



**PARENT/GUARDIAN/STUDENT HANDBOOK**

**2018-2019**

Farragut Elementary School  
10920 Farragut Drive, Culver City, CA 90230  
310 842-4323

Culver City Unified School District  
4041 Irving Place  
Culver City, CA 90230  
310 842 4220

Dear Parents and Guardians,

Welcome to Farragut Elementary School! In this handbook, we have gathered useful information about Farragut programs and policies. Each family should review the handbook annually, as you will be held accountable for understanding the contents, including specific procedures, discipline policies, and behavior expectations.

Farragut staff members believe all students are capable of success- NO EXCEPTIONS! We believe Success for All Takes US All! We value the culture of community that is created with a strong parent-school partnership. When parents, staff, and students have a clear understanding of expectations, we can build on that sense of community and support one another continuously.

Thank you for taking the time to review the information in this handbook, along with the school rules and behavior expectations.

The staff and I look forward to working with you and your children throughout the year.

Sincerely,

Rebecca Ngo  
Principal

## **MEDIA STATEMENT**

The Culver City Unified School District (“District”) is proud of the many accomplishments of our students and staff. Often, such accomplishments draw the attention of newspapers, television stations or other media. Students are occasionally photographed or videotaped during the course of a school day or during student activities. Students also complete artwork projects during the school day or during student activities. Artwork includes musical, dramatic, and other performances and presentations, as well as all forms of visual and digital artwork. The following is a notice regarding the use of your child’s voice, image, likeness and/or artwork.

The District, its employees or its students may, as a part of a course or for other approved purposes produce or participate in video, motion picture, audio recording or still photograph productions, broadcasting, publications, performances, presentations, and/or projects involving digital or visual artwork, which may involve the use of students’ names, likenesses, or voices. Such productions, presentations, and/or artwork will be used for non-commercial purposes by the District and will not be sold to other persons or entities. Such productions, presentations, and/or artwork may be copied, copyrighted, edited, and distributed by the District in the manner described above. Examples of the uses of such productions, presentations, and/or artwork include, but are not limited to, School Accountability Report Cards and Cable TV broadcasts.

It is also the District’s practice to allow photographs, video footage, audio recordings, comments, and/or names of students to be used in district-produced materials including but not limited to websites, brochures, posters, other printed materials, and cable television programming. The District’s Communications Coordinator or designee may also release such content to local, regional, or national media organizations including but not limited to newspapers, periodicals, radio, network television, cable television, and film, as well as releasing such content on social media, for purposes of recognizing students’ accomplishments or promoting the District/schools in the local and/or extended community. Students may be identified by name to provide them with recognition opportunities when appropriate.

When using a child’s name, likeness, or voice, the District will retain the right to use and reuse, in any manner at all, the video, motion picture, audio recording or still photograph productions, broadcasts, publications, presentations, performances, and/or artwork as described above. The District is also forever released and discharged from any and all claims, actions and demands, arising out of or in connection with the use of said video, motion picture, audio recording, still photograph, broadcasts, publications, presentations, performances, and/or artwork, including, without limitation, any and all claims for invasion of privacy and libel.

There will be no financial remuneration for the use of any child’s work, recordings, and/or photos either for initial or subsequent transmission or playback and the District is released from any liability resulting from or connected with the publication of such work. Parent permission or consent may be rescinded for Media Release;

however, in order for the revocation of permission/consent to be effective, it must be made in writing to the school Principal and said revocation will not affect the publication or work that has already been produced.

It is authorized for the District to assign, transfer, or otherwise convey without limitation, all rights, titles, and interest in any works created by a student for submission to state, national and international competitions where a transfer of copyright and intellectual property rights is required.

Whenever practicable, the District will attempt to obtain parental permission in advance of media contact with students. However, the District may not be able to obtain consent in the event of spontaneous or unplanned media presence on campus.

This notice does not apply to yearbooks, school newspapers/newsletters or Web publications (secondary only). Photographs or likenesses of students may appear in yearbooks, school newspapers, or Web/school-sponsored publications, without consent.

## TABLE OF CONTENTS

School Staff	7-8
Attendance	9-11
Before and After School	
Absences/Truancies	
Part Day Absence	
Other Absences	
Restricted Physical Education	
SARB	
Permits	
Leaving CCUSD	
Curriculum and Instruction	11-15
After School Supervision	
Standards and Curriculum	
Monthly Assemblies	
Homework	
Conferences/Report Cards	
Promotion/Retention	
Classroom Observations	
Library	
Textbooks	
District Policy-Lost/Damaged Books	
Field Trips	
Back to School Night/Open House	
School Policies	15-20
After School Supervision	
Breakfast and Lunch	
Dress Code	
Healthy Eating/Snacks	
Lost and Found	
Lost or Damaged School Property Money	
Party Policy	
Telephone Policy	
Cell Phone Policy	
Tobacco Use Policy	
Nondiscrimination	
Transgender Students	
Support Services	20-21
Student Study Team	

Counseling	
English Learners	
Gifted and Talented Education (GATE)	
For Parents	21-25
Communication with teachers and administrators	
Telephone Messages	
Email Volunteers	
Parent Organizations	
Parents/Guardians' rights to pupil records	
Civility Policy	
Childcare	
Health, Wellness and Safety	26-29
Emergency Information/Forms Health Screening	
Doctor's Notes	
First Aid	
Medication during school hours	
Communicable Disease/Rashes	
24-Hour Minimal Exclusions	
Disaster Preparedness	
Discipline	29-31
Philosophy	
General Information/Problem Solving	
Harassment	
General Rules	
Playground Rules	
Yard Equipment	
Cafetorium Rules	
Halls and Patios	
Complaints	31-32
Williams Complaint Procedures	
Uniform Complaint Procedures	

## Farragut Elementary School Mission Statement

The mission of Farragut Elementary School is to provide a learning environment, which offers each child, within a caring and cooperative atmosphere, the opportunity to develop individual intellectual, physical and social abilities, and to enable him/her to become a productive and responsible member of the community.

