



El Marino

Language School

Parent/Student Handbook 2023-2024

NON-DISCRIMINATION STATEMENT

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

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

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

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

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

La persona del distrito a contactar es:
Asistente del Superintendente, Servicios Educativos
4034 Irving Place, Culver City, CA 90232
(310) 842-4220 ext. 4213
angelabaxter@ccusd.org -CCUSD-UCP@ccusd.org

SEXUAL HARASSMENT POLICY

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

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

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

(a) "Submission to the conduct is explicitly or implicitly made a term or promotion.

(b) "Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual.

(c) "The conduct has the purpose or effect of having a negative impact upon hostile, or offensive work or educational environment.

(d) "Submission to, or rejection of, the conduct by the individual is used as the basis for services, honors, programs, or activities available at or through the educational institution."

2. Employees: Any employee who has knowledge of conduct by other employees, volunteers, or individuals in the school community which may constitute sexual harassment of students is required to immediately report such conduct to any of the individuals specified in this policy. In addition, any manager, or supervisor who is aware of conduct in violation of this policy shall immediately report such conduct to the Assistant Superintendent of Human Resources at 310-842-4220 x.4236.

3. Students: In addition to the reasons specified in EC 48900, EC 48900.2 specifies that a pupil may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as described in EC212.5. All recommendations and/or orders to expel shall be made pursuant to EC 48915.

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

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

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

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

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

(a) "La sumisión a la conducta es explícitamente o implícitamente hecha un término o promoción.

(b) "La sumisión a, o el rechazo de, la conducta por el individuo se usa como la base para decisiones de empleo o académicas que afectan al individuo.

(c) "La conducta tiene el propósito o efecto de tener un impacto negativo en un ambiente de trabajo o educativo hostil u ofensivo.

(d) "La sumisión a, o el rechazo de, la conducta por parte del individuo se usa como base para servicios, honores, programas o actividades disponibles en o a través de la institución educativa".

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

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

a. Para los propósitos de esta póliza, la conducta descrita en EC 212.5 debe ser considerada por una persona razonable del mismo sexo que la víctima, como suficientemente severa o penetrante para tener un impacto negativo en el desempeño académico del individuo o para crear un ambiente educativo intimidante, hostil u ofensivo. Esta póliza no se aplicará a los alumnos matriculados en el jardín de infancia y en los grados 1 a 3, inclusive.

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

CCUSD Safety and Inclusion of LGBTQ Homepage

The Mission of the CCUSD, a diverse haven of excellence, is to ensure that each student possesses the academic and personal skills necessary to achieve their highest potential as a valued, responsible member

of society by providing challenging, personalized educational experiences in a safe, nurturing environment. This is inclusive of our LGBTQ+ students. In CCUSD, many of our core beliefs include that each person deserves to be safe and everyone deserves to be treated with respect. We honor diversity and everyone's right to be treated with dignity. [Click here to view the CCUSD Safety and Inclusion of LGBTQ Homepage.](#)

CCUSD CIVILITY POLICY

Community Relations, BP 1313 (a) CIVILITY POLICY

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

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

Disruptions:

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

supervisors should complete an Incident Report and report to law enforcement, any attack, assault or threat made against them on School/District premises or at School/District sponsored activities.

6. All employees whose person or property is injured or damaged by willful misconduct of a student, may ask the District to pursue legal action against the student or the students' parent/guardian.

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

Relaciones Con la Comunidad, BP 1313 (a) LICENCIA DE CIVILIDAD

Los Miembros del Distrito Escolar Unificado de Culver City tratarán a los padres y otros miembros del público con respeto y esperarán lo mismo a cambio. El Distrito se compromete a mantener procesos educativos y administrativos ordenados para mantener las escuelas y las oficinas administrativas libres de interrupciones e impedir que personas no autorizadas ingresen a los terrenos de la escuela/distrito.

Esta política promueve el respeto mutuo, la civilidad y la conducta ordenada entre los empleados del Distrito, los padres y el público. Esta política no tiene por objeto privar a ninguna persona de su derecho a la libertad de expresión, sino únicamente a mantener, en la medida de lo posible y razonable, un lugar de trabajo seguro y libre de acoso para nuestros estudiantes y personal. En el interés de presentar a los empleados del Distrito como modelos positivos a los niños de este Distrito, así como a la comunidad, el Distrito Escolar Unificado de Culver City fomenta la comunicación positiva, y desalienta las acciones volátiles, hostiles o agresivas. El Distrito busca la cooperación pública con este esfuerzo.

Interrupciones:

1. Cualquier persona que interrumpa o amenace con interrumpir las operaciones de la escuela/oficina; amenace la salud y la seguridad de los estudiantes o el personal; cause intencionalmente daños a la propiedad; use lenguaje fuerte y/o ofensivo que pueda provocar una reacción violenta; o que haya establecido de otra manera un patrón continuo de entrada no autorizada en la propiedad del distrito escolar, será dirigido a dejar la propiedad de la escuela o del distrito escolar rápidamente por el Superintendente o designado.

2. Si algún miembro del público utiliza obscenidades o habla de manera exigente, ruidosa, insultante y/o degradante, el administrador o empleado al que se dirigen los comentarios amonestará con calma y educada al orador para que se comunique civilmente. Si la parte que abusa de la corrección no es tomada por la parte que abusa, el empleado del Distrito notificará verbalmente a la parte abusadora que la reunión, conferencia o conversación telefónica ha terminado y, si la reunión o conferencia está en las instalaciones del Distrito, el offending person will be directed to leave promptly.

3. Cuando se indica a una persona que abandone las circunstancias de los apartados 1 o 2, el Superintendente o designado deberá informar a la persona que será culpable de un delito menor de acuerdo con el Código de Educación de California 44811 y los Códigos Penales 415.5 y 626.7, si vuelve a ingresar a cualquier centro del distrito dentro de los 30 días después de haber sido dirigido a salir, o dentro de los siete días si la persona es un padre /tutor de un estudiante que asiste a esa escuela. Si una persona

se niega a salir a petición o devoluciones antes del período de tiempo aplicable que el Superintendente o designado puede notificar a los funcionarios encargados de hacer cumplir la ley. Debe completarse un informe de incidentes para las situaciones establecidas en los párrafos 1 y 2.

4. El Superintendente o designado se asegurará de que se proporcione un programa de técnicas de seguridad y/o técnicas de intervención en crisis con el fin de aumentar el conocimiento sobre cómo hacer frente a estas situaciones si y cuando ocurren.

5. Cuando la violencia se dirija contra un empleado, o el robo contra la propiedad, los empleados deberán informar inmediatamente de la ocurrencia a su director o supervisor y completar un Informe de Incidentes. Los empleados y supervisores deben completar un Informe de Incidentes e informar a las fuerzas del orden, cualquier ataque, asalto o amenaza hecha contra ellos en las instalaciones de la Escuela/Distrito o en las actividades patrocinadas por la Escuela/Distrito.

6. Todos los empleados cuya persona o propiedad está lesionada o dañada por mala conducta intencional de un estudiante, pueden pedir al Distrito que ejerza acciones legales contra el estudiante o el padre/tutor de los estudiantes.

Documentación: Cuando el personal determina que un miembro del público está en proceso de violar las disposiciones de esta política, el personal debe hacer un esfuerzo para proporcionar una copia por escrito de esta política, incluidas las disposiciones de código aplicables en el momento de su aparición. El empleado notificará inmediatamente a su supervisor y proporcionará un informe por escrito del incidente en el formulario adjunto.

CULVER CITY UNIFIED SCHOOL DISTRICT

2023-2024 GUN SAFETY NOTIFICATION

We are all too aware of gun violence in our surrounding communities and across the nation. Firearms are the leading cause of death for children and teens (ages 1 to 19) in the United States. Every year, 19,000 children and teens are shot and killed or wounded and approximately 3 million are exposed to gun violence. Each year in California more than two dozen children under the age of 18 die by suicide with a gun that belonged to someone at home. In the majority of these gun-related incidents, the minor gained access to a lawfully purchased gun from their residence or the residence of a relative. This highlights the importance of the collaboration between home and school to address safety, particularly gun safety.

Providing our students and staff with a safe educational environment remains one of our top priorities. Culver City Unified takes steps to ensure that campuses are safe from the threat of gun violence. Any student found in possession of a firearm on campus is subject to immediate arrest, suspension, and expulsion proceedings. In December 2019, the CCUSD Board approved Resolution #3 2019/2020 "Preventing Our Children from Preventable Gun Violence" as an increased measure to protect students against firearms. As a result, we expect all parents/guardians to read and review the information below regarding firearm owner responsibilities and the legal obligations to protect minors from negligent gun storage in order to help keep your children and others safe.

GUNS AND CHILDREN - FIREARM OWNER RESPONSIBILITIES

Talking to Children About Guns

Children are naturally curious about things they don't know about or think are "forbidden." When a child asks questions or begins to act out "gunplay," you may want to address his or her curiosity by answering the questions as honestly and openly as possible. This will remove the mystery and reduce the natural curiosity. Also, it is important to remember to talk to children in a manner they can relate to and understand. This is very important, especially when teaching children about the difference between "real" and "make believe." Let children know that, even though they may look the same, real guns are very different from toy guns. A real gun will hurt or kill someone who is shot.

You Cannot Be Too Careful with Children and Guns

There is no such thing as being too careful with children and guns. Never assume that simply because a toddler may lack finger strength, they can't pull the trigger. A child's thumb has twice the strength of the other fingers. When a toddler's thumb "pushes" against a trigger, invariably the barrel of the gun is pointing directly at the child's face. *NEVER* leave a firearm lying around the house. Child safety precautions still apply even if you have no children or if your children have grown to adulthood and left home. A nephew, niece, neighbor's child or a grandchild may come to visit. Practice gun safety at all times. To prevent injury or death caused by improper storage of guns in a home where children are likely to be present, you should store all guns unloaded, lock them with a firearms safety device and store them in a locked container. Ammunition should be stored in a location separate from the gun.

Instill a Mind Set of Safety and Responsibility

The American Academy of Pediatrics reports that adolescence is a highly vulnerable stage in life for teenagers struggling to develop traits of identity, independence and autonomy. Children, of course, are both naturally curious and innocently unaware of many dangers around them. Thus, adolescents as well as children may not be sufficiently safeguarded by cautionary words, however frequent. Contrary actions can completely undermine good advice. A "Do as I say and not as I do" approach to gun safety is both irresponsible and dangerous. Remember that actions speak louder than words. Children learn most by observing the adults around them. By practicing safe conduct you will also be teaching safe conduct.

Safety and Storage Devices

If you decide to keep a firearm in your home, you must consider the issue of how to store the firearm in a safe and secure manner. California recognizes the importance of safe storage by requiring that all firearms sold in California be accompanied by a DOJ approved firearms safety device or proof that the purchaser owns a gun safe that meets regulatory standards established by the Department. The current list of DOJ-approved firearms safety devices and the gun safe standards can be viewed by visiting <http://oag.ca.gov/firearms/fsdcertlist>.

There are a variety of safety and storage devices currently available to the public at a wide range of prices. Some devices are locking mechanisms designed to keep the firearm from being loaded or fired, but don't prevent the firearm from being handled or stolen. There are also locking storage containers that hold the firearm out of sight. For maximum safety you should use both a firearm safety device and a locking storage container to store your unloaded firearm.

Two of the most common locking mechanisms are trigger locks and cable locks. Trigger locks are typically two-piece devices that fit around the trigger and trigger guard to prevent access to the trigger. One side has a post that fits into a hole in the other side. They are locked by a key or combination locking mechanism. Cable locks typically work by looping a strong steel cable through the action of the firearm to block the firearm's operation and prevent accidental firing. However, neither trigger locks nor cable locks are designed to prevent access to the firearm.

Smaller lock boxes and larger gun safes are two of the most common types of locking storage containers. One advantage of lock boxes and gun safes is that they are designed to completely prevent unintended handling and removal of a firearm. Lock boxes are generally constructed of sturdy, high-grade metal opened by either a key or combination lock. Gun safes are quite heavy, usually weighing at least 50 pounds. While gun safes are typically the most expensive firearm storage devices, they are generally more reliable and secure.

Remember: Safety and storage devices are only as secure as the precautions you take to protect the key or combination to the lock.

Summary of Safe Storage Laws Regarding Children

You may be guilty of a misdemeanor or a felony if you keep a loaded firearm within any premises that are under your custody or control and a child under 18 years of age obtains and uses it, resulting in injury or death, or carries it to a public place, unless you stored the firearm in a locked container or locked the firearm with a locking device to temporarily keep it from functioning.

RULES FOR KIDS

Adults should be aware that a child could discover a gun when a parent or another adult is not present. This could happen in the child's own home; the home of a neighbor, friend or relative; or in a public place such as a school or park. If this should happen, a child should know the following rules and be taught to practice them.

1. **Stop** - The first rule for a child to follow if he/she finds or sees a gun is to stop what he/she is doing.
2. **Don't Touch!** - The second rule is for a child not to touch a gun he/she finds or sees. A child may think the best thing to do if he/she finds a gun is to pick it up and take it to an adult. A child needs to know he/she should NEVER touch a gun he/she may find or see.
3. **Leave the Area** - The third rule is to immediately leave the area. This would include never taking a gun away from another child or trying to stop someone from using a gun.
4. **Tell an Adult** - The last rule is for a child to tell an adult about the gun he/she has seen. This includes times when other kids are playing with or shooting a gun. Please note that, while there is no better advice at this time for children or adolescents who encounter a gun by happenstance, the California Chapter of the American College of Emergency Physicians reports that such warnings alone may be insufficient accident prevention measures with children and adolescents.

As a responsible firearm owner, you must recognize the need and be aware of the methods of childproofing your firearm, *whether or not you have children*.

Whenever children could be around, whether your own, or a friend's, relative's or neighbor's, additional safety steps should be taken when storing firearms and ammunition in your home.

