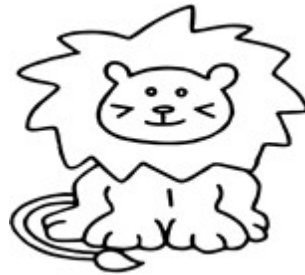


# La Ballona Elementary School

**Escuela Primaria, La Ballona**

CULVER CITY UNIFIED SCHOOL DISTRICT  
CULVER CITY, CALIFORNIA 90232

*Distrito Escolar Unificado de Culver City  
Culver City, California 90232*



STUDENT-PARENT-GUARDIAN  
2019-20 HANDBOOK

*Manual Para Alumnos/Padres*  
2019-20

**LA BALLONA ELEMENTARY SCHOOL (K-5)**  
**CULVER CITY UNIFIED SCHOOL DISTRICT**  
**CULVER CITY, CALIFORNIA 90232**  
**(310) 842-4334**

August 22, 2019

Dear La Ballona Students and Parents,

Welcome to La Ballona School. We invite you to be an active member of our “Lion” experience. I invite you to share any ideas, concerns, or questions you may have.

We have 25 classrooms, taught by certificated teachers with support from two resource specialists, an Intervention specialist, PE teacher, and a speech teacher. We also have instructional aides, a library clerk, a computer aide, PE assistants, a part time nurse and health technician, custodians, food service workers, and noon supervisors. A school psychologist and a new school counselor also are available for our students. La Ballona has school programs offered through the CCUSD Office of Child Development and STAR. In our school office Ms. Cindy Fierro is our school secretary and the school office is open from 8:00 a.m. to 4:30 p.m. Monday-Friday.

Our PTA Newsletter and is a bi-weekly newsletter to help keep parents informed of the various school activities, opportunities, concerns, and procedures. Our school also has a bi-weekly VIA put out by me to highlight school focus and news.

Our energetic PTA works closely with our school to develop and support academic and enrichment programs, as well as student-parent activities. We urge you to join the PTA and La Ballona Education Partners and become an active member of our school community. This year we will be taking ownership of what was known as the “Fun Run.” This event is a major fundraiser for our school and we need as many volunteers as we can get to ensure its success!

This handbook reflects the expectations and standards we have for our students and school. We expect that each student will grow in many ways and learn many new things during this school year. We expect that our students will do their best every day as we work together as a teaching-learning team. Our entire staff looks forward to working with you to make this a most successful and rewarding school year.

Sincerely,

Luis H. Ramirez  
Principal

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**VISION**

*“La Ballona is a safe environment with high expectations, which meets the needs of a diverse population, creating responsible citizens and life-long learners through a balanced curriculum and the cooperation between home, school, and community.”*

**SCHOOL STAFF**

Principal  
 Secretary  
 Attendance Clerk  
 Nurse  
 Day Custodian  
 Night Custodian  
 Food Service

Mr. Luis H. Ramirez  
 Ms. Cindy Fierro  
 TBD  
 Ms. Sandy Aguila  
 Mr. Manuel Chavez  
 Mr. Tony Sevoian  
 Ms. Bessy Reyna

<b><u>GRADE</u></b>	<b><u>TEACHER</u></b>	<b><u>ROOM</u></b>
TK	Ms. Charisse Ipulan	19
K	Ms. Xoan Lam	1
K(DLP)	Ms. Carolina Cuevas	2
K(DLP)	Ms. Elisa Lopez	3
K	Ms. Kathryn Banek	4
1 (DLP)	Ms. Carolina Arzate	5
1 (DLP)	Ms. Susan Rosales	6
1	Ms. Shelly Rauschuber	12
1	Ms. Deb Arancibia	14
2 (DLP)	Mr. Luis Morales	22
2	Ms. Monika King	15

2 (DLP)	Ms. Maria Carrillo	23
2	Mrs. Brittney Campbell	16
3 (DLP)	Ms. Joanna Orozco	21
3 (DLP)	Ms. Maria Flores	8
3	Ms. Sara Jensen	24
3	Ms. Isabel Coelho	26
4	Mr. Wade McMillan	11
4	Ms. Alyssa (Kimiko) Plehn	18
4 (DLP)	Ms. Elizabeth Gonzalez	7
4 (DLP)	Ms. Emma Perez	8
5	Ms. Nicole Wilson	17
5	Ms. Deby Ishii	13
5 (DLP)	Ms. Irene Taslimi	9
5 (DLP)	Ms. Daysi Castro Lopez	10
Intervention Specialist	Mr. Ira Proctor	3-A
Counselor	Ms. La'Keisha Jerome	
Physical Education	Mr. Mark Mendoza	
Resource Specialist	Mr. George Dumas	
	Ms. Marci Shulman	
Speech Therapist	TBD	
Psychologist	Ms. Teresa Pinzon	.