Inherent in this mission is the belief that all students, regardless of individual differences, can learn; that schools make a difference, and that teacher and parents who are committed to this belief provide for the most successful learning experiences.

- We believe that all students should be engaged in meaningful educational activities.
- We are committed to promoting a calm, nurturing, safe school-wide learning environment.
- We believe that reading is critical to learning in all other subjects and is the foundation for lifelong education.
- Our educational program strives to be balanced and adheres to the California State Standards and Frameworks.
- We believe that parental involvement and support in a child's life is essential for each individual's success.
- We value a community where all people are responsible for themselves and respectful of each other.
- We believe that a team achieves greatness.
- We value hard work, self-reflection, and personal growth.

### **SCHOOL STAFF**

Principal	Rebecca Ngo
Secretary	Mari Ruiz
Senior Office Assistant	Erika Arredondo
Counselor	Amy Madigan
Nurse	Amy Thiel, BSN, RN
Health Technician	Denise Enoch
Day Custodian	Brian Shedrick
Night Custodian	Donnie Hawkins
Night Custodian	Cruz Sanchez
Food Services	Rita Martinez

## TEACHING & SUPPORT STAFF

<b>Transitional Kindergarten</b> Kayla Myatt	Room 7	<b>Instructional Coach</b> Alicia Jackson	Room 22
<b>Kindergarten Teachers</b> Margaret Tsubakiyama Lorraine Brown Robyn Johnson Elizabeth Taing	Room 1 Room 2 Room 3 Room 4	<b>Intervention Teacher</b> Loren Halleran	Room 22
<b>1<sup>st</sup> Grade Teachers</b> Martha C. Romero Dawn Revel Minnie Phai Lizzy Kim	Room 5 Room 6 Room 9 Room 10	<b>School Psychologist</b> Lydia Morcos	Psych Rm
<b>2<sup>nd</sup> Grade Teachers</b> Kristian Knight Christine Cruz Margaret Bark Doris Schaffer	Room 24 Room 25 Room 26 Room 27	<b>Physical Education</b> Dena Fletes, PE Coach Andy Campos, PE IA Floyd Crowley, PE IA	Room 22
<b>3<sup>rd</sup> Grade Teachers</b> Susan Jeong Keely Dowdall Hoa Le Teresa Noonan	Room 11 Room 12 Room 13 Room 14	<b>Speech Therapist</b> Kortney Spencer	Speech Rm
<b>4<sup>th</sup> Grade Teachers</b> Beverly O'Brien Shonda O'Neal Ann Marie Fredal	Room 15 Room 16 Room 18	<b>Occupational Therapist</b> Greta Binkley	Room 30
<b>5<sup>th</sup> Grade Teachers</b> Chanda Vy Kelley Roberts Stephanie Manglinong	Room 19 Room 20 Room 28	<b>Librarian</b> Maggie Marquez	Library
<b>Resource Specialists</b> Marissa Bilbo Marion Spinelli	Room 17	<b>Technology</b> Amy Shimerman	Room 29
		<b>Instructional Coach</b> Alicia Jackson	Room 22
		<b>Visual Arts</b> Susana Fattorini Janet Siegel	Room 8
		<b>Instrumental Music</b> Andy Pascoe	Cafeteria
		<b>Instructional Assistants</b> Raianna Dobbs Kimberly Page Angela Penchansky Maria Marceal Rosibel Ortiz Alice Lee	



## ATTENDANCE

### Before and After School

Students should arrive by **8:35am** and should be picked up no later than **3:25pm (1:55pm on early dismissal days)**.

School hours are 8:45-3:15 M, T, Th & F. 8:35 1:45 on Wed.

- Upon arrival, students must wait in front of the school, at the back parking lot gate by the playground, or at the Julian Dixon Library gate until the bell rings at 8:35 am. When the gates are opened, students **walk** directly to the playground and wait **in line** for the bell to ring at 8:45 am.
- **We need your cooperation and support:** You would be surprised at the excessive number of instructional minutes that are lost every morning due to lengthy good-byes and conversations as parents linger at classrooms.
- Please allow teachers and students to begin their day promptly. Let your child excel at becoming an independent student who can learn his/her classroom routines and interact with the teacher and classmates.
- Equipment and games are only used during the school day, not prior to, or after school hours.
- Children should be picked up in front of the school. Parents may also meet children across the Bridge or at Coombs Park (on Farragut Dr.) to ease traffic congestion.
- Prompt pickup eliminates concerns over student welfare and discourages children behaving inappropriately.

### Absences/Truancies

All students are expected to attend school on a regular basis and to arrive at the appropriate time. 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 now tracked electronically. Students having excessive absences and/or truancies will be notified by mail and parents will be requested to conference with the Principal. If the problem is not resolved, the student will be referred to the School Attendance Review Board [SARB] for legal action. The School Attendance Review Board was established by the California Legislature in 1975 for the purpose of finding solutions to school attendance problems.

