 - d. Clothing that depicts violence, hate, or death (examples: skull and crossbones, satanic symbols, firearms/weapons, etc.)
 - e. Garments, accessories, grooming, or slogans that symbolize or could be interpreted as affiliated with a gang. This includes belt buckles which reflect or identify the name of a gang/group, or bear initials not related to the student's name, and wearing more than one buckle.
6. 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.
7. Dress, grooming or accessories that are considered unsafe, dangerous, a health hazard or disruptive to the learning environment shall not be allowed. Shoes are to be worn at all times.
8. The principal, staff, students and parents/guardians may establish reasonable dress and grooming regulations for times when students are engaged in extra-curricular or other special school activities.

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

Electronics Policy

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

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

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

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

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

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

1st Offense – The student may pick up their electronics after school **on Friday** (3:00-3:30 pm) of the week the item was confiscated from the Discipline Secretary. If the item was confiscated on Friday, it will be returned the following Monday after school.

2nd Offense – The parent/guardian may pick up the electronics after school **on Friday** (3:00-3:30 pm) of the week the item was confiscated, or any subsequent Friday after school, from the Discipline Secretary.

3rd Offense – The item may be picked up on the last day of the semester.

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

Sales for Personal Gain on Campus

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

Student Locker Policy

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

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

1. **Lockers are: (a) assigned according to school policies, (b) the property of Culver City Unified School District, (c) are therefore subject to occasional searches for Health, Safety or Maintenance reasons, and (d) can be searched at any time. Lockers are a location in which drug-sniffing dogs may be used.**
2. Students may not share or switch lockers. **They are intended for school materials only. Students are responsible for what is in their locker, and Culver City Unified School District will not be held responsible for any personal items.**
3. Lockers are distributed by the office of the Assistant Principal, Athletics & Discipline.
4. Proper care of the lock and locker is the student's responsibility. Defacing or damaging the lock or locker by stickers, paint, markers, scratching, striking or any other method are grounds for withdrawing the locker privilege. The student and his or her parent/guardian may be charged for the cost of any repairs or damage to school property. Any damage to the locker or textbooks inside the locker must be reported immediately to the secretary of the Assistant Principal, Athletics & Discipline.
5. **Lockers are intended for school materials only. Contents of lockers must comply with all school rules and policies.**
6. **Culver City High School cannot accept responsibility for loss of valuables from lockers, including the loss or damage to student materials, books, personal effects, instruments, electronic devices and any other items.**
7. **Non perishable items (food) are to be left in lockers overnight.**
8. **It is the student's responsibility to lock their lockers after each use. This includes their hallway locker and their PE locker.**

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

Textbook and Library Information

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

Policy for Lost or Damaged Textbook/Library Materials



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

Payment for lost/damaged books may be made with a personal or business check until six weeks before the end of school. At that time all payments must be made with cash, cashier's check or a money order. Please stress to your student their responsibility for returning all textbooks and library materials on time.

Food Services

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

Insurance/Injuries

Your child's school district **does not** provide medical insurance coverage for school accidents. This means that you are responsible for the medical bills if your child gets hurt during school or during school activities. If your student has insurance, additional student insurance may be purchased and used to help pay additional eligible charges not covered by

the primary insurance (i.e. deductibles and copayments). The additional student insurance plans allow you to take your child to any doctor or hospital you choose. Please read your brochure carefully. If you have any questions, please call the plan administrator, Myers-Stevens, at (800) 827-4695 or (949) 348-0656. Bilingual representatives are available for parents who need assistance in Spanish.

Discipline

Disruptive and Unacceptable Behaviors

When students misuse their rights to the extent they are infringing upon the right of the teacher to teach or the right of other students to learn, discipline will be put into place to correct the behavior. This is especially important in a distance learning setting.

Under no circumstances will vandalism, violence, destructive acts, intimidation, extortion, harassment, malicious disturbance or other violations of the law be tolerated, condoned or excused. Immediate steps will be taken to discipline any students involved in behavior that violates state law, Education Code, District Policies and/or school rules.

Listed below are examples of disruptive or unacceptable behaviors. This is not intended to be an all-inclusive list.

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

Public Displays of Affection

The CCHS Administration and ASB worked together to define the following policy regarding public displays of affection on campus and at school related events. Administration, staff, and students agree that the school environment must be a place that is safe and comfortable for students to learn and staff to work. There are some actions that cross the line between affection and more overt sexual behavior.

On campus and at school events there should be no embracing while lying down, entanglement of legs, rubbing of private areas against another person, fondling of private areas, and deep-throat kissing. Engaging in these behaviors will result in the following consequences:

1st Offense – Warning.

2nd Offense – Referral to counselor. Counselor documents the incident and contacts

3rd Offense – Referral to administrator for disciplinary consequences.



parents.