**SUPPORT STAFF**

Library Clerk  
Computer Aide

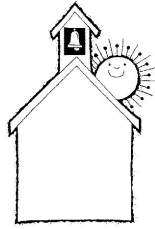
Ms. Stella Smith  
Mr. Mike Ramirez

Physical Education Assistants

Ms. Angela Perez  
Mr. Garry Naylor

Instructional Aides.....Ms. Lorena Abdalian  
Ms. Cindy Houck  
Ms. Liset Prieto  
Ms. Saira Sayeed  
Ms. Michelle Castanza  
Ms. Gabby Martinez

## **SCHEDULES**



### **REGULAR SCHOOL HOURS Beginning August 22, 2016**

Grades TK-5, Full day Kindergarten.....8:45 a.m. – 3:15 p.m.

### **WEDNESDAY SCHEDULE**

Grades TK – 5, Full day Kindergarten...8:45 a.m. – 1:45 p.m.

### **SPECIAL WEDNESDAY SCHEDULE**

Every Wednesday all children are dismissed early to provide the teachers and administration with a professional development /meeting period. See schedule above.

### **ARRIVALS AND DEPARTURE**

Children must not arrive at school any sooner than 8:00 am, including those having breakfast or having made prior arrangements with the teacher. Likewise, students are expected to leave for home or be picked up promptly upon dismissal at the end of the day, unless arrangements have been made for students to remain with an approved program. We seek your cooperation as we can only provide 10 minutes of adult supervision beyond arrival and dismissal times. The school cannot supervise children

who arrive early or stay late. The school playground is only available after school to students enrolled in KIK, SACC and STAR.

### **AFTER SCHOOL**

If the teachers or office feel it necessary to keep a student after school for more than ten (10) minutes, it is our practice to notify the home.

### **AFTER SCHOOL PROGRAMS**

For more information about after school programs, please contact:

#### **STAR**

Ms. Cynthia Perez  
(310) 863-4663

#### **SACC/KIK**

Ms. Vanessa San  
Martin  
(310) 842-4230

### **BACK TO SCHOOL NIGHT**

A Back to School Night will be held on **September 4<sup>th</sup>**. It is a time when the teacher will explain to parents what she/he hopes to accomplish during the year. This meeting is about 1 hour and not intended for your children to attend. There is no outside supervision for children on this night. This is a time for parents to learn about the plans and expectations for the new year and not a time to discuss your child's individual needs.

### **ATTENDANCE**

#### **ABSENCES**

Regular attendance is one of the major factors contributing to success in school. Additionally, California law (Education Code 48200) mandates that parents send their children to school regularly and punctually. Make sure your child attends school regularly and is absent only for illness or emergency reasons. The school only receives funds from the state for students who are physically present at school. *Absences mean less funding for our school.*

1. Excused Absences: According to California state law, excused absences must fall into one of the following categories:
  - Due to illness or injury.
  - Due to quarantine under the direction of a county or city health officer.
  - Having medical, dental, optometry, or chiropractic services rendered.
  - Attending the funeral services of a member of the immediate family, limited to one day if in California, three days if out of state.



2. Unexcused Absence: 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,” family vacations, etc. are **UNEXCUSED**.
3. 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).

If your child is absent, please:

1. Please **CALL the school at 310-842-4334 and explain the reason for the absence EACH morning the child is out.**
2. Your **child** must bring a **written note**, for the teacher, stating the reason for the absence and the dates absent. We are required to verify all absences in writing.
3. If your child is returning after having a communicable disease, a serious injury, or for any reason that might need to restrict his/her activity, please have him/her check into the nurse’s office and provide a doctors note.

#### **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 check into the office first. **Students will be dismissed only through the office and only to the parent.** This is for your child's protection as well as ours.