Attendance is mandated by the State of California. Parents are legally responsible for making sure that students arrive at school on time, well rested, well nourished and ready to learn each day. Parents are responsible for notifying the school of any absences.

Excessive absences and/or tardies will affect student performance and achievement. Absences have a financial impact on the school district. **The school district loses approximately \$40 per day in funding for any day that a student is absent, regardless of the reason.**

If your child is absent, please:

1. CALL the school at 310-842-4323 and explain the reason for the absence EACH morning the child is out. Before or after hours you may leave a message on the voice mail system.
2. Your child must bring a written note, stating the reason for the absence and the dates absent.
3. If your child has a communicable disease, a serious injury, or for any reason might need to restrict his/her activity, please have him/her check in to the nurse's office before going to the classroom. If your child 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.

### **Part Day Absence**

We encourage you to try to schedule your child's doctor and dental appointments outside school hours. If this is not possible and your child needs to be absent for part of the day, please come to the office first so that you can inform us and sign your child out. Students will be dismissed only through the office to the parent or to the emergency contacts listed on the emergency card. This is for your child'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. Children are expected to be in school everyday unless they are ill or there are unavoidable circumstances.

### **Restricted Physical Education**

Your child has P.E. Everyday. Please send your child to school in clothes and shoes that allow them to run and participate in P.E. activities daily. If students need to be excused from PE, they need a written note from a medical provider. Please include the date when your child may resume physical activity.

### **School Attendance and 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, the student and family will be referred to SARB. When referrals are made, 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**

A limited number of Farragut students are attending on permits from other districts. You may lose the privilege to attend Farragut if student expectations and parent requirements are not met. Drew Sotelo, 310-842-4220, in the District Office, can answer any questions you might have about permits. **Please note that falsifying an address is a serious offense. If found out, the student will be excluded. Please do not assist others to falsify an address.**

### **Leaving CCUSD**

If you are moving, please let us know as far in advance as possible. This will allow us to have your child'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 move and want to continue attending Farragut Elementary School, a permit must be obtained from the District Office. Contact our attendance clerk, Erika Arredondo, and she can assist you.

## **CURRICULUM AND INSTRUCTION**

### **Standards and Curriculum**

The curriculum of the Culver City Unified School District is based on state standards. The content standards for the grade level are posted in each classroom. 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 child will be learning during the school year.

### **Monthly Assemblies**

Farragut has a monthly assembly the first Monday of each month beginning at 8:45 a.m.. All teachers meet their students at the assembly area between rooms 27 and 28. Parents are always welcome and their attendance is encouraged. The purpose of our monthly assembly is to build community, to positively recognize student behavior and accomplishments, to make announcements, and to give students the opportunity to gain experience reciting or performing before an audience.

**Parents are asked NOT to walk through the hallways with their children after the assembly, but should to say "goodbye" at the assembly area.** It is hoped that this practice will facilitate less traffic in the halls and will allow teachers and students to get to class more quickly and not waste precious instructional minutes. Kindergarten and First graders need to learn and become comfortable with their class routines. The development of this competence will be slowed unless they are allowed to practice independence. Remember, teachers are there to guide and assist children as needed. A quick, cheerful goodbye from you sends a positive, confident message to your child.

## **Homework**

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

If your child is absent, you may request homework by calling the school no later than 9:30 a.m. After lunch, teachers may not have time to gather the assignments before 3:15 or they may have a meeting after school. This gives them a chance to comply with your request and to leave the assignments in the office for you.

The District's homework policy states recommended amounts of time students should spend on school-related work at home. Generally, daily time spent on homework should be approximately:

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

In addition, a minimum of 20 minutes a night should be devoted to home reading, either with a parent or independently, depending on the student's age and reading skills.

Teachers attempt to plan assignments that are appropriate for each child. However, we know that children learn and work at their own pace. If your child is concentrating and focused, yet is spending significantly more than the recommended time each night on homework, please consult the teacher.

Remember, too, that on any given night you have the authority to stop your child's labors after the appropriate time, and simply write a note to the teacher explaining that the homework exceeded the time recommended time for his/her grade level.

Homework assignments are held to the same standards as class work. They should be accurate, complete, and neat. We appreciate parents looking over homework to check for accuracy and completion. If the work does not meet the teacher's criteria for acceptable performance, the homework may be returned to your child to be redone.

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

1. Plan dinner and other family events around your child's homework schedule.
2. Make a homework area (desk, kitchen table, etc.) where your child works each evening on assignments and studying.
3. Encourage your child to study with other students when appropriate.
4. Make a point to look over your child's finished homework

### **Conferences and Report Cards**

Teachers will hold Targeted Conferences for the families of students in need. Teachers will contact parents whose child falls into this category. A second round of conferences for all students will be held in the Spring. Teachers and parents may schedule additional conferences as needed.

Report cards are issued three times a year in the late fall, spring, and in June. The report card will tell you whether your child is mastering the California State standards being taught at the grade level. Your child will receive a grade representing their classroom performance in all the major subjects. Your child will also be graded on work habits and social skills.

### **Promotion/Retention**

Students are expected to progress through the grade levels by meeting grade level standards. If there is any doubt about your child's progress, the teacher must notify you and meet with you to develop a plan to assist your child. Decisions to promote or retain a student are based on classroom assessment, STAR test scores and progress in meeting grade level standards.