Consequences

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

1. Frequency of misconduct
2. Seriousness of particular misconduct
3. Attitude of student
4. Any other relevant factors including, for example, disabled students who are working under an Individualized Educational Program (IEP) or information found in the student's records.

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

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

Restorative Practices

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

CCHS uses Restorative Circles to provide students the opportunity to restore relationships after a discipline situation. For example, if two students become involved in a situation that could lead to a fight they may participate in a Circle with a CCHS administrator or counselor. The use of Circles is to talk about how the situation impacted the involved parties and to restore relationships so we can co-exist in an educational setting.

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

Detention Policy

School-wide detention is held each school day, with the exception of Wednesdays, from 3:05-3:55pm in a designated room. Students must arrive on time to be admitted and bring school work or a reading book. No cell phone can be used during detention. Teachers may assign detention for classroom disruption or violation of classroom/school rules and regulations. Students are given one week to serve detention or incur further disciplinary action, including Saturday School. **Students are expected to serve their Saturday School/Detentions in the semester in which they are assigned. All detention hours carry over year to year and must be completely cleared in order to graduate.**

Saturday School (Work Alternative Program)

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

Suspensions and Expulsion

The following infractions may lead to suspension or expulsion:

Fighting

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

Graffiti/Vandalism

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

Parent Liability for Injury to Property/Person

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

Smoking, Drugs, Vaping, and Alcohol

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

Theft

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

Bullying

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

Weapons, Explosives and Imitation Firearms

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

Sexual Harassment

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

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

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

1. Inappropriate physical contact
2. Sexual advances
3. Requests for sexual favors
4. Offensive electronic conduct (via text message, cell phone, email or social media, etc)
5. Inappropriate jokes
6. Use of slurs relating to sexual orientation or sexual conduct
7. Any other lewd behavior that causes discomfort to students or staff members

Expulsion

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

<p>ED code 48915 (c) requires mandatory suspension and recommendation for expulsion for for the following acts:</p>	<p>EC 48915 (a)(1) requires a recommendation for expulsion for the following acts unless inappropriate:</p>
<ol style="list-style-type: none"> 1. Possession of a firearm 2. Brandishing a knife at another person 3. Sale of drugs 4. Committing or attempting to commit a sexual assault 5. Possession of an explosive 	<ol style="list-style-type: none"> a. Causing serious physical injury to another person. b. Possession of any knife or other dangerous object. c. Unlawful possession of any controlled substance. d. Robbery or extortion. e. Assault or battery upon any school employee.

Searches of Students by School Officials

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

Residency

Proof of Residency

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

Change of Address

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

Home Checks

Culver City Unified School Districts conducts random resident home checks seven (7) days a week, twenty-four hours a day. Home checks are done by a trained district employee visiting an address or through records obtainable through online databases to determine the parent/legal guardian's residency.

Finding a False Representation of Address

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



CCHS Electronics Policy



In order to reduce distractions in the educational environment, the following policy has been implemented:

- Electronics and headphones/earbuds may be used on campus before school, during nutrition, brunch, lunch and after school.
- Electronics may be used until the first bell rings after a break. Headphones/earbuds must be put away at the same time. They may not be seen or heard during instructional time unless authorized by your teacher.
- Electronics MAY NOT be used in the hallways.
- Electronics MAY NOT be used during passing periods.
- Cell phones MAY NOT be charged in classrooms.
- External speakers ARE PROHIBITED on campus.

1st Offense – The student may pick up their electronics after school **on Friday** (3:00-3:30 pm) of the week the item was confiscated from the Discipline Secretary. If the item was confiscated on Friday, it will be returned the following Monday after school.

2nd Offense – The parent/guardian may pick up the electronics after school **on Friday** (3:00-3:30 pm) of the week the item was confiscated, or any subsequent Friday after school, from the Discipline Secretary.

3rd Offense – The item may be picked up the last day of the semester.

Character Counts!!!

Students MAY NOT use any electronic devices to take pictures or record students or staff members without prior consent. Posting photos/videos of students or staff members on social media without prior consent is prohibited BY LAW. Failure to comply may result in suspension, further disciplinary action and/or police involvement.

Tips For Successful Distance Learning

Distance learning requires time management skills, self-discipline, willpower, and strong motivation. To get started right and stay on track, here are some suggestions:

<h2>Get Comfortable</h2>	<ul style="list-style-type: none">• Get plenty of rest• Create a dedicated workspace that:<ul style="list-style-type: none">○ Is distraction-free○ Is colorful and neat○ Is well-ventilated○ Has a good internet connection
<h2>Get Organized</h2>	<ul style="list-style-type: none">• Understand online learning practices and expectations• Identify your learning objectives and goals• Plan ahead• Create to-do lists• Note tasks you need to work on and their deadlines in a calendar/planner• Create a timetable that includes all your activities for the day.• Create realistic plans you can achieve within a given timeframe. Do not make your tasks too big to handle. You can break them down into smaller tasks.• Create deadlines for each task.
<h2>Get Going</h2>	<ul style="list-style-type: none">• Avoid procrastination.• Fully commit yourself and participate in the virtual classroom.• Complete learning tasks and assignments on time.• Review, revise, repeat.• Stay motivated.• Ask for help when you need it.