- Always store your firearm unloaded.
- Use a firearms safety device AND store the firearm in a locked container.
- Store the ammunition separately in a locked container. Always storing your firearm securely is the best method of childproofing your firearm; however, your choice of a storage place can add another element of safety. Carefully choose the storage place in your home especially if children may be around.
- Do not store your firearm where it is visible.
- Do not store your firearm in a bedside table, under your mattress or pillow, or on a closet shelf.
- Do not store your firearm among your valuables (such as jewelry or cameras) unless it is locked in a secure container.
- Consider storing firearms not possessed for self-defense in a safe and secure manner away from the home.

CCUSD encourages all of our families to be conscious of gun safety at all times and appreciates your commitment to maintain a safe and secure environment for all students and staff.

DISTRITO ESCOLAR UNIFICADO DE LA CIUDAD DE CULVER NOTIFICACIÓN DE SEGURIDAD DE ARMAS 2023-2024

Todos somos muy conscientes de la violencia armada en nuestras comunidades circundantes y en todo el país. Las armas de fuego son la principal causa de muerte de niños y adolescentes (de 1 a 19 años) en los Estados Unidos. Cada año, 19,000 niños y adolescentes son asesinados a tiros o heridos y aproximadamente 3 millones están expuestos a la violencia armada. Cada año en California, más de dos docenas de niños menores de 18 años mueren por suicidio con un arma que pertenecía a alguien en casa. En la mayoría de estos incidentes relacionados con armas, el menor obtuvo acceso a un arma comprada legalmente en su residencia o en la residencia de un pariente. Esto destaca la importancia de la colaboración entre el hogar y la escuela para abordar la seguridad, particularmente la seguridad de las armas.

Proporcionar a nuestros estudiantes y personal un entorno educativo seguro sigue siendo una de nuestras principales prioridades. El Distrito Unificado de Culver City toma medidas para garantizar que los campus estén a salvo de la amenaza de la violencia armada. Cualquier estudiante que se encuentre en posesión de un arma de fuego en el campus está sujeto a procedimientos inmediatos de arresto, suspensión y expulsión. En diciembre de 2019, la Junta de CCUSD aprobó la Resolución n.º 3 2019/2020 "Prevenir a nuestros niños de la violencia armada prevenible" como una medida más amplia para proteger a los estudiantes contra las armas de fuego. Como resultado, esperamos que todos los padres/tutores lean y revisen la siguiente información sobre las responsabilidades de los propietarios de armas de fuego y las obligaciones legales para proteger a los menores del almacenamiento negligente de armas para ayudar a mantener seguros a sus hijos y a otras personas.

ARMAS Y NIÑOS - RESPONSABILIDADES DEL DUEÑO DE ARMAS DE FUEGO

Hablar con los niños sobre las armas

Los niños son naturalmente curiosos acerca de las cosas que no conocen o que creen que están "prohibidas". Cuando un niño hace preguntas o comienza a representar "juego de armas", es posible que desee abordar su curiosidad respondiendo las preguntas de la manera más honesta y abierta posible. Esto eliminará el misterio y reducirá la curiosidad natural. Además, es importante recordar hablar con los niños de una manera en la que puedan relacionarse y comprender. Esto es muy importante, especialmente cuando se les enseña a los niños la diferencia entre "real" y "imaginario". Hágales saber a los niños que, aunque parezcan iguales, las armas reales son muy diferentes de las armas de juguete. Un arma real lastimará o matará a alguien que reciba un disparo.

No se puede ser demasiado cuidadoso con los niños y las armas

No existe tal cosa como ser demasiado cuidadoso con los niños y las armas. Nunca asuma que simplemente porque un niño pequeño puede carecer de fuerza en los dedos, no puede apretar el gatillo. El pulgar de un niño tiene el doble de fuerza que los otros dedos. Cuando el pulgar de un niño pequeño "empuja" el gatillo, invariablemente el cañón del arma apunta directamente a la cara del niño. NUNCA deje un arma de fuego tirada en la casa. Las precauciones de seguridad infantil se aplican incluso si no tiene hijos o si sus hijos han llegado a la edad adulta y se han ido de casa. Un sobrino, una sobrina, el hijo de un vecino o un nieto pueden venir a visitarnos. Practique la seguridad con las armas en todo momento. Para evitar lesiones o la muerte causadas por el almacenamiento inadecuado de armas en un

hogar donde es probable que haya niños, debe guardar todas las armas descargadas, cerrarlas con un dispositivo de seguridad para armas de fuego y guardarlas en un contenedor cerrado. La munición debe almacenarse en un lugar separado del arma.

Inculcar una mentalidad de seguridad y responsabilidad

La Academia Estadounidense de Pediatría informa que la adolescencia es una etapa altamente vulnerable en la vida de los adolescentes que luchan por desarrollar rasgos de identidad, independencia y autonomía. Los niños, por supuesto, son curiosos por naturaleza e inocentemente inconscientes de los muchos peligros que los rodean. Por lo tanto, tanto los adolescentes como los niños pueden no estar suficientemente protegidos con palabras de advertencia, por frecuentes que sean. Las acciones contrarias pueden socavar por completo un buen consejo. Un enfoque de "Haz lo que digo y no lo que hago" con respecto a la seguridad de las armas es tanto irresponsable como peligroso. Recuerda que las acciones hablan más que las palabras. Los niños aprenden más observando a los adultos que los rodean. Al practicar la conducta segura, también estará enseñando la conducta segura.

Dispositivos de seguridad y almacenamiento

Si decide mantener un arma de fuego en su hogar, debe considerar la cuestión de cómo almacenar el arma de fuego de manera segura. California reconoce la importancia del almacenamiento seguro al exigir que todas las armas de fuego vendidas en California vayan acompañadas de un dispositivo de seguridad para armas de fuego aprobado por el Departamento de Justicia o una prueba de que el comprador posee una caja fuerte para armas que cumple con las normas reglamentarias establecidas por el Departamento. La lista actual de dispositivos de seguridad para armas de fuego aprobados por el DOJ y los estándares de seguridad para armas se pueden ver visitando <http://oag.ca.gov/firearms/fsdcertlist>.

Hay una variedad de dispositivos de seguridad y almacenamiento actualmente disponibles para el público en una amplia gama de precios. Algunos dispositivos son mecanismos de bloqueo diseñados para evitar que el arma de fuego sea cargada o disparada, pero no evitan que el arma de fuego sea manipulada o robada. También hay contenedores de almacenamiento con llave que mantienen el arma de fuego fuera de la vista. Para máxima seguridad, debe usar un dispositivo de seguridad para armas de fuego y un dispositivo de bloqueo.

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ADMINISTRATIVE OFFICES

**El Marino Language School
11450 Port Road
Culver City, Calif. 90230**

Telephone: (310) 842-4241

FAX: (310) 572-9420

www.ccusd.org

@ccusd.org

Dr. Paul Karaiakoubian, Interim Principal
Maria Vasquez, Secretary
Mika Yanase, Senior Office Assistant
Celeste Arredondo, Senior Office Assistant

Culver City Unified School District

4034 Irving Place

Culver City, Calif. 90232

Telephone: (310) 842-4220

www.ccusd.k12.ca.us

Mr. Quoc Tran, Superintendent
Dr. Angela Baxter, Assistant Superintendent, Educational Services
Dr. Jennifer Smith, Assistant Superintendent, Diversity, Equity, and Inclusion
Mr. Jose Alarcon, Assistant Superintendent, Human Resources
NAME , Assistant Superintendent, Business Services

School Board Members

Paula Amazola, President
Dr. Kelly Kent, Vice President
Triston Ezidore, Clerk
Stephanie Loreda, Parliamentarian
Brian Guerrero, Board Member



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El Marino Language School
11450 Port Road • Culver City, CA 90230
Telephone (310) 842-4241
Dr. Paul Karaiakoubian, Interim Principal paulkaraiakoubian@ccusd.org

August 10, 2023

Dear El Marino Families,

It is with great pride that I welcome you to the 2023-2024 school year.

At El Marino, we take pride in providing our students with an enriched education through quality language immersion. Few students have the opportunity to learn the California State Standards through two languages, and we hope that you are excited by the gift that you have given your student by choosing this instructional model.

In this handbook, we have gathered the information we want you to have, as well as information required by the district and state. The Table of Contents will help you find the information you need. The handbook is also posted on our website. Go to the Culver City USD website, <http://www.ccusd.org>, follow the link for "Schools," and click on the "El Marino" link. Our website can also be accessed directly at <http://elmarino.ccusd.org>. The website also has other resources for parents, so be sure to check often for updated information. For general information about the school's test scores, staffing, attendance and discipline, please see our School Accountability Report Card [SARC] at http://elmarino.ccusd.org/apps/pages/index.jsp?uREC_ID=43697&type=d&rn=2521540.

In addition to this handbook, you will receive weekly updates from the school that includes updated information from the school and from our PTA and ALLEM groups. Be sure to sign up for the El Marino Dolphin Splash through your student's Room Parent.

Again, welcome! We look forward to working with you this year.

Sincerely,

Dr. Paul Karaiakoubian, Interim Principal

MISSION STATEMENT

EMLS Staff and Community are committed to the principle that all students can become bilingual and biliterate, while participating in a balanced dual language immersion program, which fosters 21st Century Skills and intercultural competence.

2023-2024 El Marino Language School Staff

TEACHERS

Grade Room#

Teresa Guzman	TK	SACC
Noriko Nagumo	K	16
Hitomi Nagumo	K	17
Araceli Arenas Pablo	K	20
Ana María Haro	K	18
Jennifer Aguilar	K	19
Rebeca Romero	K	11
Tomoko Miyawaki	1	12
Naoko Mizuta	1	13
Maricela Duron	1	24
Prado Cuéllar	1	23
Claudia Jaramillo	1	22
Asusena Valenzuela	1	21
Satomi Ezaki	2	10
Toshiko Oda	2	9
Claudia Morimoto	2	26
Myrna Martinez	2	25
Maria Rodriguez	2	14
Veronica Nicodemus	2	15
Mari Miyagi	3	8
Saori Sekiguchi	3	7
Elisabel Reyes	3	6
Marisela Padilla	3	1
Daysi Castro-Lopez	3	29
Selva Sorbille	3	12
Kimiko Plehn	4	30
Mitsuko Omuro	4	34
Monica Bell	4	5
Zaida Martinez	4	3
Samantha Miller	4	4
Allison Burns	5	36
Yuri Sasaki	5	35
Alicia Melchor	5	31
NAME	5	33
NAME	5	32

SCHOOL OFFICE

Maria Vasquez, School Secretary
 Mika Yanase, Senior Office Assistant
 Celeste Arredondo, Senior Office Assistant

COUNSELING STAFF

Ivy Liu, School Counselor
 Karishma Barot, School Counselor

DISTRICT SPECIALISTS & SUPPORT STAFF

Alice Horiba, Teaching and Learning Partner
 Jennifer Servin, MTSS Site Support
 Jenny Rodriguez, Math Intervention
 Barbara Jung, Reading Intervention
 Stephanie Corrales, Psychologist
 Juliana Gamel-Angel, Speech and Language
 Kimberly Diamond, Special Education
 Esther Gutierrez, Special Education
 Chrystal Alvarez, P.E. Specialist
 Steve Siegal, P.E. Specialist
 Molly Rosner, Art Lab Teacher
 Fernando Ayala, Art Lab Teacher
 Andy Pascoe, Instrumental Music
 Christopher Griner, Technology Technician
 Denise Enoch, School Nurse

CLASSIFIED SUPPORT

Rudy Ibarra, Day Custodian
 Angel Rodriguez, Day Custodian
 Curtis Anderson, Night Custodian
 Edwin Orellana, Night Custodian
 Concepcion Herrera, Cafeteria Staff
 Takako Ishiguro, Cafeteria Staff
 Ai Fujita, Cafeteria Staff
 Jessica Woods, Library Media Clerk

INSTRUCTIONAL AIDES

Christine Barocio (P.E.)
 Mike Rogers (P.E.)
 Francoise Lundberg (P.E.)
 Jose Meza
 Alfredo Garcia
 Satoko Reynolds

DAILY SCHOOL SCHEDULE

ARRIVAL

Students **should arrive at school by 8:40 am** and go directly to the class line on the playground. **Gates open at 8:30 am.** Students who arrive early to eat breakfast will remain in the cafeteria until 8:35 am. At 8:40 am, the bell rings and teachers will pick up their classes and take them to their rooms. Instruction begins promptly at **8:45am**. Students who are not in their classrooms by the **8:45** bell will be marked tardy. Students who are tardy should go to the office to pick up a pink slip if they arrive after the bell.

Students should be dropped off at their respective gates. At this time, no family members/adults are allowed to walk on to campus in the morning.

- **TK/ K / 1st:** We recommend TK-1st grade students use the same drop off and pick up gates designated to your child's class. Please look for a separate email and updates on the next Dolphin Splash.
- **2nd-5th grade:** Students may enter from any open gate and line up in front of their class.
- Playground will be closed in the morning.
- Breakfast will be served in the cafeteria starting at 8:00 am.

DISMISSAL

Dismissal times are as follows:

- **3:15 p.m. Monday, Tuesday, Thursday, and Friday**
- **1:45 p.m. on Wednesday**

At the end of the school day, students need to be picked up immediately or go to a place where they will be supervised, such as an after-school program.

- **TK/K/1st grade students:** Students should be picked up by an adult/ guardian at assigned designated gates based on Teacher. ** Older siblings of TK and K students can meet their siblings at the designated gates for pick up OR as a family please determine a meet up location.
- **2nd grade students:** Students will be walked out to the playground. We encourage parents to pick up their child at the basketball gate.
- **3rd-5th grade students:** Students may exit from any open gate (Main Gate/ Basketball gate). Please discuss with your child where you will meet and pick you.