### **Classroom Observations**

Parents may visit their child's classroom to observe. To ensure minimum interruption of the instructional program, **visits during school hours should be arranged 24 hours in advance with the teacher, principal, administrator or designee of District facilities.**

The teacher and principal will determine whether proposed times and length for visitation or observation may be disruptive of instruction or not in the best interest of students. **A parent-requested classroom observation is limited to 20 minutes.** If a conference is desired, an appointment should be set with the teacher during non-instructional time.

### **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. It is required that your child 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 children. When a book is lost or damaged, the student who checked it out must pay for its replacement. At the end of the school year, the student will need to pay for any damaged or lost textbooks or library books in order to receive his/her report card.

### **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 before the end of the school year. After textbooks are issued they need to be covered with a paper or cloth cover. **NO ADHESIVE BOOK COVERS ARE TO BE USED AND NO TAPE IS TO BE APPLIED TO THE BOOK.**

District policy for lost or damaged textbook/library materials:

1. Students must clear their textbook records before being issued additional textbooks.
2. Procedures regarding notification of money owed on textbook and library books:
  - a. Two weeks prior to the end of each grading period students will receive a letter notifying them of their obligations.
  - b. If the item(s) have not been cleared by the end of each grading period, a copy of the letter will be mailed home to the parents.
  - c. Both Board Policy and State Education Code allow the District to withhold grades, diplomas and transcripts if the student's obligations are not met.
3. When textbooks/library books are lost or damaged, the following procedures are necessary and will be enforced until the materials are paid for:
  - a. Grades, transcripts and diploma will be withheld from the student and parents/guardians – *Education Code 48904 (b)*
  - b. Students on permit will not have their permit renewed.
  - c. No additional textbooks will be issued.

Before the report card is released, payment for lost/damaged books may be made with a personal or business check until six weeks before the end of school. After that time, all payments must be made with cash, cashier's check or a money order.

### **Field Trips**

All classes go on field trips each year. The PTA funds most of the field trips. Every child must have a signed permission slip on file before he can participate. Teachers will let you know in advance of upcoming field trips. Field trips 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 child's behavior on an upcoming field trip, the teacher will attempt interventions, such as asking the child's parent to accompany the child or assigning another volunteer adult to be a one to one supervisor for the child, instead of leaving the child behind. Special arrangements will be made for students who require medication during the school day.

### **Back to School Night and Open House**

Back to School Night is a time when the teacher will explain to parents what he/she plans to accomplish during the year. **This is an adult only evening.** It is a time for parents to learn about the plans and expectations for the new school year and not a time to discuss your child's individual needs. If you would like to conference with your child's teacher, please add your name to the "Conference Sheet" and the teacher

will contact you.

Open House **is an event for the whole family to attend.** Students have an opportunity to share what they have been learning throughout the year. Special projects are on display, and some classes have scheduled brief performances. Our week long Book Fairs coincide with both these fall and spring events. Your support of our Book Fairs brings wonderful books into your home, books into our school and classroom libraries, and money into our school.

## **SCHOOL POLICIES**

### **After School Supervision**

Students in the on-site child care programs use the playground after school from dismissal until 6:00 p.m., under the supervision of the child care staff. **There is no other supervision on the playground or school grounds.** If your child(ren) are not enrolled in the District's child care program, they MAY NOT remain on campus after school. **The after school yard is for children enrolled in after school care programs only.**

Enrichment classes, FFAST, are offered on campus after school on Monday – Thursday. Please make sure your child attends only the classes in which she/he is enrolled. Parents need to arrive on time to pick up their children from class. The on-site program director will facilitate any situations that may arise.

### **Breakfast and Lunch**

Please be sure that your child either brings a lunch or orders a school lunch each day. If your child brings a lunch, please have your child's lunch box/sack labeled with name and room number to avoid mix-ups at lunchtime. Although it is not mandatory, parents are encouraged to pay for lunches a month at a time. The computerized data system keeps track of how many lunches your child consumes and you will be notified when your balance is low. It is the parent's responsibility to keep money in the meal account.

Parents may access information about the lunch program and their child's account on the CCUSD website. Each child will be given a four-digit PIN number for the cafeteria; this number remains the same throughout elementary school. To avoid the handling of money during the lunch hour, money should be brought to the office in the morning.

Applications for the federally funded free and reduced food service program for qualifying families are available in the first day packets or in the school office anytime.

Breakfast is served in the cafeteria daily at 8:05 a.m. The full price cost is \$2.00 and the reduced price is \$.25. Your child's meal account is charged for breakfast in the same way it is charged for lunch. Students eligible for free or reduced price lunch are also eligible for free or reduced price breakfast. We offer full breakfast service,

including a choice of hot entrees or cold cereal, and a selection of fresh seasonal fruit. Breakfast is served daily beginning at 8:05. Service ends at 8:30.

The full price cost for lunch is \$3.00 and the reduced price is \$.40.

### **Dress Code**

For safety, health, and welfare reasons students will dress properly for school. Parents/guardians will be called for a change of clothes when necessary. (*AR 5132 – Dress & Grooming*)

- ✓ Shoes and socks must be worn at all times. No sandals, thongs, high or wedge- heeled shoes, boots, party shoes with leather soles, or backless shoes. Shoes with roller skates attached (Heely's) are only allowed if the wheels are removed. Athletic shoes are the preferred school shoes; students should be safe and comfortable for active outdoor play and daily instruction in Physical Education.
- ✓ Clothing, jewelry, and personal items (backpacks, water bottles, etc.) shall be free of writing, pictures, or other insignia, which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions & likenesses, or which advocate racial, ethnic, or religious prejudice.
- ✓ Hats, caps, and other head coverings shall be removed indoors and may be worn outdoors only. The only exceptions are head coverings of a religious nature.
- ✓ Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off the shoulder or low-cut tops, spaghetti straps on tops are not acceptable, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
- ✓ Gang related apparel/sign/insignias are prohibited at all times.
- ✓ Bike shorts, leggings or tights can be worn under skirts or dresses, but may not be worn alone. Tank tops should fit snugly; armholes should not be so large that the body is exposed. Excessively baggy pants are not permitted. Undergarments may not be visible.
- ✓ Hoop earrings are not permitted for safety reasons. Stud or other small earrings are acceptable. It is advisable to keep valuable jewelry at home.

