

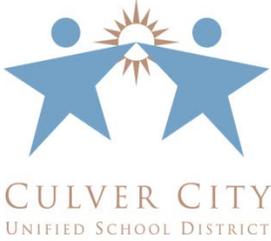
CULVER CITY
UNIFIED SCHOOL DISTRICT

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

Department of School and Family Services

***Annual Notification of
Rights and Responsibilities
of Parents of Minor Pupils***

2017-2018



**CULVER CITY UNIFIED SCHOOL DISTRICT
SCHOOL AND FAMILY SUPPORT SERVICES**

4034 Irving Place
Culver City, CA 90232
(310) 842-4220, Ext. 4201 (310) 842-4245 Fax

Dear Parent/Guardian/Caregiver:

Welcome to the 2017-2018 school year! This handbook contains all of the notices that state law requires the Culver City Unified School District to provide to parents and students. Please take the time to review the information in this handbook.

This information is important and will provide you with answers to many questions that you may have during the year.

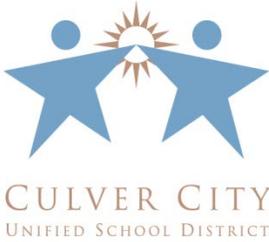
If you have any questions about these laws or your rights, please call your school attendance clerk, (assistant) principal or call my office at (310) 842-4220 extension 4201. We are confident that this school year will be a good one for you and your child(ren). Refer to this handbook throughout the year.

Sincerely,

Andrew Sotelo

Andrew Sotelo
Director of School and Family Support Services

AS:ef



**CULVER CITY UNIFIED SCHOOL DISTRICT
SCHOOL AND FAMILY SUPPORT SERVICES**

4034 Irving Place
Culver City, CA 90232
(310) 842-4220, Ext. 4201 (310) 842-4245 Fax

Dear Parent/Guardian/Caregiver:

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

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

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

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

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

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

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

Here is important advice to help your child stay healthy:

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

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

Sincerely,

Andrew Sotelo
Director of School and Family Support Services

ATTENDANCE

EXCUSED ABSENCES, EC 48205

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

AVOID ABSENCES, SEND WRITTEN EXCUSES OR CALL ATTENDANCE OFFICE

Culver City Unified School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments after school or during school holidays so that a student misses none or only a small portion of the school day. Illnesses, and doctor and dental appointments are considered excused absences. Absences without a valid excuse are recorded as unexcused. The District also asks that travel or other absences be avoided during the time that school is in session. The higher the District's daily attendance rate, the more a student will learn and the greater the amount of funding the District will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize student absences. On the day of the absence, the parent is asked to call the attendance office by 9:30 a.m.

When a student returns to school following an absence, send the student with a written excuse from home. If notification is not received within five days of an absence, the unverified absence will be coded as unexcused (truant). Absences without a phone call or written excuse are recorded as unexcused (truant).

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.

TARDINESS

Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring a note from home to the school office. Repeated tardies in excess of 30 minutes lead to the student designated as a truant.

TRUANT DEFINITIONS, EC 48260, 48262 & 48263.6

A student is considered truant after three absences or three tardies of more than 30 minutes each time when the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205. The text of EC 48205 is provided above.

ARREST OF TRUANTS/ SCHOOL ATTENDANCE REVIEW BOARDS, EC 48263 & 48264

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is truant may be referred to a School Attendance and Review Board (SARB).

PUPIL RELEASE, EC 46010.1

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

ABSENCE FOR RELIGIOUS PURPOSES, EC 46014

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

CHRONIC ABSENTEEISM

A student is considered a chronic absentee when he/she is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences—excused and unexcused—and is an important measure because excessive absences negatively impact academic achievement and student engagement.

ATTENDANCE OPTIONS

RESIDENCY – EC 48200 and 48204

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

Pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement

under the Welfare and institution and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district.

Residency is established when a pupil's parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of 3 days during the school week.