*** Gate designation subject to change. Any updates will be made on this Dolphin Splash.*

AFTERSCHOOL SUPERVISION

At El Marino, the Parks & Recreation Department operates a childcare program by enrollment only. The Culver City After-School Program (CCARP) at El Marino Park is designed to provide supervision for students in grades K-5. Park supervisors pick up only those students who are registered through the Parks and Recreation Department and provide direct supervision at the park. These park personnel are located adjacent to the school in the hut area of El Marino Park, not on the school playground. Therefore, they do not provide supervision on school property.

On the school site, CCUSD offers before- and after-school childcare, operated by the Office of Student Development. The OCD bungalows (KIK and SACC), as well as certain El Marino classrooms, are used during these times. This year, the before-care program is located in the OCD bungalows and Rooms 27 and 28; the after-care programs will be in Rooms KIK/SACC, 13, 15, 26, 27 and 28. The OCD and El Marino staff members work closely together to bridge the gap between home and school and assure that students make a safe transition. The OCD teachers escort the younger students to and from the before- and after-care programs. Should you have any questions please contact the principal or the OCD offices at (310) 842-4230.

Under the Joint Use arrangement between Culver City Unified School District and the Culver City Parks and Recreation Department, the main school playground becomes part of the park and is open to the public following school dismissal. However, El Marino kindergarten playground and the main playground is used by the OCD after-school program. Teachers in this program supervise and are responsible ONLY for the students enrolled in their program; they DO NOT provide general playground supervision. The after-school teachers, the school and district are not responsible or liable for injury to children who are playing on the playground outside of the instructional day without supervision.

Children must be picked up promptly at dismissal time, unless you have chosen to enroll them in after-school care. You are welcome to stay and actively supervise your student on the main playground or at El Marino Park next door. If one sibling has an after-school class or meeting, other siblings should be picked up at their dismissal time; they should not wait on the playground for the sibling who is in class without supervision. Our main concern is to assure that every student is properly supervised during these transitional times between home and school.

PARKING AND DROP ZONE

** Drop Zone is a parent volunteer supported program. Availability of this program is based on our community's support.

For those parents who drive to El Marino, your best option is to drop off your student by using the Drop Zone on Coolidge Avenue. The Drop Zone is available beginning at 8:25 a.m. on all school days. You will follow the signals of the parent volunteers and pull up to the curb, where a volunteer will open your car door and assist your student. From the Drop Zone, students walk directly to their child's class line. Please drive around the campus to approach the Drop Zone from Diller Avenue at the rear of the school.

If you wish to park and walk your student to class, please allow extra time and park in a legal parking space. There is parking on Diller Avenue and Coolidge Avenue, as well as near the freeway underpass on Port Road. Do not double-park in the street or use the faculty parking lots, loading zones or driveways. We suggest that you park on the same side of the street as the school, so that your student does not have to cross the street. If you have to park on the other side of the street, please escort your student across the street. Observe the 'no parking' days as posted on the signs. Street sweeping is done between 10 a.m. and 1 p.m. on most surrounding streets. Please do not move our neighbors' trash bins if they have been left out for pickup.

CAMPUS SECURITY

During the school day, El Marino Language School is a closed campus.

- In the morning, students may enter through open gates located on Port Road, and two gates located on Coolidge Avenue. By 8:45 a.m., all gates are locked and after that time, access is only through the school's front office.
- Gates open at 3:15 for the end of the school day.
- At 3:25 pm, all gates are closed.
- Students must never leave the school grounds during the school day without permission.
- Students leaving school during the school day must be picked up and signed out at the office by a parent or adult listed on their emergency contact list, or by those with whom you've prior arrangements with that you have communicated your prior authorization with the school.
- Students will be called out of class once the parent/adult is physically present in the school office. This allows students to remain in class and continue their learning. We recommend you arrive 5-10 minutes before so that the school personnel and your student have ample time to prepare for the departure.
- All visitors to the classroom must check-in through the office. Please come prepared to check-in with a driver's license or passport. When leaving, please sign out through the office. If you already possess a volunteer badge, you may show that to our office staff and proceed with sign-in procedures.
- Volunteers, including field trip chaperones and classroom helpers, must register and sign-in first with the office before going to any classroom so that we know you are on campus and/or on the school sponsored event. All visitors must wear an assigned badge. When leaving, please sign out through the office.
- If your student forgets an item, you may bring forgotten items to the office. To minimize disruptions to the class, office staff will call the classroom at a convenient time as designated by school staff so that the student can pick up the item.

Parents should not walk to a classroom to pick up their child. Besides interfering with the Safe School Policy, this is very disruptive to the teacher during the last few minutes of the instructional day. If you need to pick up your child **prior to 3:15 pm, come to the office** and sign them out. The office staff will call the classroom and have your child meet you in the office.

Please make sure your children are aware of after school pick up arrangements prior to arriving at school. The office telephone is for emergency use only.

CHILDCARE

There are several programs through which you can arrange after school care for your child. Please see the El Marino website or call the school office for more information.

EMERGENCY EVACUATION PROCEDURES

Emergency evacuation procedures are as follows:

- When possible, a message to all parents will be sent as soon as possible from school pending the safety and nature of the emergency situation.

- When possible, information and directives will be posted on the school website <http://elmarino.ccusd.org/> or on the school social media outlets.
- **Releasing students:** Every student will be kept at school until an authorized adult who has been identified on his/her emergency card picks him/her up. We will only release students to adults who meet **all** of the following criteria:
 - The adult's name is on the Pupil Registration Form.
 - The adult is someone your student can identify.
 - The adult has a photo I.D.
- We ask that you remain calm and patient during the student release/reunion process. Due to the detail involved in the release process, please be aware that there could be a significant wait time. Every student released must be carefully recorded for your student's safety and for accountability purposes.

Primary emergency assembly area is the grassy area by the main playground located off of Berryman Ave. In case this area is closed off, the alternate assembly area will be posted at the front and back of the school.

ABSENCES AND TARDIES

If your student is absent, call the school office at 310-842-4241 and explain the reason for the absence EACH morning the student is out.

When your child is absent, call the school office at 310-842-4241 in the morning or email the office at mikayanase@ccusd.org or celestearredondo@ccusd.org and report the absence explaining the reason for the absence EACH morning the student is out. Before or after hours you may leave a message on the voice mail system or email office attendance clerk. It is important that we are able to account for all children at all times. (*Note: If your student is absent, you may request homework if you email the student's teacher before 9:30 a.m.*)

When calling to report an absence, be prepared to give the following information:

- your name and your relationship to the child
- student's name
- teacher's name
- reason for absence
- date(s) of absence

If your student has a communicable disease, a serious injury, or for any reason might need to restrict his/her activity, please have him/her check in with the office. If your student has been under a doctor's care and/or has restrictions upon returning to school you MUST give the office a note from the doctor with explicit instructions. Similarly, we must receive a note from the doctor releasing the student back to normal activity.

If you are not able to communicate with the school on the day of your child's absence, write a note that gives the above information and send it to school on the day your child returns. Student absences that are not cleared within 5 days become permanent truanancies.

Students who arrive at 8:45 or later will be marked tardy. Upon arrival they will need to report to the office, sign in on the Tardy Log, and take a pink slip to their teacher.

In order to keep better track of attendance, the Culver City Unified School District has recently computerized its attendance system. Parents will receive school district letters as soon as their children have been absent three times without an excuse for the absences.

A parent may call the school office on the day of the absence or send a written excuse on the day the child returns to school. As a helpful reminder, in the evening automated phone messages are sent to the parents of children who were absent that day, but did not call to notify the school office.

Most importantly, absences must be cleared within five (5) of days after a child returns to school. Absences that are not cleared within five days will automatically be recorded as truanancies and can not be cleared at a later date.

It is our hope that the above information will be helpful to you in understanding how our attendance system works. If you have any questions, please call the El Marino Language school office.

EXCUSED ABSENCES [EC 46014, 48205]

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

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

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

- (1) Due to the pupil's illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

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

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit 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 purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

AUSENCIAS JUSTIFICADAS [CE 46014, 48205]

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

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

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

(1) Debido a la enfermedad del alumno.

(2) Debido a cuarentena bajo la dirección de un oficial de salud del condado o la ciudad.

(3) Con el fin de que se presten servicios médicos, dentales, optométricos o quiroprácticos.

(4) Con el fin de asistir a los servicios funerarios de un miembro de la familia inmediata del alumno, siempre que la ausencia no sea más de un día si el servicio se realiza en California y no más de tres días si el servicio se realiza fuera California.

(5) A los fines del servicio de jurado en la forma prevista por la ley.

(6) Debido a la enfermedad o cita médica durante el horario escolar de un niño del cual el alumno es el padre con custodia, incluidas las ausencias para cuidar a un niño enfermo para el cual la escuela no requerirá una nota de un médico.

(7) Por razones personales justificables, que incluyen, entre otras, una comparecencia en la corte, asistencia a un servicio funerario, celebración de un día festivo o ceremonia de la religión del alumno, asistencia a retiros religiosos, asistencia a una conferencia de empleo o asistencia en una

conferencia educativa sobre el proceso legislativo o judicial ofrecido por una organización sin fines de lucro cuando el padre o tutor solicita la ausencia del alumno por escrito y el director o un representante designado lo aprueba de conformidad con las normas uniformes establecidas por la junta directiva.

(8) Con el propósito de servir como miembro de una junta electoral para una elección de conformidad con la Sección 12302 del Código de Elecciones.

(9) Con el propósito de pasar tiempo con un miembro de la familia inmediata del alumno que es un miembro en servicio activo de los servicios uniformados, según se define en la Sección 49701, y que ha sido llamado al servicio para, está en licencia o ha sido inmediatamente regresó de, despliegue a una zona de combate o posición de apoyo de combate. Las ausencias otorgadas de conformidad con este párrafo se otorgarán por un período de tiempo que se determinará a discreción del superintendente del distrito escolar.

(10) Con el fin de asistir a la ceremonia de naturalización del alumno para convertirse en ciudadano de los Estados Unidos.

(11) Autorizado a discreción de un administrador escolar, como se describe en la subdivisión (c) de la Sección 48260.

(b) A un alumno ausente de la escuela en virtud de esta sección se le permitirá completar todas las tareas y exámenes perdidos durante la ausencia que puedan proporcionarse razonablemente y, una vez finalizado satisfactoriamente dentro de un período de tiempo razonable, se le otorgará el crédito completo por ello. El maestro de la clase de la cual el alumno está ausente determinará qué pruebas y tareas serán razonablemente equivalentes, pero no necesariamente idénticas, a las pruebas y tareas que el alumno perdió durante la ausencia.

(c) Para los propósitos de esta sección, la asistencia a retiros religiosos no excederá de cuatro horas por semestre.

(d) Las ausencias conforme a esta sección se consideran ausencias en el cálculo de la asistencia diaria promedio y no generarán pagos de prorrateo estatales.

(e) "Familia inmediata", como se usa en esta sección, significa el padre o tutor, hermano o hermana, abuelo o cualquier otro pariente que viva en el hogar del alumno.

CUSTODY ISSUES

Custody disputes must be handled by the courts. The school has 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. The school 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.

Disputas de custodia tendrán que ser atendidas por medio de las cortes. La escuela no tiene ninguna jurisdicción legal de negar a un padre biológico acceso a su niño y/o registros escolares. La única excepción es cuando existen órdenes de restricción o documentos de divorcio, específicamente indicando limitaciones de visitas, que estén archivadas en la oficina escolar. Cualquier situación de cesión que ponga en peligro el bienestar del estudiante será atendida al criterio del administrador o su designado. Si cualquier cuya situación altera la escuela, se solicitará la intervención de la policía. Les piden a los padres que hagan todo lo posible a no involucrar la escuela en asuntos de custodia. La escuela hará todo lo posible para comunicarse con el padre que tiene custodia cuando un padre o cualquier otra persona que no está listada en la carta de emergencia trate de recoger un niño.

UNEXCUSED ABSENCE

Please note that any absences that do not fall under the "excused absence" category are considered unexcused. The Education Code defines **unexcused absences** as those that are preventable. For example, reasons such as oversleeping, car trouble, "I didn't know we were on a special schedule," etc. are UNEXCUSED. Please note that even with advance notice, an absence that is not covered by one of the above excused categories will still be considered unexcused.

TRUANCY

The Education Code defines **truancy** as an absence or a school tardy in excess of 30 minutes without valid excuse by either the parent(s) or guardian(s). Any unexcused absence, even those given with advance notice (such as a family trip, are counted in the designation of a truancy.

PART DAY ABSENCE

We encourage you to schedule your student's doctor and dental appointments outside school hours. If this is not possible and your student needs to be absent for part of the day, please check in to the office first. Students will be dismissed only through the office to the parent or to the emergency contacts listed on the registration form. This is for your student's protection as well as ours.

OTHER ABSENCES

Please check the Culver City Unified School District calendar for the year, and schedule family vacations during the many school holidays. Missing school for family trips may affect the student's learning. However, please inform the office staff and your student's teacher as soon as you know of any upcoming scheduled absences. Please note: School days missed for reasons other than those listed under "excused absences" above will be considered "unexcused absences".

INDEPENDENT STUDY REQUESTS

If your student will be absent from school due to a trip (five days or more), please contact the school office and your student's teacher to set up an Independent Study program. Families requesting Independent Study Work must complete a request form (available in the school office) and get signed approval from the site administration and teacher at least 2 weeks prior to an extended leave of absence. If your student will not be returning (due to vacation plans) before the end of the school year, your student will not be guaranteed Independent Study work and will be marked U for unexcused absences. Three or more unexcused absences makes your student a truant per California Ed Code.

RESTRICTED PHYSICAL EDUCATION

If a student needs to be excused from PE, they need a written note from a parent or medical provider. A note is also needed when the restriction ends.