Most dress code violations can be solved easily by having the student put on a sweater or by turning the inappropriate clothing article inside out. If it is a violation that requires a change of clothing, such as baggy pants or unsafe shoes, the student will be referred to the office and the parents will be called to bring a change of clothing.

### **Healthy Eating - Snacks**

A snack may be eaten during the morning break. Food brought to school should be nutritious. Gum, candy, and soda are not allowed. Students may eat in the area designated by the teacher.



### **Lost and Found**

It is amazing how many items of clothing are lost and never reclaimed during the school year. Please put your child's name on all sweaters, jackets, lunch boxes, etc. so that they can easily be returned when found. Please be sure your child comes home with the sweater or jacket he/she took to school. Articles found are kept outside the cafetorium; valuables are kept in the office. You or your children are welcome to check for lost items. Periodically during the school year, unclaimed clothing is donated to charity. As soon as you realize that an item is missing, please check the lost and found.

### **Lost or Damaged School Property**

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

### **Money**

Students should bring to school only enough money for milk or lunch. Money brought in for fundraisers, book club orders, school pictures, etc. will be collected the first thing in the morning, usually by the teacher. The school does not assume liability for money brought to school.

Policy for who may attend school functions during school hours.

Children who are not currently enrolled students at Farragut may NOT accompany parents and other adults to events taking place during school hours.

#### **The only exceptions are:**

- Monday Morning School-wide Assemblies
- Student performances to which families have been specifically invited
- 5<sup>th</sup> Grade Culmination Ceremony
- Jogathon

Younger/older siblings, relatives or friends under 18 years of age may not accompany adults to the following:

- Any classroom party or celebration taking place during school hours either on or off campus.
- Science Fair presentations held during school hours. Sports Day
- Career Day
- Book Fair during school hours
- Kindergarten Petting Zoo

Everyone is welcome & encouraged to attend weekend & family events such as:

- Fall Festival
- Family Movie Nights
- Science Fair Family Evening
- Winter and Spring Evening student concerts

- Family Bingo Night
- Musical Theatre parent/family performances
- ArtWorks! Family Day
- Chess Tournaments

### **Party Policy**

Birthday celebrations and other parties should not interfere with instructional time. Teachers may choose to reward students with a class walking trip to the park for lunch or may give them extra recess minutes. They may also have holiday celebrations. These treats are occasional and are earned privileges.

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 anytime 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 reaction (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.

Birthday parties take away from crucial instructional time so a better suggestion is to purchase and donate a book to the Farragut Library or your child's classroom library in commemoration of the child's birthday. Another nice way to commemorate your child's birthday is to have them bring in special pencils and pass those out in lieu of food. Pencils, last several weeks, where your child is remembered VS the treat that is consumed and gone in minutes. Balloons or flowers for individual students' birthdays are not appropriate or permitted at school.

BIRTHDAY PARTIES DO NOT BELONG AT SCHOOL – no cakes, party favors, flowers, balloons or goodie bags are allowed. Invitations to private birthday parties should not be distributed at school. Please make arrangements to do this outside of the school day.

### **Restricted Items**

Students are not to bring toys, games, trading cards, or sports equipment to school. Electronic games may not be brought to school. We discourage students from bringing cell phones to school. (See telephone policies below). Students may ride bikes, skateboards, roller skates, rollerblades and scooters to and from school, but never on

school grounds. Arrangements must be made with your child's teacher regarding storage of these items during the school day. The school is not responsible for loss or damage to personal items brought to school.

### **Telephone Use**

School telephones are to be used for emergencies or for school business only. Children are not allowed to use the office phones to arrange playdates, or ask parents to bring forgotten items.

### **Cell Phone Policy**

Students are discouraged from bringing cell phones to school. However, if you wish your child to have a cell phone for emergency use after school, the phone must be turned off and kept in the backpack during school hours, including recess and lunch breaks. No exceptions. If students do not adhere to this policy, phones will be confiscated and returned only to the parent.

### **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.

### **Non-discrimination**

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

### **Transgender Students**

CCUSD Board policies on transgender students were adopted on January 28, 2014. The Board Policies on Nondiscrimination/Harassment were revised on December 9, 2014. They state that the Board prohibits unlawful discrimination, etc. based on "sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics."

A transgender person is a person whose gender identity is different from their sex assigned at birth, and whose gender expression is different from the way males and females are expected to look and behave.

All persons, including students, have a right to privacy: this includes keeping a student's actual or perceived sexual orientation, gender identity, and gender expression private.

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

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

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

## **SUPPORT SERVICES**

### **Student Study Team (SST)**

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

The purpose of the team meeting is to discuss concern(s) and to design an intervention plan that will be supported by both the school and the parents for the benefit of the student. A follow-up meeting will be scheduled approximately 6-8 weeks later 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, he/she may receive special education services. These services may 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.