RESIDENCY BASED ON PARENT/GUARDIAN EMPLOYMENT, EC 48204

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

INTRADISTRICT OPEN ENROLLMENT, EC 35160.5(b)

Students who reside within district boundaries may apply for enrollment in elementary schools. Information on this process is posted each year on or before February 1st. Residents of the District may apply to other schools within the District for their child to attend on a space available basis. Open Enrollment applications will be accepted on or before February 10th through February 25th. Parents will be notified on or before July 31st. Information on each school within the District is provided on the District website. Transportation to any other school is the responsibility of the parent.

INTERDISTRICT ATTENDANCE, EC 46600 Student and parent sign a Permit Agreement each year. If a student moves from one district to another during the school year and fails to notify the school within 5 days of the exchange of address, a transfer shall be issued immediately.

The parent or legal guardian of a pupil may seek release from the home district to attend a school in any other school district. The Interdistrict Transfer Permit specifies the terms and conditions for granting or denying transfers. A pupil will not have to reapply for an interdistrict transfer.

A permit may be revoked at any time by the district of enrollment for the following reasons:

- Student is excessively tardy or absent from school
- Student fails to uphold appropriate behavior standards.
- Student fails to meet grade level standards.
- False or misleading information was provided.

A pupil who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

TEMPORARILY DISABLED; RESIDENCY, EC 48207

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

HOSPITAL-BOUND STUDENTS, EC 48208

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

CHILD SAFETY

CIVILITY ON SCHOOL GROUNDS –CC 1708.9, EC 32210

It is unlawful for any person, except a parent/guardian acting toward his/her minor child to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

Competitive Athletics – EC 221.9

Commencing with the 2015-2016 school year and every year thereafter, each public elementary and secondary school, including each charter school, that offers competitive athletics, shall publicly make available at the end of the school year all of the following information:

1. The total enrollment of the school, classified by gender;
2. The number of pupils enrolled at the school who participate in competitive athletics, classified by gender;
3. The number of boys' and girls' teams, classified by sport and by competition level by posting it on the school's website.

COMPREHENSIVE SCHOOL SAFETY PLAN, EC 32286

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

CONCUSSION AND HEAD INJURIES – EC 49475

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or be a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district, Charter school, or private school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

CUSTODY ISSUES Custody disputes must be handled by the courts. Schools have no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. Schools will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

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

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

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

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

PESTICIDES - EC 17612 and 48980.3

To obtain a copy of all pesticide products and expected us at the school facility during the year, and to receive notification of individual pesticide applications at the school at least 72 hours before the application, please contact the school's main office. The notice will identify the active ingredient(s) in each pesticide product, the intended date of application, an Internet address on pesticide use and reduction, and the Internet address where the school site integrated pest management plan may be found if the school site has posted the plan.

ASBESTOS MANAGEMENT PLAN, 40 CFR 763.93

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

CHILD ABUSE AND NEGLECT REPORTING, PC 11164 et seq.

The CCUSD School District is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. District employees may not investigate to confirm a suspension.

All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency (i.e. Police or County Welfare Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify the District of an incident by contacting the Assistant Superintendent Human Resources, Leslie Lockhart at 310 842-4220 ext. 4236.

Child Abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purpose of self-defense;
3. To obtain possession of weapons or other dangerous objects within control of a student;
4. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

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

DANGEROUS OBJECTS

SAFE PLACE TO LEARN ACT – EC 234 AND 234.1

The Culver City Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, 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. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g. athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District Programs. 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. Complaint forms are available at www.ccusd.org.

SCHOOL SAFETY PLAN – EC32280 et seq.

Each Culver City Unified School District school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school.

SCHOOL VISITING PROCEDURES – EC 5110 (a)(12) BP/AR 1250

The Superintendent or designee shall invite parents/guardians and the community to open house activities and other special events.

To ensure minimum interruption of the instructional program, visits during school hours should be arranged 24 hours in advance with the teacher, principal, administrator or designee of District facilities. The teacher and principal will determine whether proposed times and length for visitation or observation may be disruptive of instruction or not in the best interest of students. A parent-requested classroom observation is limited to 20 minutes.

All visitors shall register immediately upon entering any school building or grounds when school is in session. Visitor badges shall be worn by all visitors while on campus.