TARDIES

A student is considered tardy if s/he arrives after the 8:45 am bell. Any student arriving after the 8:45 am bell must sign in at the office to receive their tardy slip before proceeding to class. A student entering class late not only impacts his or her own learning but also disrupts the flow of the classroom and impacts the entire community of learners. We suggest that families develop routines so that students arrive on time.

Tardies are recorded on attendance sheets. The administrator will meet with families of students with persistent tardies. If the problem persists, the student will be referred to the School Attendance Review Board [SARB].

Excused tardies are those due to illness, injury, medical appointments (verified by a doctor's note), or funeral attendance.

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

SARB is a community agency made up of educators, community representatives, parents, and members of law enforcement, probation and welfare agencies. SARB acts as a resource for families and offers support in seeking solutions to habitual attendance/behavior problems.

All Culver City students are expected to maintain standards, come to school on time, and attend school. If there are excessive tardies or absences, a referral to SARB will be considered.

When referrals are made, the student and parents are invited to meet with representatives of the SARB and the school to discuss areas of concern, review records and recommend a specific plan of action for the students, the family and the school. This is a confidential process designed to solve problems before a student becomes part of the Juvenile Justice System.

PERMITS

Students at El Marino are all either on an intradistrict or an interdistrict permit. Students who are attending on interdistrict permits from other districts may lose the privilege to attend El Marino if student expectations and parent requirements are not met. Please refer to page 5 of the Annual Notification of Rights and Responsibilities of Parents of Minor Pupils.

LEAVING CCUSD

If you are moving outside of CCUSD boundaries, please let us know as far in advance as possible. This will allow us to have your student's transfer slip, a copy of the immunization record, and the student's report card ready on the day he/she is to leave. If you want to continue attending El Marino Language School, a permit must be obtained from the District Office.

PARENT COMMUNICATION

UNIFORM COMPLAINT PROCEDURE

The Culver City Unified School District has to make sure that it follows state and federal laws and regulations governing educational programs.

- ◆ The District has adopted uniform complaint procedures when someone feels they have been unlawfully discriminated against because of ethnic group identification, religion, age, sex, color and physical or mental disability.
- ◆ The District will also follow uniform complaint procedures when someone complains that the state or federal laws have not been followed in school programs.
- ◆ The Board protects those who make complaints from retaliation.
- ◆ The confidentiality of the parties and the facts will be protected.
- ◆ Any complaints must be filed within six months from the time something happened or when they are first acknowledged.
- ◆ Mrs. Tracy Pumilia, is the person to receive all noncompliance complaints and will then forward them to the appropriate person for investigation.
- ◆ Any individual, public agency or organization may send a written complaint to Mrs. Pumilia at the District Office or directly to the California Department of Education, describing the issues.
- ◆ If the complaint is made to the School District, the person conducting the investigation will inform the person making the complaint of the final decision.
- ◆ If dissatisfied with the decision, the person bringing the complaint may appeal to the Culver City Board of Education.
- ◆ The investigation, decision and appeal to the Culver City Board of Education must be completed within sixty days of filing.
- ◆ If dissatisfied with the decision of the Board, the person making the complaint may appeal to the California Department of Education within fifteen days of receiving the District's decision.

The person making the complaint may also pursue help through local, state or federal legal aid agencies, offices, or private/public interest attorneys. Any questions regarding Uniform Complaint procedures should be directed to the Culver City Unified School, (310) 842-4220 ext. 4250.

E-MAIL

Every teacher has an email address. You can access these addresses by logging on to the District's web site at <http://www.elmarino.ccusd.org> and clicking on the link for Staff.

CONCERNS

If you have concerns about your child and/or their teacher, the first step is to make an appointment to talk to the teacher. Many concerns are a result of miscommunication. Usually, talking to the teacher will alleviate your concern. However, if you have a concern that you have not been able to settle with the teacher, call the office and ask to speak to the principal. The principal may be able to settle your concern over the phone, or you may be asked to come in and discuss the matter.

TELEPHONE MESSAGES

If you wish to speak to your child's teacher during the day, call the school and speak to the office staff. They are happy to place a message in the teacher's mailbox. The teacher will return your phone call as soon as it is convenient for them to do so, usually the same day. Please do not call the school and ask to speak to your child. We cannot interrupt classroom instruction for these types of calls.

Students may not use the office phone to call home for forgotten homework or to ask permission to stay after school, etc. After-school arrangements should be made with your child in the morning before your child leaves for school. The office phone is for emergency use only.

STUDENT BEHAVIOR EXPECTATIONS

At El Marino, we are committed to addressing behavior through school-wide positive behavior interventions and supports (PBIS). The goal of a PBIS framework is to improve school climate, help improve behavioral and academic outcomes, prevent problem behavior, increase learning time, promote positive social skills, and deliver effective behavioral interventions and supports. As a school, we have identified the four core values of WAVE, and identified what each behavior looks like across the campus.

- W**- We Show Respect
- A**- Act Responsibly
- V**- Value Effort
- E**- Everyone is Safe

The above expectations are meant to be practiced “everywhere and all the time.” Students are also expected to practice additional, more specific guidelines depending on specific locations or settings throughout the school. These expectations are posted and used to highlight students who are displaying the desired behaviors. Students who meet these expectations create a community where everyone can learn and be safe.

POSITIVE REINFORCEMENTS/ REDIRECTIONS

Dolphin Tickets identify students who demonstrate positive behaviors and can be awarded by any EM staff member: teachers, P.E. staff, instructional aides, office staff, support staff, custodians, noon supervisors, library clerk, computer lab assistants and after school program teachers. Students may receive dolphin tickets for any of the behaviors that show they are “Riding the W.A.V.E. to Success.” The Dolphin Ticket can be exchanged for items in a treasure box (TK-2) or the Student Store (3-5) as a fun way to celebrate their positive behaviors at school

The adult who observes the behavior will counsel students who do not comply with the W.A.V.E. expectations. Depending on the circumstances, other consequences may be applied. In some cases, students will be sent to the administrator with a discipline referral.

Each teacher will inform parents of the specific rules for the classroom. The Physical Education staff, classroom teachers and noon supervisors will explain the specific rules (commonly known as “P.E. rules”) for outdoor play, which are to be followed at all times on campus, including recesses and afterschool with the OCD Aftercare Program. Students are expected to follow directions given by any staff member.

PLAYGROUND/ RECESS EXPECTATIONS:

- Use PE rules for handball courts.
- Running and tag are allowed only on the grass. When playing tag, only touch lightly, no tackling.
- Use school issued equipment only, unless given permission by the teacher.
- Play standard games in their designated areas.
- Slide: Go up the stairs/ladders and down the slide. One person at a time sliding down. Slide sitting down, facing forward, and feet first.

- Swings: Sit facing toward the school building. Step off the swings when the swing has slowed down, low enough for feet to touch.
- On spinning equipment, feet must be off the ground and both feet must be touching the spinning equipment. Use your own body weight to spin equipment; other students are not to spin the equipment.
- Eat snacks only while seated in the designated area and dispose of trash properly. Snacks should be eaten at recess only.
- At lunch, all food is to be eaten in the cafeteria area.
- Recess is over when the bell rings. Students are to freeze when the bell rings, wait for whistle to be blown, then walk to line

Each teacher develops a set of classroom rules based on the WAVE expectations and on the following statement that includes our basic values:

Our school is a place where . . .

- **We are responsible for what we do and say**
- **Everyone has equal worth**
- **We learn that “my way” is not the only way**
- **We solve our problems peacefully**
- **Doing little things to help can**

Each teacher develops a set of classroom rules based on these concepts. We believe in restorative school discipline practices that focus on fostering a sense of community within classrooms to prevent conflict, and on reacting to misconduct by encouraging students to accept responsibility and rebuild relationships. However, we take the safety and security of our students seriously. Students who threaten the safe and secure environment of others will be dealt with swiftly and appropriately. If your child repeatedly has difficulty adhering to school rules, you will be contacted. You will also be contacted if a singular inappropriate act necessitates your intervention. Students who do not respond to positive efforts to change negative behavior will be placed on an Individual Behavior Plan.

Children are encouraged to settle minor disputes among themselves. However, if the **child feels the dispute is unsolvable**, remind them to go directly to the recess supervisor or to their teacher. Review with your children that “hitting doesn’t help.” Problems can be solved through words and through talking it out. Students will be taught to follow these three steps if another student is bothering them:

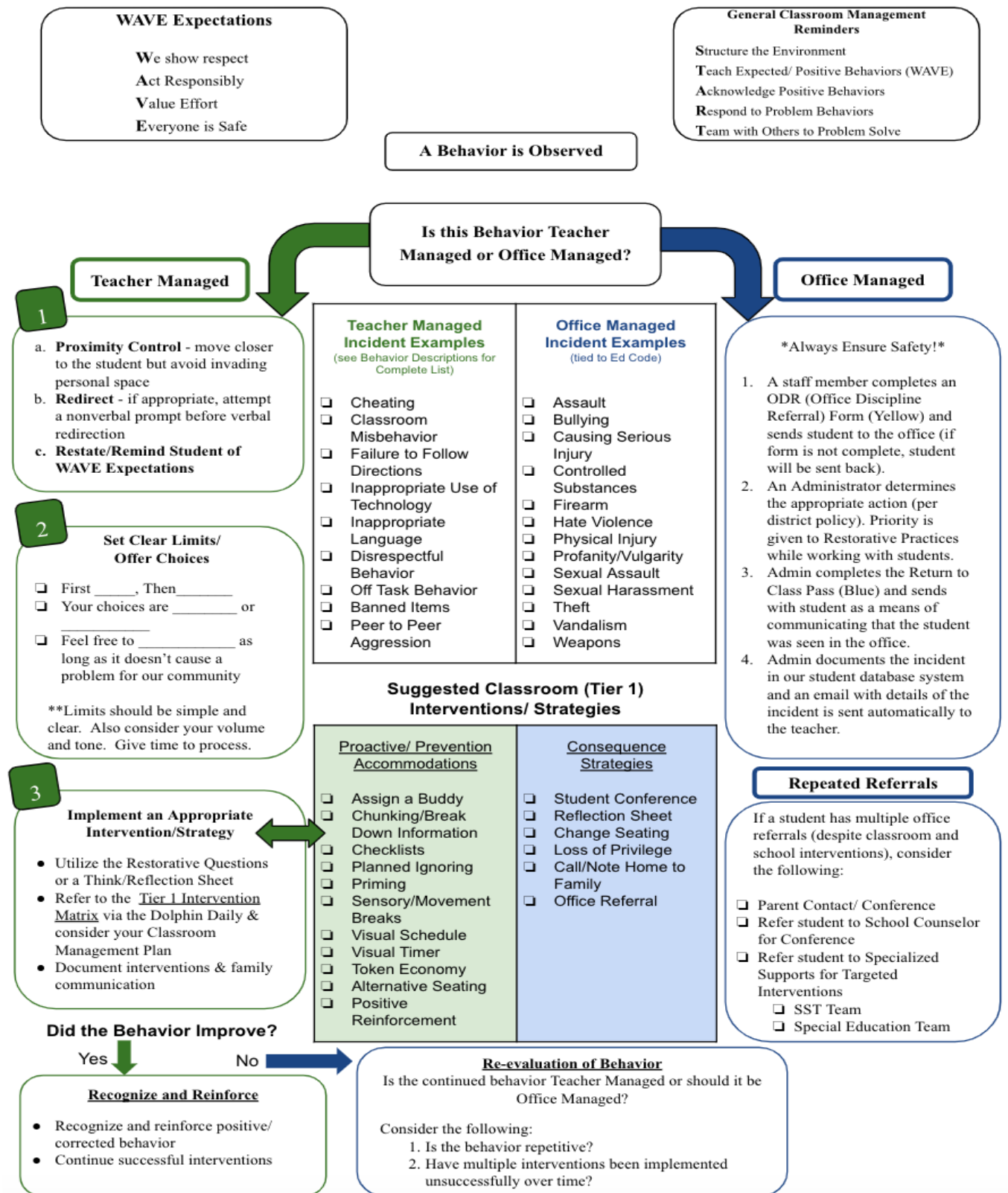
- 1. Ignore the person and walk away. If the person continues to bother you . . .**
- 2. Face him and tell him to stop it. If the person continues to bother you . . .**
- 3. Tell an adult IMMEDIATELY.**

We believe that any type of aggressive physical contact is unacceptable and prohibits the maintaining of a conducive learning environment. If your child is the victim of **repeated**

harassment or bullying, contact the teacher or the principal. This behavior is not tolerated, and we need to know if it is occurring.