### **Counseling**

Farragut has a counselor on-site two days a week. If you feel your child could benefit from school based individual or group counseling (approximately 6-8 weeks in duration), please be sure to let the classroom teacher or office know you are interested. School based counseling is directed to help your student learn skills to help them succeed in school. The school's Student Study Team can assist with referrals for appropriate services. The school psychologist will continue to work with students who have an IEP [Individual Education Plan].

### **English Learners (EL's)**

Under California law, students who speak a language other than English at home are evaluated at school each year to determine their level of English proficiency. Those students who do not meet fluent English are identified as English Learners. English Learners must receive appropriate services, 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 Program (GATE)**

Third grade students are tested for GATE identification. Qualification is also based on standardized test scores. Once identified, students receive services in the classroom. Culver City USD no longer offers a pull-out GATE program. Students who did not attend CCUSD in 3<sup>rd</sup> grade may be tested in 4<sup>th</sup> or 5<sup>th</sup> grade. Most CCUSD teachers have been trained in Differentiated Instruction methods and are capable of providing for the needs of GATE students.

## **FOR PARENTS**

### **Communication with Teachers and Administrator**

Many concerns are the result of miscommunication or the result of the child's perception of a situation. Usually talking with the teacher will alleviate your concern. However, 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 are always welcome to talk with the principal.

Telephone the school office (310-842-4323) or send an email. Your concern will be addressed as quickly as possible.

- If you have a question or concern, please begin with the classroom teacher. If it is not resolved, then contact the principal. When you wish to schedule a conference, please call for an appointment. An appointment assures a

satisfactory meeting for both parents and the teacher or administrator. Teachers are expected to begin instruction promptly and are frequently expected to attend after school meetings; therefore, they are not always immediately available for “drop-in” meetings. Please respect their time.

- 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 e-mail the teacher.
- At Back to School Night, the teacher will discuss his/her preferred methods of communication. Those teachers who routinely utilize email will provide their email address at this time. All staff email addresses are available at the Farragut website: [www.farragut.com](http://www.farragut.com).

Some of our students divide their time between two homes. If this is your situation, we hope that all parties will communicate about the students' homework, needed supplies and schedule changes. If you would like duplicate hard copies of school notices for both households, please let the teacher and office know. The school newsletters and calendars are always available on the school website.

### **Email**

Every teacher has an email address. They can be accessed by logging on to the District website: [www.ccusd.org](http://www.ccusd.org) and clicking on the link for Farragut.

### **Telephone Messages**

If you wish to speak to your child's teacher during the day, call the school and speak to the secretary who will notify the teacher. He/she will return your 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 do not have enough office personnel to handle these types of calls and it interrupts the classroom. If you have an urgent message (i.e. regarding after school pick up) the secretary will get that message to your child. This must be done before 3:15. After the bell rings it can be very difficult to locate a child and give a message.

Students may not use the 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 or before your child leaves for school.

### **Volunteers**

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, going on field trips, helping in the computer lab, art room, or library, and supervising special projects. Please talk to your child's teacher about specific

classroom needs.

If you plan to volunteer on campus, you need to attend an orientation and complete an application. Your unique talents and abilities are extremely valuable to us and we look forward to a rewarding and successful association. Culver City Unified School District is proud of the professional services we provide to our students, faculty and community members. We believe that our volunteers are a valuable asset and that each of you directly contributes to our continued success.

In order to sustain a safe sanctuary for our students, Culver City Unified School District requires that all prospective volunteers complete a Prospective Volunteer Profile and Authorization, a Hold Harmless Agreement, A Statement of Volunteer Confidentiality and Child Abuse Reporting. In addition and pursuant to District policy, California Education Code and Assembly Bill 346, all individuals interested in volunteering must submit a clearance of TB as well as a criminal background check (fingerprinting) through the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) depending on the level of volunteer service.

**Let's get started:**

1. 1. Attend an Orientation and complete the prospective volunteer packet, **include your certificate of clearance showing you were examined and are free from active tuberculosis** and return it to the site secretary at the site you are interested in volunteering. You may obtain your TB clearance from your medical provider, school nurse's office, or other accredited health agency.
2. 2. The site secretary will give you a Livescan Request Form upon payment of the appropriate fee (**checks and money orders payable to CCUSD**) along with a receipt. DOJ Fee is \$32.00 and DOJ and FBI is \$47.00.
3. Proceed to the Culver City Police Department at 4040 Duquesne Avenue, Culver City, CA 90232. Appointments are not necessary. Operating schedule is Monday – Friday. Hours are subject to change. The phone number is (310) 253-6110. CCPD will keep a copy of your Livescan, you will return the 2nd copy to your site secretary, and keep the 3rd copy for your records.
4. Your volunteer site secretary will notify you of your clearance. Welcome Aboard! All volunteers must enter and leave via the school office where they must sign in with their California I.D. or Driver's License. You will be issued a badge to wear while on campus. This is for your safety if an emergency should occur while you are on campus.

The Farragut Fan Club and PTA has various volunteer opportunities throughout the year. We need and welcome everyone's contribution!

### **Parent Organizations**

The parent groups described in this section hold regular meetings, which are open to the public. Please see the school calendar and website for specific dates and times. PTA and Farragut Fan Club meet on the third Tuesday of each month at 6:00 pm in the library.

School Site Council meets on the first Monday of the month at 4:00 pm in the conference room. English Language Advisory Council meets quarterly at a place and time to be determined and the GATE Advisory Committee meets approximately twice a year. Each group has its specific function. Site Council, ELAC and the GATE Committee are advisory groups. PTA and Farragut Fan Club are support groups; they raise funds to pay for important elements of the school program not covered by the regular budget from the School District. All groups welcome attendance and active parent involvement. Any parent is welcome to attend any listed meeting.