#### **EXTENDED ABSENCES**

Students with absences for greater than 10 consecutive school days will be dropped from the school rolls. Upon return, the student will be re-enrolled if space is available, in accordance with district policy. A parent can request independent study for the student during the extended leave by making the request in writing 5 days prior to departure and receiving approval from the school principal. The assignments are to be completed and submitted to the teacher upon return. This policy does not apply to students with illness or medical situations causing the extended absences.

#### **PHYSICAL EDUCATION EXCUSES**

If students need to be excused from PE, they need a written note from a parent or medical provider.

## TARDIES

A student entering class late not only impacts their own learning but also disrupts the flow of the classroom and impacts the entire community of learners. We recognize there are times when unexpected events occur that cause students to be late. We also acknowledge that parents play a large part in the punctuality of the students, but students are part of the team as well and must do their part to be at school on time. Our tardy policy stresses the importance of promptness as a valued “work ethic.” Discussion with the student about tardies will be held in private as will the assigning of consequences.

Tardies are recorded.

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

### TARDY POLICY (Based on the Trimester)

<b>1-5<sup>th</sup> unexcused tardies</b>	Classroom policy
<b>6<sup>th</sup> unexcused tardy</b>	1st letter from the office sent home in addition to class consequence.
<b>7<sup>th</sup>-9<sup>th</sup> unexcused tardy</b>	Parent-teacher contact and class consequence for each additional tardy.
<b>10<sup>th</sup> unexcused tardy</b>	2 <sup>nd</sup> letter from the office sent home.
<b>12<sup>th</sup> unexcused tardies</b>	Administrator-student conference.
<b>13<sup>th</sup> unexcused tardy</b>	School Attendance Review Team (SART) meeting (parent, student, teacher, administrator) to develop a student contract.

**If the student continues to be tardy, the family will be referred to the School Attendance Review Board (see p. 26).**

## PERMITS

Parents may apply for permits from other districts so that their child can attend Culver City schools. You may lose the privilege to attend La Ballona School if the student expectations and parent requirements are not met. Edith Fernandez, 310-842-4220 ext.4237 in the District Office, can answer any questions you might have about permits.

## OUT OF DISTRICT MOVES

If you are moving, please let us know at least a day or two in advance. This will allow us to have your child's transfer slip and a copy of the immunization record ready on the day he/she is to leave. If you move and want to continue attending La Ballona School, a permit must be obtained from the District Office and the new home districts school.

## GENERAL INFORMATION

### CLOSED CAMPUS

**La Ballona School is a closed campus.** Therefore:

- Students must never leave school grounds during the school day without permission from the office.
- Students leaving school during the school day must be picked up by a parent or adult listed on the emergency card, or by prior arrangements made with written authorization.
- Visitors at school are welcome. **ALL VISITORS MUST SIGN IN AT THE SCHOOL OFFICE.** Visitors, including **field trip chaperones and classroom helpers, must register first with the office before going to any classroom** so that we know you are on campus. **All visitors must wear an assigned badge.** As a reminder, all chaperones must be fingerprinted and cleared. As a professional courtesy, call the office or teacher in advance of your classroom visit. It is advised that classroom visits be limited to 15-20 minutes or less, unless prior arrangements have been made with the teacher, to insure a time when your visit will not interfere with class instruction. Your cooperation is appreciated.

### SMOKE-FREE CAMPUS

La Ballona is a designated “No Smoking Campus”. Smoking is not permitted anywhere on Culver City Unified School District property, including the sidewalks surrounding the school and in all District vehicles used by students, parents/guardians, employees, and the public. The no smoking policy is in effect during and after school hours, including weekends. Students and adults who violate this policy may be subject to disciplinary action. Information about smoking cessation programs is available in the Culver City Youth Health Center or on the District website (ccusd.org).

### SPECIAL SERVICES

The **Resource Specialist Program** in our school provides help for those students, referred by teachers or the principal, who qualify for Special Education.

The **Language-Speech Program** screens and serves children as needed in Tk-5<sup>th</sup>.

The **District Psychologist** is available for children with special needs. Parents are always consulted and permission obtained before any psychological testing is done.

All teachers have been certified to assist students designated as **ELL** (English Language Learners).

Differentiated instruction will serve students who are designated as **GATE** (Gifted and Talented Education).