	Classroom	Assemblies/ Auditorium	Cafeteria	Walkways	Playground/ Recess	Restrooms
<p>W</p> <p>We Show Respect</p>	<ul style="list-style-type: none"> Respect school and personal property. Use kind and appropriate language. Follow directions. 	<ul style="list-style-type: none"> Use kind and appropriate language. Follow directions. Be engaged. Eyes on speaker**. Hats off our heads **. 	<ul style="list-style-type: none"> Respect school and personal property. Use kind and appropriate language. Follow directions. Use quiet voice. Practice good table manners. Level of voice 	<ul style="list-style-type: none"> Respect school and personal property. Use kind and appropriate language. Follow adult directions. Use quiet voice. Respect the personal space of others. 	<ul style="list-style-type: none"> Respect school and personal property. Use kind and appropriate language. Follow adult directions. Be a good sport. Be kind to others. Wait your turn. 	<ul style="list-style-type: none"> Respect school and personal property. Use kind and appropriate language. Use a quiet voice. Respect the privacy of others.
<p>A</p> <p>Act Responsibly</p>	<ul style="list-style-type: none"> Follow classroom expectations. Be on task. Be honest. Take responsibility for your actions. 	<ul style="list-style-type: none"> Use quiet/no voice when entering and exiting. Sit on your bottom. Sit in two rows. Use appropriate audience participation and voice volume. add to the first one 	<ul style="list-style-type: none"> Throw away trash in appropriate bins (green ambassador language). Be honest. Take responsibility for your actions. Clean up after yourself. 	<ul style="list-style-type: none"> Walk directly behind the person in front of you. Be honest. Take responsibility for your actions. 	<ul style="list-style-type: none"> Follow playground/ game/ PE rules. Use the restroom before the bell rings. Throw trash away. Bring healthy snacks. Be honest. Take responsibility for your actions. 	<ul style="list-style-type: none"> Use only one paper towel to dry hands. Return to class promptly. Throw paper towels away. Use only what you need and throw away paper towels. Exit promptly.
<p>V</p> <p>Value Effort</p>	<ul style="list-style-type: none"> Do your best work. Take a risk. Ask for help. Persevere. Appreciate and encourage others. Engage in the Target Language & English. 	<ul style="list-style-type: none"> Be positive. Use good listening skills. Appreciate and encourage others. 	<ul style="list-style-type: none"> Be positive. Try new foods ** Be mindful of food waste. 	<ul style="list-style-type: none"> Use good listening skills. Be courteous and use manners. 	<ul style="list-style-type: none"> Be positive. Try your best. Take a risk. Ask an adult for help. Appreciate and encourage others. 	<ul style="list-style-type: none"> Throw trash away even if it isn't yours.
<p>E</p> <p>Everyone is Safe</p>	<ul style="list-style-type: none"> Keep your hands, feet & objects to self. Maintain personal space bubble. Use kind words. Push chairs in. Use walking feet. Report incidents to an adult. Keep inappropriate items at home. 	<ul style="list-style-type: none"> Keep your hands, feet & objects to self. Maintain personal space bubble. Stay with your class. Look to your teacher for dismissal. Walk in and out of the auditorium quietly while staying in line. Report incidents to an adult. 	<ul style="list-style-type: none"> Keep your hands, feet & objects to self. Maintain personal space bubble. Walk. Only Eat your own food. Remain seated until excused. Stay in line. Report incidents to an adult. 	<ul style="list-style-type: none"> Keep your hands, feet & objects to self. Maintain personal space bubble. Walk. Stay in line. Be visible to your teacher. Report incidents to an adult. 	<ul style="list-style-type: none"> Keep your hands, feet & objects to self. Maintain personal space bubble. Run only on grass. Use equipment properly. Freeze when bell rings. Walk to your line when whistle blows. Stay on the playground. Report incidents to an adult. 	<ul style="list-style-type: none"> Keep your hands, feet & objects to self. Maintain personal space bubble. Flush toilet after use. Use soap to wash hands for 20 seconds. Dry your hands with a paper towel. Report incidents to an adult.

EM Behavior Management/Discipline Flowchart



Did the Behavior Improve?

Yes ↓

No →

Recognize and Reinforce

- Recognize and reinforce positive/ corrected behavior
- Continue successful interventions

Re-evaluation of Behavior

Is the continued behavior Teacher Managed or should it be Office Managed?

Consider the following:

1. Is the behavior repetitive?
2. Have multiple interventions been implemented unsuccessfully over time?

SCHOOL RULES

[BP 5131 Conduct](#)

[BP 5131.2 Bullying](#)

[AR 5131.2 Bullying](#)

[BP 5144.1 Suspension & Expulsion/Due Process](#)

[AR 5144.1 Suspension & Expulsion/Due Process](#)

Below are acts that may result in suspension. For a detailed explanation, refer to the Annual Rights and Notifications found at www.ccusd.org/sfss/.

- Fighting
- Possessing, selling, furnishing a dangerous object
- Possessing, selling, using, or furnishing a controlled substance- including electronic cigarettes/vape
- Theft, robbery, extortion
- Vandalism of private or public property
- Habitual profanity
- Disrupting school activities (Grades 9-12 only)
- Possession of an imitation firearm
- Harassment, Intimidation, Threats
- Bullying
- Sexual Harassment, Hate Violence (Grades 4-12 only)

The principal shall recommend expulsion for following violations of the Education Code (Education Code 48915):

- Possession of a firearm
- Brandishing a knife at another person
- Sale of drugs
- Committing or attempting to commit a sexual assault
- Possession of an explosive
- Causing serious physical injury to another person.
- Possession of any knife or other dangerous object.
- Unlawful possession of any controlled substance.
- Robbery or extortion.
- Assault or battery upon any school employee.

1. Reglas escolares- debe incluir las reglas del sitio escolar y las ofensas suspendibles / expellables

A continuación se presentan actos que pueden resultar en suspensión. Para obtener una explicación detallada, consulte los Derechos y Notificaciones Anuales que se encuentran en www.ccusd.org/sfss/.

- Lucha
- Poseer, vender, amueblar un objeto peligroso
- Poseer, vender, usar o amueblar una sustancia controlada, incluidos los cigarrillos electrónicos/vape
- Robo, robo, extorsión

- Vandalismo de la propiedad privada o pública
- Blasfemias habituales
- Interrupción de las actividades escolares (solo grados 9-12)
- Posesión de un arma de fuego de imitación
- Acoso, intimidación, amenazas
- Acoso
- Acoso sexual, Violencia de odio (solo grados 4-12)

El director recomendará la expulsión por las siguientes violaciones del Código de Educación (Código de Educación 48915):

- Posesión de un arma de fuego
- Apuñalar un cuchillo a otra persona
- Venta de drogas
- Cometer o intentar cometer una agresión sexual
- Posesión de un explosivo
- Causar lesiones físicas graves a otra persona.
- Posesión de cualquier cuchillo u otro objeto peligroso.
- Posesión ilegal de cualquier sustancia controlada.
- Robo o extorsión.
- Asalto o agresión a cualquier empleado de la escuela.

BEFORE-SCHOOL SUPERVISION

At the moment, we are following our School Safety Plan which is in alignment with the plans of all of the other elementary school campuses. El Marino joins all of CCUSD elementary campuses in ensuring that our school has a Secure Campus for the safety of our students. Thus, students are to report to their classroom lines beginning at 8:30 am. Please see the "Arrival" procedures.

AFTER-SCHOOL SUPERVISION

Students enrolled in the on-site student care programs use the playground after school from dismissal until 6:00 p.m., under the supervision of the CCUSD Office of Student Development staff. There is no other supervision on the playground. El Marino Park, immediately adjacent to the school, has some recreation activities for students enrolled in Culver City Parks and Recreation programs. If your student is not enrolled in an afterschool program, they must be picked up immediately following the dismissal bell; the school is not responsible for their supervision after school. Please refer to the Handbook Section, "Dismissal," for more information.

Many enrichment classes are offered on campus after school. Please make sure your student stays with the enrichment teacher until he/she is picked up.

BREAKFAST

Breakfast is served every day during the school year. This year, all breakfast and lunch is FREE to all students. Breakfast will be served beginning at 8:00 am and will not be served after 8:35 am. There is adult supervision while students are eating breakfast starting at 8:15am.

LUNCH

Lunch is served in the cafeteria daily. This year, all breakfast and lunch is FREE to all students. Applications for the federally-funded free and reduced food service program for families are available in the office.

Students are expected to conduct themselves respectfully while eating. The following general guidelines will apply:

- Students will be expected to use polite manners and proper etiquette.
- Students must remain seated while eating.
- Students clean up their own eating area.
- Students wait to be dismissed from the lunch area.
- Students treat the noon supervisors with respect.

HEALTHY EATING

A snack may be eaten during the morning recess. Food brought to school should be nutritious (**NO CANDY, GUM OR SODA**). Students may eat in the area designated by the teacher. They may play as soon as they are finished eating and have cleaned up after themselves.

LOST AND FOUND

Please put your student's name on the label of all sweaters, jackets, lunch boxes, etc. so that they can easily be returned when found. We often have an excessive number of unclaimed articles. Please be sure your student comes home with the sweater or jacket he/she took to school. Articles found are kept outside the cafeteria; valuables are kept in the office. You or your student are welcome to check for lost items. Periodically during the school year, unclaimed clothing is donated to charity.

LOST OR DAMAGED SCHOOL PROPERTY

If school property is lost or damaged by your student, state law and school board policy requires that parents are responsible for reimbursement or replacement.

DROP OFF OF STUDENT ITEMS/PARENT COMMUNICATION WITH STUDENT

We encourage all families to develop their child's independence and sense of responsibility by allowing your student to be accountable for their school items and lunch. Items that are not urgent or not of immediate need should be brought in the following day with your student.

To assist us in minimizing classroom distractions, if your student is aware that you will be dropping off their lunch, please leave your lunch with their name at the office and have them come up to the office during their break.

If you must bring in your student's forgotten lunch or other urgent items, please write your child's name and teacher/room number on the lunch and leave it at the office counter. Our office staff will call your child's class at a time when it is appropriate and that creates the least amount of instructional distraction. Students will not be called out of class for you to greet them with their lunch.

If you have a message that urgently needs to be communicated with your child or child's teacher,

please leave a message with the office staff. The office staff will communicate the information at a time when it is appropriate and that creates the least amount of instructional distraction. Parents/Guardians will not be connected via phone directly to their child during instructional time.

MONEY

Students are NOT encouraged to bring money to school. School does not assume liability for money brought to school. Money brought in for fundraisers or book club orders may be collected the first thing in the morning by the teacher.

PERFORMANCES AND EVENTS

Due to liability concerns, children who are NOT currently enrolled students at El Marino may NOT accompany parents/guardians/adults to events taking place during school hours. This includes, but is not limited to the following events; parties, performances, and celebrations taking place during school hours either on or off campus, and Book Fair. Adults assisting with parties and celebration MUST be a CLEARED Volunteer.

Exceptions are made **only** for these events and based on site administrator discretion: WAVErider assemblies, class performances taking place in the auditorium, ELAC meetings, Principal Coffee and Chat, Undokai, and Jog-A-Thon. While on campus, children not enrolled at El Marino and any young children (babies/toddlers) are to remain in close proximity and under the supervision of the parent/guardian. They are not to play on the school playground equipment or be left unattended.

Everyone is welcome and encouraged to attend weekend and family events such as Fall Festival, Family Movie Nights, Science Fair, Winter/Spring Concerts.

RESTRICTED ITEMS

Students are not to bring to school toys, games, trading cards, or sports equipment without prior permission. Toy-like school supplies are also not appropriate. Electronic games may not be brought to school. Students in the after school student care program may bring items to share only on designated Share Days; these items should remain in the student's backpack during the school day.

Skateboards, rollerskates, rollerblades, heelys and scooters are not permitted on school grounds. With parent permission, and a helmet, students may ride bicycles, skates, scooters, or other devices to and from school; these items must be locked or put away as soon as the student enters the campus.

The school and staff are not responsible for loss or damage to personal items brought to school.

TELEPHONE USE

Cellphones and other electronic devices: We discourage students from bringing cell phones and Smartwatches to school. However, if you wish your student to have a cell phone or Smartwatch for use after school, the phone and Smartwatch must be turned off during school hours and phones must remain in the backpack. The student is not to make any calls from the cell phone during the school day; calls home during the school day should be made from the school phone.

Any electronic device used without permission may be confiscated:

1st Offense The device will be confiscated and the student can pick up the device after school between 3:15-4:00pm from the main office.

2nd Offense The parent/guardian of the student must pick up the device from the main office between 7:30am- 4:00pm.

3rd Offense The parent/guardian of the student must pick up the device from the main office

School telephones are to be used for emergencies or for school business only. Children are not allowed to use the office phones to call about playing at someone else's home, homework, missing books, lunch money, or forgotten lunches. For cell phone policy, please see above under "Restricted Items".

Cellphone Use by Adults: Cellphones should be placed on silent or vibrate while on campus. If you must take a phone call, please step off campus away from school buildings (i.e. office or classrooms) so that daily routines may continue.

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- fill in your school procedure).

Signaling Devices – EC 48901.5

CCUSD may regulate the rights of pupils to possess or use electronic signaling devices, including cell phones, during the school day or at school functions. The use by any person, including a pupil, of any electronic signaling 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. The only allowable use would be acceptable if it is determined by a licensed physician that the pupil must use for the health and safety of a pupil. Any pupil in violation shall be subject to appropriate disciplinary action. See your child's school's Parent/Student Handbook for more information.

TOBACCO USE POLICY

Tobacco use is prohibited at all times on all CCUSD property and in all district vehicles by students, parents/guardians, employees and the public. Students and adults who violate this policy may be subject to disciplinary action. Smoking cessation references are available through the health center or on the CCUSD website.

ANIMALS

Because other students may have allergies, we limit animals at school. Pets, such as dogs and cats are to be kept off-campus. Your student's teacher must give permission in advance. Animals brought to school must be healthy, have appropriate vaccinations and be in clean, safe containers or otherwise controlled. Poisonous or wild animals are never to be brought to school. Your student's teacher will notify you if a pet will be in the classroom for all or part of the school year.

CURRICULUM AND INSTRUCTION

STANDARDS AND CURRICULUM

The curriculum of the Culver City Unified School District is based on the Common Core State Standards. All standards are available from the California Department of Education website or from the District Office. At Back to School Night, the teacher will explain what your student will be learning during the school year.

TEXTBOOKS

All necessary textbooks are provided to students at no cost. Classroom textbooks are bar coded, checked out to each student and returned at the end of the year. If the teacher gives a homework assignment that requires the use of the textbook, it should be returned to school the next day. Lost or damaged textbooks must be paid for in the same way as lost or damaged library books.

REPORT CARDS and CONFERENCES

Teachers will hold targeted conferences for certain families of students during the months of October and May. A separate round of conferences will be held for all students during the month of December. Teachers and parents may schedule additional conferences as needed.

Report cards are issued three times a year. The first report card will be sent home during parent conferences in December. The second report card will be sent home with your student in mid-March. The last report card will be sent home with your student on the last day of school.

The report card will tell you how your student is progressing toward mastering the standards being taught at the grade level. Throughout the year, students will be expected to reach certain benchmarks that indicate sufficient progress toward year-end goals, which will be communicated on the report card. Your student will also be graded on work habits and social skills.