CCHS Time Management Activity

SCHOOL HOURS List your courses for the upcoming school year below and then use the estimates on page 2 to calculate homework time	AVERAGE HOURS/WEEK Time spent on homework, study time, sports practice time etc.
Time spent in school (5days x 7 hours)	35
English:	
Social Studies:	
Math:	
Science:	
Language:	
CTE	
Electives:	
Total School Hours:	

EXTRA-CURRICULAR ACTIVITIES- School & Community	AVERAGE HOURS/WEEK
Paid Job	
Hobbies/Interest	
Community/Volunteer Services	
Non School Sports (i.e. club team)	
School Related Activity	
School Related Activity	
Total extra-curricular hours:	

DAILY LIVING ACTIVITIES	AVERAGE HOURS/WEEK
Sleep (7 days x 8 hours)	56
Necessities (eating, showering, chores, etc.)	
Family time	

Success for ALL takes us ALL.

Free time (friends, TV, phone, internet, video games, etc.)	
Travel time (to/from school, practices, activities, etc.)	
Faith/Religious Activities	
Total daily living hours:	

Total Hours	
School Hours=	
Extra-Curricular Hours=	
Daily Living Hours=	
Your Total Hours=	

There are only 168 hours in a week!!!

DISTANCE LEARNING

"NETIQUETTE"

During virtual classroom time:

1. Follow all CCHS rules.
2. Use respectful and appropriate language.
3. Dress properly, according to the CCHS dress code.
4. Respect your teachers' and classmates' privacy - **Do not** record or screenshot your virtual meetings or discussions.
5. Keep your microphone muted until your time to speak.
6. Make sure your video is on and that your background is school-appropriate.
7. **DO NOT TYPE IN ALL CAPS OR OVERUSE PUNCTUATION!!!!!!** (looks like yelling). Emojis are okay to use 👍
8. Use your real first and last name for log-in purposes.
9. Have proper tools for taking notes.
10. Conduct yourself in a manner that does not distract others from learning (including keeping other devices, like your phone, off).

Additional District and Site Policies

Student Acceptable Use Agreement - Technology

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

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

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

Acceptable Uses of the District Computer Network or the Internet

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

Student Information System - Portal Access

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

Unacceptable Uses of the Network

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

- **Violating any state or federal law or municipal ordinance. Examples include, but are not limited to: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.**
- **Criminal activities.**
- **Selling or purchasing illegal items or substances.**

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

Student Internet Safety

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

Penalties for Improper Use

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

The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

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

Civility Policy

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

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

Disruptions

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

(cf. 5146 Campus Disturbance; cf. 9323 Meeting Conduct)

4. The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.
5. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report. Employees and supervisors should complete an Incident Report and report to law enforcement, any attack, assault or threat made against them on School/District premises or at School/District sponsored activities.
6. Any employee, whose person or property is injured or damaged by willful misconduct of a student, may ask the District to pursue legal action against the student or the student's parent/guardian.

Documentation

7. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident on the *appropriate* form.

Legal reference:

EDUCATION CODE

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

PENAL CODE

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

Williams Uniform Complaint

IMPORTANT INFORMATION ABOUT YOUR COMPLAINT RIGHTS

Williams Uniform Complaint Process, Education Code Section 35186

This notice is provided to inform you of the following:

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

To file a complaint regarding the above matters, a complaint form is on the following page.

Culver City Unified School District Uniform Complaint Procedure Form
For Education Code Section 35186 Complaints

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

However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: Yes No

Name: _____ Address: _____

Phone Number: Day: _____ Evening: _____

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

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

2. Facility Conditions

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

3. Teacher Vacancy or Misassignment

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

Date of Problem: _____

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

Course or Grade Level and Teacher Name: _____

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

Please file this complaint at: CCUSD, Tracy Pumilia, Asst. Superintendent of Educational Services, 4034 Irving Place, Culver City, CA 90232

CULVER CITY UNIFIED SCHOOL DISTRICT

State and Federal Programs

4034 Irving Place Culver City, California 90232-2848

310-842-4220 extension 4239

For Culver City Unified School District's (CCUSD) students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties.

The Culver City Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

Culver City Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our school board. These procedures include complaints which allege unlawful discrimination, harassment, intimidation, or bullying on the basis of actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race, ethnicity, religion, sex or sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by the District. Furthermore, no pupil enrolled in a public school shall be required to pay a pupil fee for participation in an educational activity.