Sexual Abuse and Sex Trafficking Prevention—EC 51900.6

Authorizes school districts, county offices of education and charter schools to provide age-appropriate instruction for students in kindergarten through grade 12, in sexual abuse and sexual assault awareness and prevention. Parents or guardians may submit a written request to excuse their child from participation in any class involving sexual abuse and sexual assault awareness and prevention.

Sexual Abuse and Sexual Assault Awareness and Prevention—EC 51950

Authorizes school districts to provide sexual abuse and sex trafficking, strategies to reduce their risk, techniques to set healthy boundaries, and how to safely report an incident. Parents or guardians may submit a written request to excuse their child from participation in any class involving sexual abuse and sex trafficking prevention education, and assessments related to that education.

COMPLAINTS

SUPPLEMENTAL UNIFORM COMPLAINT PROCEDURE (Williams), EC §35186

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

UNIFORM COMPLAINT POLICY AND PROCEDURE – 5 CCR 4622, EC234.1, 32289, and 49013

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from, any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and Education Code 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, or sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; and 5) unlawful imposition of pupil fees for participation in educational activities in public schools; *and 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3.*

A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to Kevin Kronfeld, Coordinator of State and Federal Programs, 4034 Irving Place, Culver City, CA 90232, 310 842-4220 ext. 4239, who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the timeline. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

A complainant may appeal the District's decision of the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the District when one of the conditions listed in 5 CCR 4650 exists, including cases in which the District has not taken action within 60 days of the date the complaint was filed with the District. If the District is found to have violated a State or Federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact Tracy Pumilia, Assistant Superintendent of Educational Services, for additional information or assistance.

Sex Equity: Title IX Notifications – EC 221.61

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex, including sexual harassment, and transgender students or students who do not conform to sex stereotypes. State law also prohibits discrimination based

on gender (sex), gender expression, gender identity, and sexual orientation. The Title IX Coordinator for CCUSD is the Assistant Superintendent, Educational Services or designee and may be reached at (310) 842-4200 ext. 4213. Students or parents/guardians should report their verbal or written Title IX complaint to the school principal within six months from the date the alleged incident occurred or first obtained knowledge. Complainants have a right to a timely and informal resolution at the school site.

If the complainant is dissatisfied with the school-site decision, the complainant may file a written Uniform Complaint Procedures (UCP) complaint directly with the Assistant Superintendent, Educational Services. This will begin the investigation process which must be completed within 60 days. An appeal of the Assistant Superintendent's findings may be made to the California Department of Education - Office of Equal Opportunity. A student or parent/guardian is not required to attempt resolution through the school site before contacting the District Title IX Coordinator.

DISCIPLINE – CONDUCT OF PUPILS

DISCIPLINE RULES, EC 35291, 35291.5

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

IMITATION FIREARM, PC 12550, 12556

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

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

It is a crime for any student to possess a laser pointer on any elementary or secondary school premise, unless the possession is for a valid instructional or other school-related purpose. PC 417.27 further prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog.

DUTY CONCERNING CONDUCT OF PUPIL, EC § 44807

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

DUTIES OF PUPILS, 5 CCR 300

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

ATTENDANCE OF SUSPENDED CHILD'S PARENT OR GUARDIAN FOR PART OF SCHOOL DAY, EC 48900.1

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

DAMAGE TO SCHOOL PROPERTY, EC 48904

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

CCUSD SEXUAL HARASSMENT POLICY

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

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

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

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

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

3. Students: In addition to the reasons specified in EC 48900, EC 48900.2 specifies that a pupil may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as described in 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.

CELL PHONES OR PAGERS, EC 48901.5

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

ELECTRONIC LISTENING OR RECORDING DEVICE – EC 51512

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

HEALTH

Health Care Coverage—EC 49452.9

Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, go to www.CoveredCA.com, contact the Attendance Office or your school nurse.

Immunizations – HSC 120325, 120335, 120338, 120365, 120370, and 120375

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Beginning January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade.