HOMEWORK

Homework assignments are a regular and vital part of your student's education. The types of assignments, their length and frequency, will depend on the age of the student and his/her particular needs and abilities. Some homework is designed for parent participation, while other assignments are to be done independently by the student. The teachers will inform you of the standards and expectations of each assignment.

If your student is absent, you may request homework by calling the school before 9:30 a.m. After lunch, teachers may not have time to gather the assignments before 3:00 or may have a meeting after school.

The district's homework policy regulates the amount of time students should spend on school-related work at home. Generally, daily time spent on homework should be:

K	15 minutes
1 st /2 nd	15-20 minutes
3 rd	30 minutes
4 th /5 th	60 minutes

In addition, a minimum of 20 minutes a night should be devoted to home reading, with a parent or independently, depending on the student's age and reading skills. In the upper grades, long-term assignments such as reports are given, and students should allow additional time to complete the assignment by the due date.

We know that students learn and work at their own pace. If your student is concentrating and focused, yet is spending significantly more than the recommended time each night on homework, please consult the teacher. On any given night you may stop your student after the appropriate time, and write a note to the teacher explaining the situation.

Four ways to help your child improve her or his homework skills:

1. Plan dinner and other family events around your child's homework schedule.
2. Create a study/homework area for your child. Use this same area for helping your child review material before a test.
3. Encourage your child to study with other students when appropriate.
4. Make a point to look over your child's finished homework.

PROMOTION/RETENTION

Students are expected to progress through the grade levels by meeting grade level standards. If there is any doubt about your student's progress, the teacher must notify you and meet with you to develop a plan to assist your student. Decisions to promote or retain a student are based primarily on academic criteria including classroom assessments, standardized test scores and progress meeting grade level standards. For more information regarding the CCUSD Promotion/Acceleration/Retention policy, please see [Students AR 5123\(a\) PROMOTION/ACCELERATION/RETENTION Promotion from Transitional Kindergarten and Kindergarten](#)

CLASSROOM OBSERVATIONS

Parents may visit their student's classroom (**need to be cleared**) to observe activities. Observations are limited to **twenty minutes**. The time and date of the visit must be arranged in advance with the teacher and approved by the principal. Parents must sign in at the office and get a visitor's badge. Please do not bring younger/older siblings with you. Your cooperation is appreciated. If you wish to have an outside professional observe your student in the classroom, please notify the school office and teacher in advance and provide a signed consent form. Forms can be requested in the office.

LIBRARY

Our school library is available for use by all students. Each class goes to the library once a week. The students may check out and return books; they may also listen to stories, learn about the library, or do research, depending on the grade level. Please encourage your student to return his/her books on time and in good condition. If you move during the school year, please be sure to return any books checked out by your student. When a book is lost or damaged, the student who checked it out is asked to pay for its replacement. At the end of the school year, the student will need to pay for any lost books.

FIELD TRIPS

Most classes go on at least two field trips each year. The PTA funds most of the field trips. Others, such as those related to Service Learning, are funded through other means. Every student must have a signed permission slip on file before they can participate. Teachers will let you know in advance of upcoming

field trips.

Field trips generally relate to a current unit of study. Because they are part of the instructional program, we want all students to participate. If there is concern about a student's behavior on an upcoming field trip, the teacher will attempt interventions, such as asking the student's parent to accompany the student or assigning another volunteer adult to be a one to one supervisor for the student, instead of leaving the student behind. In rare instances, for safety reasons, a student's behavior may necessitate his exclusion.

Any parent who wishes to go on the field trip with the class as a chaperone must be a CLEARED VOLUNTEER. Volunteers, including field trip chaperones and classroom helpers, must be on the cleared volunteer list (See section on pg. titled "Volunteers").

BACK TO SCHOOL NIGHT/OPEN HOUSE

A Back to School Night is held each fall. It is a time when the teacher will explain to parents what she/he hopes to accomplish during the year. This meeting is not intended for your student to attend. This is a time for parents to learn about the plans and expectations for the new academic year and not a time to discuss your student's individual needs.

Open House is held in the spring, and is a time for families to attend together. Students will show their parents what they have been learning during the year. Special projects are on display, and some classes have scheduled performances.

SUPPORT SERVICES

STUDENT STUDY TEAM [SST]

The Student Study Team is a group of teachers and specialists who meet regularly to assist classroom teachers in supporting their students. Students who are experiencing difficulty in academics, social development or behavior may be referred to the SST. Usually, the referral comes from the teacher, but parents can also request a meeting. The team consists of the principal, the classroom teacher and several other teachers. The Resource Specialist or School Psychologist may attend. The teacher will meet with parents to discuss the situation before making the referral.

The purpose of the team meeting is to discuss the problem and design an intervention plan that will be supported by both the school and the parents. A follow-up meeting will be scheduled to determine if the interventions have been effective. Sometimes, the SST meetings result in the student being referred for psycho-educational testing. After the testing is completed, an Individual Educational Plan [IEP] meeting will be held. If the student is found to qualify, the student may receive special education services. These services include help from the Resource Specialist, School Psychologist or Speech/Language Specialist. Parents attend the IEP meeting and participate with staff in making appropriate plans for the student.

ENGLISH LEARNERS

Under California law, students who speak a language other than English at home are evaluated at school entry to determine their level of English proficiency. Those students who do not demonstrate fluency in English appropriate to their age and grade level are identified as English Learners. English Learners must receive services to assist in the learning of English, including regularly scheduled English Language Development. These services are provided by the classroom teacher or by another teacher at the grade level through a team approach. English Learners' progress is monitored carefully to ensure that they learn the curriculum, while improving their ability to speak, understand, read and write English.

GIFTED AND TALENTED [GATE] STUDENTS

Beginning in third grade, students may be identified for the GATE program based on district criteria, which are based on scores on standardized tests. Once identified, students receive services in the classroom by their classroom teachers, who are trained to provide differentiated instruction to students with varied strengths and abilities.

Additionally, the CCUSD Educational Services department offers workshops for parents of GATE-identified students. For more information, please check out the GATE link under the Educational Services page on the CCUSD website: <http://edservicesccusd.wix.com/ccusd-ed-services#!gate/co9q>

COUNSELING

If you feel your student could benefit from individual or group school-based counseling centered on academic success, social-emotional needs, and/or college and career development, please be sure to let your student's classroom teacher know or email one of our school counselors. Counselors provide tiered services. Tier 1 services include delivering classroom lessons that align with our monthly themes, organizing and planning school-wide events to promote a positive school environment, running student leadership programs. Tier 2 services include small group counseling. Tier 3 services include intervention-based individual counseling based on student's needs and/or referrals to outside

community resources. All school-based counseling is short-term counseling which lasts 6-8 weeks and does not replace outside individual therapy. Counseling services are implemented based on a collaborative process between families, counselors, teachers, and other support staff. Referrals may also come from your student's teacher, an administrator, and/or any El Marino staff member. Our school's Student Study Team (see below) can also assist with referrals for appropriate services. The school psychologist will continue to work with and provide any counseling services to students who have an IEP [Individual Education Plan].

DRESS CODE

El Marino Language School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

DRESS CODE

El Marino Language School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

The dress code is based on safety and modesty. Students are expected to dress neatly, cleanly and appropriately for normal school activities.

Students Must Wear the following:

- **A Shirt** (with fabric in the front, back, and on the sides under the arms), AND
- **Pants/jeans or the equivalent** (ex: a skirt, sweatpants, leggings, a dress or shorts), AND
- **Closed toe shoes** that are appropriate for daily PE.
 - Shoes must be worn at all times for reasons of safety. Athletic shoes are the preferred school shoes; students should be safe and comfortable for active outdoor play and Physical Education. Unacceptable footwear would include loose-fitting Croc-type footwear, flip-flops, platform shoes, toeless or open heel sandals, strapless heels, and high or wedged heeled shoes. Heely-type shoes can be worn if the wheels are removed.

Students must also following the following dress code policy:

- T-shirts with inappropriate pictures and slogans, such as tobacco, alcohol or drugs, are **not permitted**.
- Tank tops should fit snugly; armholes should not be so large and straps should not

so that the body is exposed. Clothing should cover the midriff.

- Undergarments should not be visible.
- Caps and hats may not be worn indoors if it causes a disruption or limits visibility.

If a student's clothing is inappropriate for school, parents will be called to bring a change of shoes and/or provided with clothing at the school site.

Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Progressive Action
- Conversation with student
- Phone call home
- Conference with Counselor and/or Administrator
- Campus Beautification
- Restorative reflection time (15 minutes)

Students in violation of School Dress Code will be provided three (3) options to be dressed more to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- If alternative clothing and parents are not available, students will be offered a Dolphin friendly option.

LOST AND FOUND

It is amazing how many clothing items are lost and never reclaimed during the school year. **Please put your child's name inside their sweaters and jackets.** Also, if your child comes home with a jacket that does not belong to him, please return it to school. Lost clothing will be turned into the Lost and Found, which is found right outside the front gate before school. Lost items such as money and jewelry will be turned in to the office. Periodically, clothing that amasses in the lost and found will be donated to charitable organizations.

DANGEROUS OBJECTS

Often, students like to bring objects, such as a collector's item, to school to show their friends. Examples of these objects include, but are not limited to, laser pointers, mini baseball bats, martial arts weapons (e.g., nunchaku, throwing stars), or any other sharp, pointy objects. Students should refrain from bringing objects that have the potential to inflict serious bodily injury to others.

A menudo, a los estudiantes les gusta traer objetos, como artículos de coleccionista, a la escuela para mostrar a sus amigos. Ejemplos de estos objetos incluyen, pero no se limitan a, punteros láser, bates mini béisbol, armas de artes marciales (e.g., nunchaku, estrellas de lanzamiento), o cualquier otro objeto puntiagudo afilado. Los estudiantes deben evitar de traer objetos que tengan el potencial de infligir lesiones corporales graves a otros.

ELECTRONICS ON CAMPUS

ELECTRONIC LISTENING OR RECORDING DEVICES

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 referred to the administration for corrective action.

El uso por cualquier persona, incluyendo un estudiante, de cualquier aparato electrónico para escuchar o grabar en cualquier salón de clase sin el previo consentimiento del maestro y el director es prohibido ya que interrumpe y afecta el proceso de enseñanza y disciplina en las escuelas. Cualquier persona, que no sea el estudiante, intencionalmente en violación será culpable de un delito menor. Cualquier estudiante en violación estará sujeto a una acción disciplinaria apropiada.

ELECTRONIC SIGNALING DEVICES [EC 48901.5]

CCUSD may regulate the rights of pupils to possess or use electronic signaling devices, including cell phones, during the school day or at school functions. The use by any person, including a pupil, of any electronic signaling 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. The only allowable use would be acceptable if it is determined by a licensed physician that the pupil must use for the health and safety of a pupil. Any pupil in violation shall be subject to appropriate disciplinary action. Please see the disciplinary action section for more information.

CCUSD puede regular los derechos de los alumnos a poseer o usar dispositivos de señalización electrónica, incluidos teléfonos celulares, durante el día escolar o en las funciones escolares. El uso por cualquier persona, incluso un alumno, de cualquier aparato de señalización electrónica en cualquier salón sin el consentimiento previo del maestro y el director es prohibido ya que interrumpe y afecta el proceso de aprendizaje y la disciplina en las escuelas. El único uso permitido sería aceptable si lo determina un médico con licencia que el alumno debe usar para la

salud y la seguridad de un alumno. Cualquier alumno en violación estará sujeto a la acción disciplinaria apropiada como se describe en el Manual de Padres y Estudiantes de cada escuela.

- **Students may possess personal electronic signaling devices (phone, watch, iPad, gaming device, etc) on school campus provided that such devices do not disrupt the educational program** and are not used for illegal or unethical activities such as cheating on assignments or video recording.
- **Electronic signaling devices shall be turned off and kept out of sight during class** or at any other time as directed by a school district employee, except where deemed medically necessary or when otherwise permitted **by the teacher or administration.**
- **Violations of this policy shall be subject to progressive discipline.** If a student's use of an electronic signaling device causes a disruption, a school district employee on the first offense may direct the student to turn off the device or reprimand the student. On subsequent offenses, the employee may confiscate the device and return it to the student at the end of the school day. A student's right to carry such devices may be revoked for subsequent offenses except where deemed medically necessary.
- Notwithstanding any other school policies on searches in general, **absent reasonable suspicion of wrongdoing with the device** beyond merely possessing it or having it turned on or out in the open, **school district employees may not search any personal telecommunication device without the express authorized consent of the student and the student's parent or legal guardian.**
- **No student shall use an electronic signaling device** with camera, video or voice recording function in a way or **under circumstances which infringe the privacy rights of other students.**
- **Confiscated electronic signaling devices shall be stored by school district employees in a secure manner.**
- Students are responsible for personal electronic signaling devices they bring to school. **The district shall not be responsible for loss, theft or destruction of any such device brought onto school property, except that it shall be the responsibility of the school to ensure the safekeeping of any confiscated devices.**
- Students and their parents shall be notified of the above policy at the beginning of every school year.

CLASS PARTIES

PARTY POLICY

These guidelines were developed in order to maximize teaching time and to comply with the district's Wellness Policy. The District Health Council will be developing regulations and guidelines, which may result in further changes. Parents will be notified of any such changes.

Please read carefully and follow the guidelines. We appreciate your cooperation.

Two parties are allowed during the year, one prior to Winter Break and one at the end of the year. *Please **do not bring food** to your child's classroom for class distribution at any other time.* We would like to be respectful of children who have food allergies or other health concerns.

The CCUSD Wellness Policy mandates that classroom celebrations that involve food during the school day must be limited to no more than one party per class per month. **It is against Board Policy, PB 5030(a), to provide foods, such as pizza or sweets i.e. cupcakes, for an entire classroom at any time prior to the end of the last lunch period.** Also, foods containing trans-fats cannot be offered or served to students during classroom celebrations.