The UCP shall also be used when addressing a pupil enrolled in a public school from being required to pay a pupil fee for participation in an educational activity as well as complaints alleging failure to comply with state and/or federal laws in Adult Education, Consolidated Categorical Aid Programs, Migrant Education, Career Technical and Technical Education and Training Programs, Child Care and Developmental Programs, Child Nutrition Programs, Special Education Programs, and Safety Planning Requirements. Furthermore, the UCP shall be used in to address any complaints regarding the Local Control Funding Formula and the Local Control and Accountability Plan.

Complaints must be filed in writing with the following compliance officer: Tracy Pumilia, Assistant Superintendent of Educational Services, 4034 Irving Place, Culver City, CA 90232

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his designee.

Complaints will be investigated and a written report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The District person responsible for investigating the complaint shall conduct and complete the investigation in accordance with California Code of Regulations, Title 5, sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal CCUSD's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the District's Decision. The appeal must include a copy of the complaint filed with CCUSD and a copy of the Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the School District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of Culver City Unified School District's UCP policy and complaint procedures shall be available free of charge.

Sincerely,

A handwritten signature in black ink that reads "Tracy Pumilia". The signature is written in a cursive, flowing style.

Tracy Pumilia
Assistant Superintendent of Educational Services



Culver City High School provides **FREE Resources** to prepare your student for college and career through the Naviance Family Connection.

What is Family Connection?

Naviance Family Connection is a website that allows students and families the opportunity to investigate, research, track and plan for college admission by providing in-depth information to help you:

- Search for colleges/4 year universities
- Find college matches best suited for your student
- Search for scholarships
- Build a resume
- Sign-up for college visits
- Sign-up for Lunch & Learn Career Speaker Events on campus
- Research summer programs

To begin using Family Connection:

1. Log on to <http://connection.naviance.com/culverch>
2. On the home page, enter the code, which will be sent to you at the beginning of the school year via email, in the “New User” box and click “Register.”

If you setup your account the last school year then your account is still active.

For further information please contact the Culver City High School College and Career Center.

Ms. Madrid, Career Counselor adriennemadrid@ccusd.org (310) 842-4200 ext. 3313

Mrs. Valverde, College Counselor thelmavalverde@ccusd.org (310) 842-4200 ext. 3350

Where Do I Go For...

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

Absences	Attendance Office	3344, 3345
Activities Information	Assistant Principal's Office	3327
Athletic Clearance	Athletic's Office	3328, 3512
Career Information	College Career Center	3558, 3313
Change of Address	Attendance Office	3344, 3345
Club Information	Assistant Principal's Office	3327
College Information	College Career Center	3558
College Information	Guidance Office	3326
Enrollment	Attendance Office	3327
Fees – Course Materials/Supplies	Budget Secretary	3333
ID Cards	Assistant Principal's Office	3328
Illness at School	Nurse's Office	3332
Lost and Found	Assistant Principal's Office	3328
Lost and Found	Principal's Office	3322
Progress Reports	Guidance Office	3325
Schedule Problems	Guidance Office	3325
Scholarships	College Career Center	3558
Senior Off-Campus Lunch Pass	Assistant Principal's Office	3328
Student Body (ASB) Cards	Budget Secretary	3333
Student Employment	CTE Office	3351
Student Government	Assistant Principal's Office	3327
Textbooks	Library	3366, 3571
Thefts, Vandalism Reports	Security	3300
Thefts, Vandalism Reports	Assistant Principal's Office	3328
Transcripts	Guidance Office	3315, 3320
Work Permits	CTE Office	3351

REMEMBER

In order to maximize a student's educational time, students are not to go to any office to conduct business during class time unless summoned from the office by a pass. Students 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 during class time. A pass will be sent to you for the pre-arranged appointment time. Students who are out of class without a pass are subject to disciplinary action.

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

WORK PERMIT INFORMATION

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

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

Working minors are required to:

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

Maintain school discipline standards.

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

TO OBTAIN A WORK PERMIT:

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



Emergency

Hotlines & Contacts



If you feel like giving up, please don't! You are NOT Alone!

National Suicide Prevention Lifeline: 1-800-273-TALK (8255)

-OR- Text "HOME" to **741741 (The Crisis Text Line)**

<https://suicidepreventionlifeline.org/>



The Trevor Project is the leading national organization providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, queer & questioning (LGBTQ) young people under 25. **1-866-488-7836** -OR- Text "START" to **678678** <https://www.thetrevorproject.org/>



Stop violence before it happens.

National Domestic Violence Hotline: 1-800-799-7233



Call **WETIP Hotline:** 1-800-782-7463

To Anonymously report crimes or suspicion of crimes including violence, drugs, threats, etc.

-OR- submit a tip online at <https://wetip.com/>



CCUSD after-hours Security Officer: 1-310-291-3731

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