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

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

- (a) All new students, in transitional kindergarten through grade 12, to the Culver City School District must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, and varicella immunizations.
- (b) All transitional kindergarten and kindergarten students must also provide proof of vaccination against hepatitis B.
- (c) All seventh grade students must also provide proof of a second immunization for measles, mumps, rubella, and a pertussis booster vaccination.
 - Free- or low-cost immunizations for children are available at Venice Family Clinic's Lou Colen Children's Health and Wellness Center (www.venicefamilyclinic.org), 4700 Inglewood Blvd., Suite 101, Culver City, CA 90230; appointments may be made in person or by phone (310) 392-8636; and Curtis Tucker Health Center, 123 West Manchester Blvd., Inglewood, CA 90301, (310) 419-5325.

COMMUNICABLE DISEASES, EC 49403

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

ADMINISTRATION OF PRESCRIBED MEDICATION FOR PUPIL, EC 49423, 49423.1

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

ELECTRONIC NICOTINE DELIVERY SYSTEMS (E-CIGARETTES)

The Culver City Unified School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

Section 119405 of the Health and Safety Code prohibits the sales of e-cigarettes to minors which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

EMERGENCY TREATMENT FOR ANAPHYLAXIS – EC 49414

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. Recent changes to EC 49414 now require school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

ADMINISTRATION OF EPILEPSY MEDICATION – EC 49414.7

If a pupil with epilepsy has been prescribed an emergency anti-seizure medication by his or her health care provider, the pupil's parent or guardian may request the pupil's school to have one or more of its employees receive training in the administration of an emergency anti-seizure medication in the event that the pupil suffers a seizure when a nurse is not available.

SPECIAL PUPIL MEDICATION AND PARENT/GUARDIAN RESPONSIBILITIES, EC 49480

The parent/legal guardian, on a continuing regimen for continuing condition, shall inform the school nurse or other certificated school employee of the type of medication, current dosage and the name of the supervising physician. With the parent/guardian's consent, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible

side effects of the drug on the child's physical, intellectual, and social behavior as well as possible behavioral signs and symptoms of omission, overdose or side effects.

PHYSICAL EXAMINATION, EC Section 49451

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

CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM, HSC 124100 & 124105

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

RESUSCITATION ORDERS, BP 5141

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

ORAL HEALTH ASSESSMENT, EC 49452.8

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

CONFIDENTIAL MEDICAL SERVICES – EC 46010.1

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

HOMELESS AND FOSTER YOUTH

Educational Liaison for Foster Children – EC 48204, 48645.5, 48853, and 48853.5, WIC 317 and 16010

The notice of educational rights of foster children is posted on the CCUSD Internet Web site.

HOMELESS YOUTH EDUCATION – 42 US 11432

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students.

1. If a dispute arises over school selection of enrollment, the parent/guardian has the right to dispute the school's decision by contacting the district's homeless liaison, Drew Sotelo, CCUSD Administrative Offices, 4034 Irving Place, Culver City, 310 842-4220 ext. 4201 cwa@ccusd.org
2. A homeless student is defined as a person between the ages of birth and twenty-two (special education students) who lack a *fixed, regular, and adequate* nighttime residence and may live in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car, at a campground, or on the street,

- in temporary foster care or with an adult who is not the parent or guardian, in substandard housing, or with friends or family because the child is a runaway or unaccompanied youth.
3. A homeless student has the right to attend either the school of origin (the school that the student was last enrolled or attended when housed) or the current school of residence without proof of residency, immunization records, school records, or legal guardianship papers.
 4. A homeless student has a right to education and other services (e.g., to participate fully in all school activities and programs for which a child is eligible, to qualify automatically for the homeless free breakfast and lunch, to receive transportation services (Culver City bus pass), and to contact liaison to resolve disputes that arise during enrollment).
 5. A homeless student that transfers school after the second year of high school, and is greatly deficient in credits may be able to graduate within four years with reduced state requirements. School districts are required to issue and accept partial credit for courses that have been satisfactorily completed.

DIRECTORY INFORMATION – EC 49073

Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or pupil given parental rights, has provided written consent that directory information may be released.

Before and After School Programs – EC 8482.6, 8483(e), 8483.1(e), and 8483.95

Beginning on July 1, 2017, homeless students and students who are in foster care shall receive first priority for enrolling in before and after school programs.