In order to prevent health risks to students from potential allergic reactions (to peanuts, wheat or soy) as well as safety and sanitation issues please comply with the above stated CCUSD Board Policies. Prior to bringing treats to the classroom, you must obtain permission from the classroom teacher. Foods such as fresh fruit or vegetables, popcorn (no caramel corn – it is considered candy), baked chips or 100% fruit juice such as Capri Sun are recommended. It is very important that we demonstrate our compliance with these standards for wholesome nutrition and wellness. Thank you for your cooperation.

BIRTHDAYS

We have adopted food-free policies for classroom birthday celebrations. Birthday celebrations should not interfere with instructional time. It is preferable for the birthday child to bring a book to donate to the classroom library or some other educational activity for the class instead of bringing sweets **(NO CANDY, GUM, CUP CAKES OR SODA)**.

Invitations to private birthday parties should not be distributed at school. Please make arrangements to do this on your own. **Balloons or flowers for individual students' birthdays are not appropriate or permitted at school.**

The following guidelines must be observed:

- Only goody bags **without food items** can be passed out during the last 5 minutes of class.
- No sweets (ex. Cupcakes, cookies, etc.)
- No balloons
- No candles

Parties are for students only. Younger or non-El Marino students are not permitted to attend these parties. El Marino students will NOT be excused from class to attend a sibling's party.

Holiday parties: Students may prepare and eat food in connection with any classroom activity, for example, growing and preparing vegetables, pumpkin math, harvest foods. Again, **NO BALLOONS OR SWEETS.**

DISTRICT POLICY FOR SCHOOL PROPERTY

If School property is lost or damaged by your student, state law and school board policy requires that the parents are responsible fore reimbursement or replacement.

TECHNOLOGY

All CCUSD students are issued a CCUSD Gmail/Drive account to use for school communication and school work. The email address is the student's legal first name last name @students.ccusd.org (i.e. janedoe@students.ccusd.org). The password for the email account is the student's nine digit ID number. Accounts must be used appropriately and are monitored. Students are to log out of their account when they have finished using it. Any student who access or uses another person's account is subject to disciplinary action.

SUPPLIES

The school generally provides basic school supplies such as crayons, markers, glue, pencils, erasers and paper. With the school's limited supply budget, we appreciate your willingness to provide these items for your student to keep at school. If you are interested in making a donation to the class, please contact the classroom teacher.

PARENT RESPONSIBILITIES

RESPONSIBILITIES OF PARENTS AND GUARDIANS

Parents and guardians are encouraged to work with school staff in a mutually supportive and respectful partnership. The school district, parents, guardians, school staff and students share responsibility for the students' intellectual, physical, emotional and social development. Parental responsibilities may include:

- Monitoring healthy eating and sleeping habits
- Monitoring school attendance and punctuality
- Monitoring homework completion and the practice of school related skills
- Monitoring and regulating use of and reasons for technology use
- Planning and participating in home activities that are supportive of classroom learning
- Encouraging participation in extracurricular activities
- Attending Back to School Night, parent teacher conferences and Open House
- Participating in decision-making processes at school

PARENTS'/GUARDIANS' RIGHTS TO PUPIL RECORDS

Culver City Unified School District recognizes the right of access to and the privacy of information in children's school records. Parents may contact the school office to review or obtain copies of their student's cumulative record.

COMMUNICATION WITH TEACHERS AND ADMINISTRATOR

Many concerns arise as a result of miscommunication, or by the student's perception of a situation. Usually talking with the teacher will alleviate your concern. If you have a question we ask that you schedule an appointment with your teacher, preferably through email so that your request is documented. Your teacher's email address will be his/her first and last name @ccusd.org (ex: paulkaraiakoubian@ccusd.org). Teachers are available most mornings up to 8:40 (when teachers must pick up their students) and after school, EXCEPT Wednesday at 1:45 (when teachers have their weekly meetings).

If you have a concern that you have not been able to settle with the teacher, or a concern about the program as a whole, you may wish to discuss your concern with site administration. Telephone the school office (310-842-4241) or email a message to the Principal (paulkaraiakoubian@ccusd.org).

- If you have a question or concern, please begin with the classroom teacher. If the concern involves another student in an incident that happened at school, it is NOT appropriate to contact that student's family. We appreciate your cooperation in allowing the school to handle all school-based concerns.
- If your concern is not resolved by your communication with the teacher, please contact the principal for assistance.
- When you wish to schedule a conference with either the teacher or principal, please email or call for an appointment. Teachers are expected to begin instruction promptly and are frequently expected to attend after school meetings; therefore, they are not always available for "drop-in" meetings. By scheduling an appointment, it assures a satisfactory meeting for both parents and the teacher or administrator.
- You are welcome to write a note to the teacher, but please keep in mind that students are not always the most reliable messengers. If you write and don't get a prompt reply, please call or send an e-mail message.

- At Back to School Night, the teacher will discuss his/her preferred methods of communication. Please allow 48 hours for a response. Teachers will provide their email address at this time.

Visiting the School

All visitors/parent volunteers must check in through the main office. ALL volunteers and visitors are required to show ID. **ONLY cleared volunteers** are allowed to work in the classrooms with students. If you have questions or concerns, please contact your child's teacher.

As a **reminder**, the school office is extremely busy during the day, and we cannot guarantee the timely delivery of forgotten lunches, homework, and other items to your student. *Please make sure that your child has everything they need for their day with them when you bring them to school.*

From 8:45 until morning recess is considered Prime Time. There will be **no interruptions** to classes, i.e. no telephone messages, no parent interruptions, no deliveries during this time. The only exception to this policy would be *prearranged* classroom visitations.

Volunteering

We strongly encourage parents and community members to volunteer at our school. We welcome your time, energy and ideas. Volunteers are needed for many different kinds of assistance – working with individual students or small groups, preparing materials, helping when the class is in the computer lab or library, and supervising special projects. Please talk to your student's teacher about the needs for your student's classroom.

Volunteering opportunities during instructional times (8:45 am-3:15 pm) are for **adults only**. Other arrangements should be made for younger-aged children and non-El Marino students during the time you are volunteering.

If you plan to volunteer on campus or chaperone on field trips, you must complete an application process to be considered a "**cleared volunteer**". As part of this process, you must:

- Attend a volunteer orientation
- Have proof of having received a current TB clearance.
- Thereafter, your paperwork will be processed and you will receive instructions for getting a fingerprint.
- The District Office will notify the school office when your fingerprints clear. You are responsible to check back with the school office to see if you have clearance to volunteer.

Please note that the fingerprint clearance and volunteer orientation are **one time only**. Once you have completed these steps, you do not need to repeat them while at El Marino. You do need to provide a new TB clearance when the current TB clearance expires. For any questions about volunteering, see the School Secretary, Maria Vasquez or email at mariavasquez@ccusd.org.

Parents who help prepare materials at home do not need to complete a volunteer registration.

All volunteers should sign-in and out, and enter and leave via the school office and. This is for your safety if an emergency should occur while you are on campus.

OPPORTUNITIES FOR PARENT INVOLVEMENT

The parent groups described in this section hold regular meetings, which are open to the public. Please see the school calendar for specific dates and times.

All groups welcome attendance and active parent involvement. All meetings are listed on the monthly school calendar on the school website. Any parent is welcome to attend any listed meeting. For evening meetings, the gates closest to the room will be opened. For meetings in the library, enter via the driveway by El Marino Park on Berryman Avenue. For meetings in the cafeteria or conference room, the front doors of the school will be unlocked. For meetings in Room 28, the gate off of Coolidge Avenue will be open.

PARENT TEACHER ASSOCIATION [PTA]

The El Marino PTA is a unit of the California and National PTA. The El Marino PTA raises funds during the year through bake sales, book fairs, a giftwrap sale, weekly ice cream sales, the Fall Festival and the Jog-a-thon. With these funds, the PTA pays for educational field trips and assemblies, classroom enrichment materials, and the salaries of the Technology Aide and the art consultant. Parents, students, teachers and community members are encouraged to join the PTA. Our students participate in state and national PTA programs such as Red Ribbon Week, the Science Fair, and the Honorary Service Awards. The PTA holds meetings of the Association several times a year. The Executive Board meets monthly.

ADVOCATES FOR LANGUAGE LEARNERS [ALLEM]

Advocates for Language Learning – El Marino is a non-profit organization whose mission is to support language education programs. ALLEM provides adjuncts fluent in the target language to each El Marino classroom for 1 ½ to 2 ½ hours per day, depending on grade level. The presence of these adults increases student interaction in the target language. ALLEM sponsors after-school classes, which focus on the culture and arts of Japan and the Spanish-speaking countries. There is an additional cost for these classes. ALLEM fundraisers include the annual Silent Auction, and a variety of other fundraisers. ALLEM encourages each family to pledge financial support according to the family's resources. The ALLEM Board meets monthly.

SCHOOL SITE COUNCIL [SSC]

The School Site Council is the governance body, which allocates supplemental school funds. The Council is responsible for developing the school plan and for allocating funds in ways that further the goals articulated in the plan. The Council reviews the school instructional program and analyzes test data. Supplemental state funds pay for teacher attendance at professional conferences, translations, supplementary materials, parent education, and the salaries of instructional aides who work with students who need extra help. The Council consists of the principal, elected teacher representatives, elected parent representatives and an elected representative from the non-teaching staff. However, all parents are welcome to attend the meetings. The School Site Council is not a fund-raising organization.

ENGLISH LEARNER ADVISORY COUNCIL [ELAC]

The English Learner Advisory Committee advises the principal and staff about programs and services for students learning English. Parents of students learning English have the right to elect the members of the committee. Meetings may be conducted in English, Spanish and Japanese. ELAC is not a fund-raising organization.

HEALTH, WELLNESS AND SAFETY

EMERGENCY INFORMATION AND REGISTRATION FORMS

Your student's Pupil Registration Form must have complete, current, and accurate information. Please keep in mind that if your student has an emergency situation and the information is not up-to-date, it makes it difficult for staff and more importantly for the student who is possibly suffering with an illness or injury. Students will be released only to those persons listed on the Pupil Registration Form. Notify the school office and after school program director promptly if you change your address, telephone number(s), or emergency contact person(s). Include the name and phone number of your student's physician. Always note any drug allergy, health condition, or current medications (at home or school medications). If there are custody issues related to your student, please inform the office so that we may keep copies of relevant documents on file. This will help us to comply with your wishes and with legal mandates.

HEALTH SCREENING

State mandated screenings of vision and hearing are done at certain grade levels. These screenings are also done on all students new to the school and students in the special education program. Additional services are provided such as the Jules Stein Mobile Eye Clinic (offered to 1st graders) and dental screening for grades K-5. You will be receiving information and consent forms for these additional screenings from your student's teacher.

Periodic screening for head lice is done with spot checks as needed. You will receive an informational handout from the office if a case of lice is found on your student to assist you in treating your student. Remember that head lice can happen to anyone. The problem should be quickly treated, because delays will only help spread the infestation around the school. It is strongly advised that you do daily head/hair checks on your student. If lice or nits are found please inform the front office and do not bring your student to school until treated with a lice-killing shampoo. Your student's hair must be inspected by the school nurse or designated school personnel before returning to the classroom. Your student's hair must be cleared before readmittance to school. The school nurse can provide additional information about lice and treatment.

DOCTOR'S NOTES

Doctor's notes are necessary when your student is returning to school after an extended illness or injury, and when the student has a doctor's appointment. The note can also be used to excuse your student from Physical Education when necessary. The Doctor's note MUST contain the following: student's condition, any restrictions of activities, any use of medical or supportive devices (i.e. casts, crutches, slings, braces, wheelchair etc.), treatment received, any follow-up care needed, duration of restriction and devices, and date which student can return to school. The doctor's note should be given to the teacher or office staff the day your student returns to school.

FIRST AID/HEALTH

A School Nurse and nursing assistant are assigned to El Marino on certain days. At other times, assistance is available from the school secretary and attendance clerk, who are trained in first aid. First Aid is given as needed for incidents that happen at school. If your student is ill or has an injury, he/she should inform the teacher on duty; if necessary, the teacher will send the student to the office. Simple illnesses/ injuries will be treated by applying ice, soap and water, and/or Band-Aids, or by having the student rest. When your student feels better he/she will return to the classroom. In the event that a

more serious illness/ injury occurs, you will be notified at once. Your student will be cared for at school until someone on his/her emergency card is able to pick your student up. Your student cannot leave school without permission and must be accompanied by an adult (18 years or older). If your student's illness or injury is life threatening, the Culver City paramedics will be called.

Health education topics are taught which may include dental health, diet, nutrition and exercise, positive hygiene habits, illness and injury prevention, handwashing, and personal health and safety. With parent permission, fourth and fifth graders participate in Family Life Education taught by their teachers.

MEDICATION DURING SCHOOL HOURS

Every effort should be made to have any medications given at home. Should your doctor prescribe a medication, request that they give you a type that can be given at home. If medication, including prescription or non-prescription medicine, is to be taken at school, the doctor must fill out the "Culver City Unified School District Medication To Be Taken During School Hours" form. This form can be obtained at the front office, and must include the following information: Student's name, age, address, diagnosis, name of medication, dosage (in mg/ml or cc), time to be given, length of treatment, physician's name/signature and phone number and your signature. The medication must be brought to school by an adult and given to the nurse or office staff. The medication is locked in a drawer at school. The medication must be kept in its original prescription, pharmacy labeled bottle. If the medication is to be taken all year, please check the expiration date to be sure it will last until the last week of June of the school year.

If your student takes daily medication either at home or at school, please provide the school with a 3-day supply in case of a disaster. Any student needing medications during school hours **MUST** keep medications in the locked drawer at school. **NO** medication should be kept in the student's backpack, lunch box, pocket, or desk. If your physician wants your student to carry an inhaler for asthma, please consult with the School Nurse.