### **SCHOOL SUPPLIES**

Basic school supplies are provided by the school (crayons, markers, glue, pencils, erasers, paper, and tissues). However, during this time of budget challenges, we welcome donations of various school supplies. If you are interested in making a donation to the class, please contact the classroom teacher.

### **PETS**

Please leave your pets at home. It is against the California Health Code to bring any kind of animal into any of the buildings or onto the grounds unless it is a certified service animal and is accompanied by the proper identification.

### **LABELING POSSESSIONS/LOST AND FOUND**

Please put your **child's initials 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. It is unfortunate that we have no way of returning unmarked clothing. Articles found are kept outside the cafetorium. You or your children are welcome to check this anytime.

### **FOOD SERVICE REGULATIONS**

According to the **California Education Code Section (ECS) 38082**: **"Food shall not be sold in any cafeteria operated by a school district to anyone except pupils and employees of any school district."** Guidance from the United States Department of Agriculture has made it clear that any **adult**, or any **child not enrolled in the school**, to eat from a child's plate is contrary to the intent of the National School Lunch Act and the Child Nutrition Act of 1966 and is strictly prohibited. **According to these laws, parents and siblings not enrolled at La Ballona Elementary School may not eat cafeteria food provided through the National School Lunch and Breakfast Programs.** Parents may assist young children (kindergarten and 1<sup>st</sup> grade) to pick up their food and take it to the table. However, **parents are not allowed to stay and sit with their children.** For safety reasons, strollers are strongly discouraged because they present a possible safety hazard in the cafeteria in case of emergency. Strollers may be temporarily parked (5-10 minutes) at the right inside entrance to the cafeteria. These rules are set by the Culver City Unified School District Food Service Department.

### **BREAKFAST (8:00-8:40 AM)**

Breakfast is served every day during the school year. The cost is available in the office. The federally-funded free and reduced food service program for qualifying families are available in the first day packets and school office. Breakfast will be served beginning at

8:00 am and will not be served after 8:40. Please remember that parents are not allowed to sit with their children in the cafeteria while they eat. This is a Federal School Meals Program regulation.

### **NUTRITION SNACK TIME**

Food brought to school should be nutritious (i.e. fruit, vegetables, cheese, crackers. NO CANDY, GUM, SODAS, HOT CHEETOS, or UNSHELLED SUNFLOWER SEEDS). Students will sit and eat in a designated area while eating and they are responsible to clean up after themselves.

### **LUNCH PERIODS (11:15 am -1:15 p.m.)**

It is the responsibility of the parent and child, prior to the start of each day, to make sure that the child has either a cold lunch or a lunch account 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.

Lunch is served in the cafeteria daily. The cost is \$3.00 and reduced price. 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. To avoid the handling of money during the lunch hour, lunches should be purchased between 8:00 - 8:45 am in the cafeteria.

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

### **LOST OR DAMAGED SCHOOL PROPERTY**

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

### **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 call about playing at someone else's home, homework, missing books, hot lunch money, or forgotten lunches

### **LA BALLONA ELEMENTARY SCHOOL CELL PHONE POLICY**

Students are strongly discouraged from, but may bring cell phones for use only after school, or in the case of a major catastrophe. In the event that students choose to bring cell phones to schools, La Ballona Elementary School is not responsible for lost, damaged or stolen items. All cell phones must be turned off during school hours. These devices are a disruption to the learning environment. In case of an emergency, parents should call the school at (310) 842-4334. Any cell phone that is seen, heard or used between the hours of 8:25 am and the dismissal bell at 3:15 pm will be confiscated.

**This policy also applies to “Smart Watches” and any other forms of electronic communication.**

**1<sup>st</sup> Offense** – The cell phone will be confiscated and the student can pick up their phone the following Monday between 3:00-3:30 pm from the principal’s office.

**2<sup>nd</sup> Offense** – The parent/guardian of the student must pick up the cell phone the following Monday between 3:00-3:30 pm from the principal’s office.

**3<sup>rd</sup> Offense** – The school will confiscate the cell phone and keep it until the end of the current semester. Please note that cell phones will **ONLY** be returned on Monday afternoons for first and second offenses. Students, parents, or guardians who are unable to pick up cell phones on Monday afternoons should call Ms Fierro ((310) 842-4334 to arrange another time for pick up. The alternate pick-up time must be after the Monday of release.