### **Farragut Parent Teacher Association [PTA]**

The Farragut PTA is a unit of the California and National PTA. The Farragut PTA raises funds during the year through book fairs, a gift wrap sale, the Fall Festival, Bingo Night, and various other events. With these funds, the PTA pays for educational field trips and assemblies, and other classroom needs. Parents, students, teachers and community members are encouraged to join the PTA. Our school participates in state and national

PTA programs such as Red Ribbon Week, Science Fair, Honorary Service Awards for Volunteers, and the Reflections Art Contest.

### **Farragut Fan Club**

Farragut Fan Club is our booster club and as such is our major fundraising organization. Our parents have helped fund our new Computer Lab, pay for much of our music program, totally fund our visual arts program and our after school enrichment program. Our fabulous annual Artworks! event is made possible by their tremendous dedication and hard work. The “good works” done through this incredible organization have helped make Farragut the amazing school that it is. All parents are automatically members of Fan Club. Come to a meeting and catch the Farragut Spirit. You’ll be glad you did!

### **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, supplementary materials, parent education/family activities, and the salaries of instructional aides who work with students. The Council consists of the principal, elected teacher representatives,



elected parent representatives and an elected representative from the non-teaching staff. However, all parents and staff are welcome to attend the meetings. The School Site Council is not a fundraising organization.

### **English Learner Advisory Committee [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 responsibility to elect the members of the committee. Meetings are conducted in English and Spanish. ELAC is not a fundraising organization.

### **Parents/Guardians Right to Student Records**

Culver City Unified School District recognizes that parents and guardians have the right of access to and the privacy of information in children's school records. Parents may contact the Principal and make an appointment to review their child's cumulative record.

### **Civility Policy**

CCUSD employees will treat parents and other members of the public with respect and expect the same in return. Any individual who disrupts school operations, uses obscenities or uses loud or offensive language will be reminded to communicate civilly. This policy promotes mutual respect, civility and orderly conduct among District employees, parents, and the public. This policy is intended to maintain as much as possible a safe, harassment-free workplace for our students and staff. Anyone who is unable to comply with this policy will be directed to leave the school premises.

### **Childcare**

There are three programs through which parents can arrange after school care for children.

1. **KIK** – Kids in Kare is a program offered through the Office of Child Development (OCD) for children in Kindergarten – 2<sup>nd</sup> grade. It is available both before and after school. It is a fee based program. The OCD office can be reached by calling 310.842.4230.
2. **SACC** – School Age Child Care is also offered through OCD for children in grades 3<sup>rd</sup> – 5<sup>th</sup>. This program is fee based and available before and after school. Check with OCD for times, cost and availability.
3. **Parks and Rec.** - Culver City Parks and Recreation provides a fee based after school program for all students at Lindberg Park, just across the bridge from Farragut. It is a City run program. Students are picked up at Farragut each day and walk with their counselors across the bridge to the park.

## **HEALTH, WELLNESS and SAFETY**

The welfare of all the children at our school is our primary concern.

### **Emergency Information and Registration Forms**

Your child's Registration Form must have complete and accurate information as this contains emergency contact information. Please keep in mind that if your child has an emergency situation and the information is not up to date, it makes it very difficult for staff and more importantly for the child who is possibly suffering with illness or injury. Students will be released only to those persons listed on the 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 child'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 child, 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 grades K, 2, and 5. These screenings are also done on all students new to the school and students in the special education program. Dental screening is provided for all students K-5. You will be receiving information and consent forms for these screenings from your child's teacher.

Periodic screening for head lice is done with spot checks as needed. You will receive an informational handout from your child's teacher if a case of lice is found in the classroom. It will assist you in checking your own child's head. 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 and your home. It is strongly advised that you do daily head/hair checks on your child. **If lice or nits are found, please inform the front office and do not bring your child to school until treated with a lice-killing shampoo.** Your child's hair must be inspected by the school nurse or designated school personnel before he/she can be readmitted to class.

### **Doctor's Notes**

Doctor's notes are necessary when your child is returning to school after an illness or injury. The note can also be used to excuse your child from Physical Education when necessary. The Doctor's note MUST contain the following: child'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 child can return to school. The

doctor's note must be given to the office when the child returns to school and before he/she entering class. Students who are out ill for five or more consecutive days must also report to the nurse's office before returning to class.

### **First Aid**

A School Nurse and nursing assistant are assigned to Farragut on certain days each week. 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 child is ill or has an injury, he/she should inform the teacher on duty; if necessary, the teacher will send the child to the office. Simple illnesses/injuries will be treated by applying ice, soap and water, and/or Band-Aids, or by having the child rest.

When your child 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 child will be cared for at school until someone on his/her emergency card is able to pick your child up. Your child cannot leave school without permission and must be accompanied by an adult (18 years or older) who is listed on the emergency card. If your child'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, hand washing, and personal health and safety. With parent permission, fourth and fifth graders participate in Family Life Education taught by their teachers usually in the spring semester.

### **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, a doctor's authorization must be on file at the school and must contain the following information: Child'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 child takes daily medication either at home or at school, please provide the school with a 3 - day supply in case of a disaster. Any child needing medications during school hours MUST keep medications in the locked drawer at school. NO

medication may be kept in the child's backpack, lunch box , pocket, or desk. If your physician wants your child to carry an inhaler for asthma, please consult with the School Nurse.