COMMUNICABLE DISEASES/RASHES

If your student has been infected with a communicable disease, i.e. chicken pox, scarlet fever, 5ths disease etc. inform the front office as soon as possible. This will enable the school staff to inform your student's teacher. When your student returns to school, he/she must have a doctor's note which states that he/she is free of communicable disease, and a date when to return to school. Your student must also visit the front office for a quick evaluation before returning to the classroom.

If your student has an unidentifiable rash, you will be asked to pick up your student from school to seek further medical evaluation. It is necessary for your student to return to school with a doctor's note that states that he/she is being treated and a date in which to return to school. Spread of contagious rashes can be limited with early diagnosis and treatment.

24-HOUR MINIMAL EXCLUSIONS

PLEASE be cautious before sending your student to school if he/she is persistently coughing, sneezing or complaining of a sore throat, runny nose, or headache.

FEVERS: If your student has a fever of 100 degrees or above, please keep him/her home for 24 hours after the fever clears. If your student has a fever of 100 degrees or more at school you will be contacted to pick up your student.

VOMITING: If your student has vomited, he/she must stay home for at least 24 hours after vomiting. If your student vomits at school you will be contacted to pick up your student.

PINK EYE: If your student has a red or pink eye condition which causes irritation, a burning sensation, itches and has any discharge (goopy stuff that forms crust on lashes and is very hard to remove) your student must have a note from physician which states that he/she has been seen, diagnosed and treated. Treatment for “Pink Eye/Conjunctivitis” must be given for 24 hours before your student can return to school. Conjunctivitis is very contagious and you should encourage hand washing at all times to decrease spread of infection.

CHRONIC/ACUTE HEALTH CONDITIONS

If your student has a chronic/acute health condition or is assisted by medical technology, it is important to notify the school so a medically safe and educationally sound program can be planned. Complete understanding of your student’s needs and abilities are essential for a smooth transition into the educational setting. You will meet with a variety of school personnel and plan accommodations to help your student succeed.

DISASTER PREPAREDNESS

The school is prepared to provide care, shelter, and guidance for your student in the event of an emergency. Together with the Fire Department and the Police Department, we are part of the Culver City Standardized Emergency Management System. All staff members have been assigned and trained to perform a specific function to insure your student is cared for in the event of an emergency. All children will be held at school until you or a designated person comes to pick them up. It is important that you complete the Disaster Emergency Card at the beginning of each school year. On the card, there are spaces for you to list the names of the people who you are authorizing to pick up your student. We will release your student **ONLY** to the people whose names are listed on this form.

We have supplies for first aid, survival food, water and blankets stored on the campus. Teachers and other staff members will remain with the children until every student has been picked up by a parent or designated adult.

We have an organized and efficient plan for releasing students. If a disaster occurs, you must pick up your student through the Student Release Center, which will be set up on Berrymen and Diller Avenue at the rear of the school. **DO NOT TAKE YOUR STUDENT WITHOUT NOTIFYING THE STUDENT RELEASE TEAM.** It is important that we be able to account for all students at all times during the emergency.

STUDENT DISCIPLINE

GENERAL INFORMATION/PROBLEM-SOLVING

At El Marino Language School, we make a conscious effort to have our school be a place where children feel comfortable, cared for, and included. These efforts, part of CCUSD's Whole Student initiative, are being promoted through various channels, including Positive Behavioral Intervention and Supports (PBIS) System and Second Step Curriculum. While not a school-wide discipline program, these interdependent efforts help to promote positive social-emotional development and address many discipline-related issues in the classroom and school by teaching students to care about one another, become empathetic, and take responsibility for themselves.

Learning how to follow rules and get along with others is part of the elementary school experience. Students who meet behavior expectations help create a community where everyone can learn and be safe. The El Marino Language School Student Expectations, listed at the beginning of this document, have been developed as a general guideline for our students. At Back to School Night or in material sent home, your student's teacher will outline the specific expectations and discipline plan for the classroom. We appreciate your support in helping your student follow the rules.

Most negative behavior has a cause or antecedent. In handling negative behavior or conflict at school, the teacher or administrator will talk to those involved, discuss what led to the situation and explore how it could have been handled differently.

Administration and administration designees follow El Marino's Peer to Peer Aggression/Discipline Matrix (See page 54).

When an Incident Occurs: Protocol

Whenever there are incidents, whether on campus or virtually, we follow a general protocol:

- A student and/or parent reports an incident to the teacher.
- The teacher and/or the administrator/designee will investigate the situation by speaking to the students involved, including victims, aggressors, and witnesses. Oftentimes, as new information is presented, we must take the time to reinvestigate, and as such, the process may take longer than the initial reported incident.
- Parents/guardians of students directly involved in the incident are contacted and informed of the incident. Those students not directly involved do not typically receive a phone call to families. In instances where an incident potentially impacts the entire class, all parents are contacted via email/letter.
- Upon the conclusion of the investigations, there may be disciplinary measures, which adhere to CCUSD policies, and/or a restorative justice conversation amongst the students involved, where appropriate. This process is most effective only if all parties involved are willing and want to participate in a restorative process.

Person/Persons Harmed by the Incident

After an incident has been reported, the person/persons harmed by the incident will be offered and have access to school-based counseling, conferencing with school site administrators and/or staff, and other supportive measures as necessary and at district discretion.

Peer to Peer Aggression/Discipline Matrix

Behavior	First Office Referral	Second Office Referral	Third Office Referral
<p>LEVEL I: Teasing, Threats, Intimidation (social/emotional, verbal) Examples include but not limited to: “just kidding” behaviors, intentionally laughing at someone, rumors, gossip, insulting remarks, mean notes, mean tricks.</p>	<ul style="list-style-type: none"> ● Brief office intervention ● Parents are informed ● Behavior reflection form 	<ul style="list-style-type: none"> ● Office intervention ● 1 alternative recess ● Parents are informed 	<ul style="list-style-type: none"> ● Office intervention ● 3 alternative recesses ● Student calls parent
<p>LEVEL II: Moderate Physical Contact: Examples include but not limited to: pushing, shoving, hitting, shouldering, throwing things, etc. where physical harm can occur. Moderate Intimidation: social aggression, exclusion, profanity/vulgarity, threats of emotional/physical violence.</p>	<ul style="list-style-type: none"> ● Office intervention ● 1 alternative recess ● Behavior reflection form ● Student calls parent 	<ul style="list-style-type: none"> ● Office intervention ● 3 alternative recesses ● Student calls parent 	<ul style="list-style-type: none"> ● Office intervention ● 5 alternative recesses ● Student calls parent
<p>LEVEL III: Severe Physical Contact: Examples include but not limited to: aggressive contact, punching, kicking and similar behaviors where physical harm occurs. Severe Intimidation: threatening or other forms of severe harassment or intimidation Derogatory Slurs Based on Identity</p>	<ul style="list-style-type: none"> ● Office intervention ● 3 alternative recesses ● Behavior reflection form ● Student calls parent 	<ul style="list-style-type: none"> ● Office intervention ● 5 alternative recesses ● Student calls parent 	<ul style="list-style-type: none"> ● Office intervention ● 3 days of “classes only” ● Student calls parent

BULLYING

Bullying at school is not a new thing. Most adults can remember school bullies from their days in school. Bullying is different from childhood “horseplay” or real fighting. The Olweus Bully Prevention Program defines bullying as, “A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.” Generally, bullying is characterized by 1) an imbalance of power between two or more people with 2) negative actions that are repeated over time and 3) perceived as hurtful by one party.

Bullying can happen in many ways. Direct bullying can be physical (hitting, kicking, shoving) or verbal (name calling, teasing, racial slurs, sexual or other harassment). Indirect bullying can be physical (getting another person to assault someone), verbal (spreading rumors), or non-verbal (deliberately excluding someone from a group or activity.)

At El Marino we do not accept bullying as “a normal part of growing up” and have taken a strong school-wide stance to reduce it. Our Bullying Prevention Program works with individual students, classrooms, families and the community to make our school safe and a welcoming learning environment for everyone. “At El Marino, Kindness Counts.”

If you believe your student is encountering bullying:

- Listen carefully to your student’s reports of being bullied and when it is occurring.
- If your student is unable or unwilling to report the bullying, contact your student’s teacher.
- Hitting back is not a choice at school.
- Educate your student about bullying and bullies (resources are found on our website).
- Do not blame the victim.
- Encourage the student to meet new peers.
- Teach your student to walk confidently.
- Practice ways to avoid being the victim.

If you find that your student has been reported as the bully or the aggressor:

- Listen to your student’s version of the situation. Oftentimes, aggressive behavior results from that student’s misperception of the social cues of his/her peers. Students who have been labeled as a “bully” may benefit from social skills development, with frequent and positive opportunities to practice desired behaviors.
- Please contact the school or your student’s teacher for additional resources for addressing your student’s bullying behavior.

Students have the right to learn without being called names or being threatened because of gender, race, religion, or physical or mental disabilities. Students should report harassment to their teacher or the adult supervising at the time the harassment occurred. Incidents will be investigated and appropriate action taken. Please advise the principal if you have any concern about how your student’s complaint is being handled.

For more information visit the El Marino website and locate the “Stop Bullying” link under the Parents tab. You can also access CCUSD’s resources at:

<http://edservicesccusd.wix.com/ccusd-ed-services#!stop-bullying/c223f>

IN-SCHOOL SUSPENSIONS

A student may be suspended/excluded from his/her classroom by the teacher or administrator. The teacher or administrator will notify and confer with the parents as to why the student was suspended and how the home and school can work together to prevent further problems.

SCHOOL SUSPENSIONS

According to law, students may be suspended/excluded from school for up to five consecutive school days for the reasons outlined in the booklet titled, "Notice of Rights and Responsibilities of Parents of Minor Pupils," which is available on our website. In some circumstances, the Administrator may recommend expulsion.

Below are acts that may result in suspension. For a detailed explanation, refer to the Annual Rights and Notifications found at www.ccusd.org/sfss/.

- Fighting
- Possessing, selling, furnishing a dangerous object
- Possessing, selling, using, or furnishing a controlled substance- including electronic cigarettes/vape
- Theft, robbery, extortion
- Vandalism of private or public property
- Habitual profanity
- Disrupting school activities (Grades 9-12 only)
- Possession of an imitation firearm
- Harassment, Intimidation, Threats
- Bullying

EXPULSION

Expulsion is the ultimate disciplinary action of the school. It involves exclusion of the student from school for a longer period of time and must follow due process. Parents having any questions about suspension or expulsion may refer to our district policies available in the school or Superintendent's office.

Pupils may be suspended or expelled for committing any of the acts outlined in the "Notice of Rights and Responsibilities of Parents of Minor Pupils" (Education Code 48915):

- Possession of a firearm
- Brandishing a knife at another person
- Sale of drugs
- Committing or attempting to commit a sexual assault
- Possession of an explosive
- Causing serious physical injury to another person.
- Possession of any knife or other dangerous object.
- Unlawful possession of any controlled substance.
- Robbery or extortion.
- Assault or battery upon any school employee.

At any of the following times:

- while on school grounds.
- while going to or coming from school.
- during lunch, whether on or off campus.
- during or going to or coming from a school-sponsored activity.

Please discuss the consequences of suspension and expulsion with your student.

If circumstances exist which cause the administrator to exercise severe measures, parents or guardians of the student shall be contacted and made aware of the severe disciplinary concerns and the consequences.

Students shall be given the opportunity to review and discuss this discipline plan. When infractions occur, students shall have the right to explain circumstances of infraction and present their version.

COMPLAINTS

Williams Uniform Complaint Process,
Education Code Section 35186(f)
[The Williams complaint process covers only the listed items]

This notice is provided to inform you of the following:

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

To file a complaint regarding the above matters, complaint forms can be obtained at one of the following locations:

- the school office
- District Office
- District Website: www.ccusd.org

UNIFORM COMPLAINT PROCEDURE NOTIFICATION

[For discrimination and noncompliance with
state and federal laws and regulations]

[CCUSD District Link](#)

The Culver City Unified School District has to make sure that it follows state and federal laws and regulations governing educational programs.

- The District has adopted uniform complaint procedures when someone feels they have been unlawfully discriminated against because of ethnic group identification, religion, age, sex, color and physical or mental disability.
 - The District will also follow uniform complaint procedures when someone complains that the state or federal laws have not been followed in school programs.
 - The Board protects those who make complaints from retaliation.
- 1) The confidentiality of the parties and the facts will be protected.
 - 2) Any complaints must be filed within six months from the time something happened or when they are first acknowledged.

The Assistant Superintendent for Educational Services is the person to receive all noncompliance complaints and forward them to the right person to investigate.

- Any individual, public agency or organization may send a written complaint to the Assistant Superintendent at the District Office or the California Department of Education, describing the issues.
- If the complaint is made to the School District, the person making the investigation will tell the decision to the person making the complaint.
- If dissatisfied with the decision, the person bringing the complaint may appeal to the Culver City Board of Education.
- The investigation, decision and appeal to the Culver City Board of Education must be completed within sixty days of the filing.
- If dissatisfied with the decision of the Board, the person making the complaint may appeal to the California Department of Education within fifteen days of receiving the District's decision.

The person making the complaint may also pursue help through local, state, or federal legal aid agencies, offices, or private/public interest attorneys. Any questions regarding Uniform Complaint procedures should be directed to the Culver City Unified School District Assistant Superintendent, (310-842-4220, ext. 4213).

Other Complaints

Please contact the principal as soon as possible after the incident.

Annual Notification of Rights and Responsibilities of Parents of Minor Pupils

For additional information and policies, please refer to the 2019-2020 Annual Notification of Rights and Responsibilities of Parents of Minor Pupils which can be found on

https://www.ccusd.org/apps/pages/index.jsp?uREC_ID=120892&type=d&pREC_ID=1590294