### **LIBRARY**

Our traditional library is available for use by all students. You can help by ensuring that your child returns 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 unreturned books before their report card is released.

### **AFTER SCHOOL PLAYGROUND**

The **playground is closed** to students not enrolled in an after school program (STAR, KIK, and SACC). Call STAR (310) 863-4663 or Office of Child Development (310-842-4230) for fee-based supervision programs.

### **RESTRICTED ITEMS:**

Students are not to bring dangerous items, of any kind, to school. Possession of a firearm, knife, or an explosive substance or device will result in an automatic recommendation for expulsion (Ed. Code 48915). Anything that has the potential for causing harm to another person may not be brought to school. Some examples are: sharp scissors, laser pointers, screw drivers, ice picks, metal forks, etc.

Students are not to bring toys, games, electronic games, skateboards, roller-skates/rollerblades or scooters, trading cards, or sports equipment to school. Toy-like school supplies are also not appropriate. Skateboards, roller skates, rollerblades and scooters are not permitted on school grounds.

### **CLASS PARTIES/BIRTHDAYS**

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 La Ballona Library in commemoration of the child's birthday. Balloons or flowers for individual students' birthdays are not appropriate or permitted at school.

### **HOMEWORK**

Homework assignments are a regular 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 parent participation, while other assignments are to be done independently by the child. The recommended times below pertain to students performing at benchmark. Time may vary for those below benchmark. 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 **before 11:30 a.m.** After lunch, teachers may not have time to gather the assignments before 3:00 or may have a meeting after school. This can be picked up at the office before 4:30pm.

The District's homework policy states an amount of time students should spend on school-related work at home. **Generally**, daily time spent on homework should be as listed below. This does not include 15-30 minutes of nightly reading.

TK/K/1 <sup>st</sup>	10 minutes
2 <sup>nd</sup>	20 minutes
3 <sup>rd</sup>	30 minutes
4 <sup>th</sup>	40 minutes
5 <sup>th</sup>	50 minutes

We know that all children learn and work at their own pace. If your child is spending more than the recommended time each night on homework (but not wasting time), talk to the teacher.

## **RESPONSIBILITIES OF PARENTS AND GUARDIANS**

“Each person between the age of 6 and 16 years, not exempted... is subject to compulsory full-time education... each parent, guardian, or other person having control or charge of such person shall send the pupil to the public full-time day school.”

(Education Code 48200)

We believe that the support parents offer their children plays a key role in their development and progress in school. Parents often ask, “How can I help my child?” We suggest that parents spend time with their children, offer encouragement, support and guidance, and ensure that they:

- come to school ready to learn.
- get enough sleep.
- eat a nutritious breakfast.
- attend school regularly.
- arrive at school and all classes on time.
- are considerate and courteous.
- respect the rights and property of others.
- follow classroom and school rules.
- have a special study place at home with necessary supplies, well-lighted, and away from TV and other distractions.
- schedule specific and regular study times at home.
- complete all schoolwork on time.
- discuss schoolwork and any school related problems.
- understand the morality and ethics of academic honesty, which will not tolerate cheating.

It is also important to support the school’s vision and goals, rules and regulations. Show a positive interest in your child’s progress throughout the year, know the names of your child’s teachers, and contact them when the need arises. Be involved in La Ballona activities to show children that school is important.

## **OPPORTUNITIES FOR PARENT INVOLVEMENT**

### **THE PARENT-TEACHER ASSOCIATION (PTA)**

The Parent Teacher Association (PTA) works throughout the year to enhance the La Ballona community. This organization advocates for and provides resources and opportunities designed to benefit and enrich the students here at La Ballona Elementary.

The La Ballona Parent Teacher Association (PTA) is a non-profit organization. The organization’s main purpose is to advocate for children and to help strengthen our schools and communities. In addition to advocacy, PTA raises funds to pay for field trips,



assemblies, school supplies, teachers' grants and school beautification. We encourage you to become a PTA member to be the voice for your children. If you would like information about the PTA, please join them for coffee and donuts on the first day of school at 9:00 a.m. in the cafetorium.

### **VOLUNTEERS**

Parents, friends, neighbors, and retirees are needed for many different kinds of assistance; making copies, stapling, cutting, translating, tutoring, or sharing a special vocation. If you have one hour per week to offer, or would like more information, please call La Ballona School at 310-842-4334. A current TB test and finger prints (32.00 fee) are required of volunteers who are in direct contact with children. Results are to be submitted to the school Secretary. Volunteer application paperwork is also available in the school office.