### **Communicable Diseases and Rashes**

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

If your child has an unidentifiable rash, you will be asked to pick up your child from school to seek further medical evaluation. It is necessary for your child 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 do not send your child to school if he/she is persistently coughing, sneezing or complaining of a sore throat, runny nose, or headache.

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

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

PINK EYE : If your child 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 child 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 child can return to school. Conjunctivitis is very contagious. Encourage hand washing at all times to decrease the spread of infection.

### **Disaster Preparedness**

The school is prepared to provide care, shelter, and guidance for your child 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 child is cared for in the event of an emergency. All children will remain at school,

supervised by staff, until you or your designated person comes to pick them up. We have supplies for first aid, survival food, water and blankets stored on the campus. Make sure to complete the registration on the Parent Portal to assure information is up to date. There are spaces for you to list the names of the people who you authorize to pick up your child.

We will release your child ONLY to the people whose names are listed on this form. We have an organized and efficient plan for releasing students. If a disaster occurs, you must pick up your child at the Reunion Gate, which will be set up on the playground by the drive through gate in our parking lot. **DO NOT TAKE YOUR CHILD WITHOUT NOTIFYING THE STUDENT RELEASE TEAM.** It is important that we be able to account for all students at all times during the emergency.

## **DISCIPLINE**

The philosophy behind our plan is that every child has the right to work in a positive environment, which is conducive to learning. Each child will meet success by knowing in advance what is expected of him/her and what the consequences will be for not choosing to follow these school guidelines. We use a progressive system of positive behavior management strategies and restorative practices. Students are recognized for positive behavior and face consequences for inappropriate behavior. Each teacher will share their particular behavior management plan with parents at Back to School Night

### **General Information/Problem Solving**

Learning how to follow rules and get along with others is part of the elementary school experience. At Back to School Night, or in material sent home, your child's teacher will outline the specific expectations and discipline plan for the classroom. We appreciate your support in helping your child 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 everyone involved and discuss what led up to the situation and how it could have been handled differently. Our school has adopted Second Step, a social-emotional curriculum that builds community and gives students tools for problem solving. If someone is bothering your child, please encourage him/her to follow these steps:

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

### **Harassment**

Students have the right to learn without being called names or being threatened because of gender, race, religion, or physical or mental abilities. Students should report harassment to their teacher or the adult supervising at the time the harassment occurred. Incidents will be investigated promptly and appropriate

action taken. Please advise the principal if you have any concern about how your child's complaint is being handled.

### **General Rules**

- Knives, other dangerous objects, guns, look-alike weapons, and water pistols are not allowed at school at any time. The consequences for bringing any such item on campus may result in expulsion from the Culver City Unified School District.
- Personal items such as toys, radios, cards, etc. may not be brought to school except for sharing time in class with permission from the teacher. These items may NOT be brought to the playground.
- Children are expected to settle their differences without resorting to physical means. Those who do use physical means will be held accountable for their behavior. Consequences may include in or out of school suspensions, depending on the circumstances.
- Gum and candy are not allowed at school.
- P.E. equipment, including but not limited to basketballs, baseballs, tennis balls, etc. may not be brought from home.
- Appropriate language is expected. No profanity will not be tolerated.
- Students may ride bikes, skateboards, roller skates, rollerblades and scooters to and from school, but not on school grounds. Arrangements must be made with your child's teacher regarding storage of these items during the school day.

### **Playground Rules**

- Freeze at the "freeze bell", walk to class line after the whistle blows
- Use the bathroom and get drinks before the bell rings
- Tag may be played on the grass only
- Classroom patios are off limits before school, at recess, at lunch, and after school.
- Follow game and apparatus rules
- Treat others as you would like to be treated – no name calling or teasing
- Use equipment safely and correctly
- Eat snack at tables in the pavilion area **only**
- If a ball goes on the roof or into the creek, inform the yard supervisor
- Stay on the school grounds at all times
- Follow directions of adult supervisors

### **Yard Equipment**

- Equipment is used at recess, noon and physical education periods only
- Students wait in line for their turn
- Apparatus must be used appropriately
- Wait for a swing by counting to 20 while standing on the curb in front of the swings
- Slide one at a time, feet first, down the slide. No walking up the slide
- Do not bring any balls or toys from home

### **Cafeteria Rules**

- Students walk directly to the lunch line
- Students need to memorize their pin numbers
- Students are to remain seated during lunch
- Each class is assigned 2 tables
- Gr. K-5 sit at assigned tables
- Polite manners and proper etiquette are expected of all students
- Students clean up their own eating area
- Students will dispose of their trash only at the end of lunch
- Students will be dismissed 2 tables at a time
- Students will treat noon supervisors with respect
- Students will treat student council hall monitors with respect
- Students will walk silently through the halls and not disturb classes in session

### **Halls and Patios**

- Keep patio and hall areas clear during lunch recess
- Students walk to the right side of the white line
- Balls must be held while waiting in line; bouncing is disruptive
- Students are only to use patio or classroom with adult supervision
- Students walk quietly in the halls
- Students are required to have a classroom pass if leaving the classroom
- Students are to cooperate with and be respectful to Student Council Hall Monitors

### **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 Principal's Office
- [www.ccusd.org](http://www.ccusd.org)

**UNIFORM COMPLAINT PROCEDURE NOTIFICATION**  
[for discrimination and noncompliance with state and federal  
laws and regulations]

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.
- 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.