Students who are identified as homeless or foster children have a right to receive priority enrollment. To request priority enrollment, please contact Andrew Sotelo, Homeless and Foster Youth Liaison for Culver City Unified School District at (310) 842-4220 ext. 4201 or andrewsotelo@ccusd.org. No current participant in a before or after school program shall be disenrolled in order to allow enrollment of a student with priority enrollment.

Foster youth exemption from local graduation requirements - EC 48853, 49069, and 51225.2

Foster and homeless youth are allowed educational rights, such as: immediate enrollment, remain in school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities. A local educational agency must provide a remedy to the affected pupil following the Uniform Complaint Procedures, including information regarding exemption from local graduation requirements, if educational rights are not allowed at the public high school.

INSTRUCTION

CAREER COUNSELING & COURSE SELECTION – EC 221.5(d)

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

PROSPECTUS OF CURRICULUM, EC 49063 and 49091.14

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

HEALTH, FAMILY LIFE AND SEX EDUCATION COURSES, EC 51240

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

CALIFORNIA COMPREHENSIVE SEXUAL HEALTH AND HIV/AIDS PREVENTION EDUCATION ACT,

The purpose of the California Healthy Youth Act (Education Codes 51930 through 51939) is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases.

The Culver City Unified School District shall ensure that all pupils in grades 7 to 12, inclusive, receive comprehensive sexual health education and HIV/AIDS prevention education at least once in middle school and at least once in high school. The District may conduct assessments on pupil health behaviors and risks in the coming school year.

Parents or guardians may:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education
3. Request a copy of Education Codes 51930 through 51939
4. Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants
5. Be informed of when the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education:
 - a. The date of the instruction.
 - b. The name of the organization or affiliation of each guest speaker.
6. Have the right to excuse their child from all or part of the instruction.

ADVANCED PLACEMENT EXAMINATION FEES, EC 52244

Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees. Please contact Lisa Michel, Assistant Principal, Curriculum and Guidance at Culver City High School (310) 842-4200 ext. 3301 for information.

GRADUATION REQUIREMENTS, EC 51225.3

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

CAL GRANT PROGRAM – EC 69432.9

A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some Independent and career colleges or technical school in California also take Cal Grants.

In order to assist students apply for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted to the California Student Aid commission (CASC) electronically by a school or school district official. A student, or the parent/guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CASC the student's GPA. Until a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student. All grade 12 students' GPA will be sent to CASC on February 24.

CALIFORNIA HIGH SCHOOL EXIT EXAM, EC 60840

The California High School Exit Exam (CAHSEE) has been suspended for any pupils completing grade 12 through the 2017-18 school years. All schools, including state special schools, are to grant a diploma of graduation from high school to any pupil who completed grade 12 in the 2003–04 school year or a subsequent school year and has met all applicable graduation requirements other than the passage of the high school exit examination.

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

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

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

ALTERNATIVE SCHOOLS, EC 58501

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

PATRIOTIC EXERCISES, EC 52720

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

PRIVACY AND INFORMATION RIGHTS

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

In the course of a pupil's education, the school district keeps records deemed necessary to provide programs to meet the pupil's needs and interests. A parent or guardian has the right to inspect and review any and all records, files and data related to the pupil. Pupil records are maintained at each school where the pupil is attending. The school principal is responsible for maintaining each type of pupil record and the information contained therein. Upon written request of a parent/guardian or adult pupil, an inspection and review of any or all education records maintained by the school concerning the pupil will be arranged at a time mutually convenient to a parent and school official, but within five work days of the request. Copies of education records will be provided by the local school within a reasonable time upon payment of .15 for each page. Requests by a parent or adult pupil for explanations and interpretations of an education record are to be provided by the local

school administrator or his/her designated representative. Parents have the right to prior consent for disclosure of personally identifiable information, the right to request a change in the student records and the right to a hearing before district personnel in regard to student records. To review a full copy of pupil records contact Drew Sotelo, Director School and Family Support (310) 842-4220 X4201. To request a copy of the request form you may write to CCUSD records clerk, CCUSD 4034 Irving Place, Culver City, CA 90232. Parents and eligible students may file a complaint with the Department of Education if they believe their rights under this law have been violated, and if they are not satisfied with the district hearing. Complaints should be addressed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

DIRECTORY INFORMATION, EC 49073

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

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

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

Release Juvenile Information – WIC 831

Only if a court order is provided will any student information be disseminated, attached or provided to federal officials. The court order must indicate prior approval of the presiding judge of the juvenile court.

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

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

The Culver City Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination 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. For a form or additional information, contact Kevin Kronfeld, Coordinator of Federal and State programs at 310 842-4220 ext. 4239.

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

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

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

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

RIGHTS OF PARENTS AND GUARDIANS, EC 51101.1

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

PERSONAL BELIEFS OR PRACTICES SURVEYS, EC 51513

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

SCHOOL ACCOUNTABILITY REPORT CARD, EC 35256

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

SPECIAL EDUCATION

CHILD-FIND SYSTEM; POLICIES AND PROCEDURES, EC 56301

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

SPECIAL EDUCATION, EC 56030, 56031

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

INDIVIDUALS WITH DISABILITIES ACT, (IDEA)

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

REHABILITATION ACT of 1973, (Section 504)

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

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

Culver City Unified School District UCP Annual Notice

For students, employees, parents/guardians, advisory committee members, and other interested parties

CCUSD has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Career Technical Education
- Child Care and Development Programs including state preschool
- Consolidated Categorical Programs
- Discrimination, Harassment, Intimidation, and Bullying based on a protected group
- Foster and Homeless Youth
- Local Control Funding Formula and Local Control Accountability Plans
- ESEA Titles I-III
- Nutrition Services - USDA Civil Rights
- School Facilities
- Special Education
- Tobacco-Use Prevention Education Program
- Unlawful Pupil Fees

A pupil fees and/or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred with CCUSD and/or the principal of a school.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints: Kevin Kronfeld, Coordinator of State and Federal Programs 4034 Irving Place, Culver City, CA 90232

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

Complaints will be investigated and a written Decision or 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 LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. A copy of our UCP compliant policies and procedures is available free of charge.

RIGHTS OF PARENTS AND GUARDIANS TO INFORMATION

California Education Code 51101 (*in part*)

The parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

- (1) Within a reasonable period of time after making the request, to observe their child's classroom(s). Within a reasonable time of their request, to meet with their child's teacher(s) and the principal.
- (3) To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.
- (4) To be notified on a timely basis if their child is absent from school without permission.
- (5) To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of their child's school on standardized statewide tests.
- (6) To request a particular school for their child, and to receive a response from the school district.
- (7) To have a school environment for their child that is safe and supportive of learning.
- (8) To examine the curriculum materials of their child's class(es).
- (9) To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
- (10) To have access to the school records of their child.
- (11) To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- (12) To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
- (13) To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- (14) To participate as a member of a parent advisory committee, schoolsite council, or site-based management leadership team.
- (15) To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
- (16) To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child.

SUSPENSION AND EXPULSION LAWS

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

EC 48900. Grounds for Suspension and Expulsion

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

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) "Electronic act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- (i) A message, text, sound, **video, or image.**
- (ii) A post on a social network Internet Web site, including, but not limited to:
- (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (iii) **An act of cyber sexual bullying.**
- (I) **For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.**
- (II) **For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.**

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

EC 48900.2. Sexual Harassment

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

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

EC 48900.3. Hate Violence

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

EC 48900.4. Harassment, Threats or Intimidation

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in

harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

EC 48900.5. Limitations on Imposing Suspension

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

EC 48900.7. Terroristic Threats

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

EC 48915. Circumstances for Recommending Expulsion

- (a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:
 - (A) Causing serious physical injury to another person, except in self-defense.
 - (B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
 - (C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
 - (D) Robbery or extortion.
 - (E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

- (2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.
- (b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:
- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.
 - (2) Brandishing a knife at another person.
 - (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
 - (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
 - (5) Possession of an explosive.
- (d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
- (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
 - (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
 - (3) Is not housed at the schoolsite attended by the pupil at the time of suspension.
- (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:
- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option

for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

- (g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- (h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.