### **SCHOOL SITE COUNCIL (SSC)**

SSC is a committee of parents, teachers, and the principal, which advises in the development and implementation of the School Plan and assists in the school review process. This council also approves the School Improvement and Title I budgets. The SSC members are elected annually to represent parents and staff. The meetings are open to all interested parents and community members.

### **ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)**

ELAC is a group of parents who are interested in our English Language Program for EL students and want to give input to the principal about the program. ELAC meets four times during the year.

### **GATE (Gifted and Talented Education) ADVISORY COMMITTEE**

A district-wide GATE Advisory Committee meets three to four times a year. This group gives input into program design and evaluation. GATE issues are discussed. Interested parents are to notify the principal for participation.

### **COMMUNICATION/CONFERENCES**

#### **LA BALLONA NEWSLETTER**

A bi-weekly newsletter is published by the school/parents every other Friday. The newsletter helps to keep parents informed of the various school activities, opportunities, concerns, and procedures.

#### **BACK-TO-SCHOOL NIGHT**

A group conference is held in the early fall (September 4<sup>th</sup>) by each classroom teacher with the parents of his/her pupils. At this meeting, the teacher explains the school curriculum, daily schedules, instructional materials used, and the characteristics and needs of pupils at the particular grade level.

**Childcare is not provided**

### **INDIVIDUAL PARENT CONFERENCES/ REPORT CARDS**

Targeted Conferences will be held for parents twice during the school year to discuss educational needs, establishing goals, and general progress of selected children. In December individual conferences between some parents and teachers will be held. Report cards are distributed three times each year. Check the school calendar for exact dates.

### **COMMUNICATION WITH TEACHERS AND ADMINISTRATORS**

Parents and staff members are encouraged to maintain regular communication.

Suggested ways of communication are:

- Telephone the school office (310-842-4334) and leave a message for the teacher. The teacher will call you back.
- You may contact individual teachers via e-mail through our school website <http://laballona.ccusd.org/> Then go to **About Us** and **Staff Directory**. From there you may e-mail your child's teacher directly.
- If you would like a personal conference, please call for an appointment. An appointment assures a satisfactory meeting for both parents and the teacher or principal. Teachers are expected to begin instruction promptly at 8:45 (Kindergarten through 5<sup>th</sup> grade) and are frequently expected to attend after school meetings; therefore, they are not always immediately available for "drop-in" meetings.
- If you have a question or concern, please begin with the classroom teacher. If it is not resolved, then contact the principal.

### **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 Principal and make an appointment to review their child's school records.

### **HEALTH, WELLNESS and SAFETY**

We ask you to remember that the welfare of all the children at our school is our primary concern. *Healthy children learn better.*

### **EMERGENCY INFORMATION AND REGISTRATION FORMS**

**It is essential that your child's emergency card has complete and accurate information.** Please keep in mind that if your child has an emergency situation and the information is not up to date, it makes it 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 Emergency Information Card. 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 notify the office so necessary paperwork can be processed.**

### **HEALTH SERVICES**

Health Services are provided for your child throughout the school year. State mandated screenings of vision and hearing are done in Kindergarten, 2<sup>nd</sup>, and 5<sup>th</sup> grades. These screenings are also done on all students new to the school and students in the special education program. Individual vision and hearing tests can be done for your child whenever requested. Additional services such as the Jules Stein Mobile Eye Clinic (offered to 1<sup>st</sup> graders) and dental screening for grades K-5 are provided. You will be receiving information and consent forms for these additional 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 to assist you in checking your own child's head. Remember, head lice can happen to anyone. The most important fact is that 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 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 returning to the classroom. Your child's hair must be clear of nits before re-admittance to school. Additional information about lice and treatment can be provided by the school nurse.

### **DOCTOR'S NOTES**

Doctor's notes are necessary when your child is returning to school after an illness or injury. They inform the school staff about your child's current condition, therefore the safety and health of your child can be promoted. These notes 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 should be given to the teacher or office staff the day your child returns to school.

**First Aid** is given as needed for incidents that happen at school. If your child is ill or has an injury, he/she is to immediately report to the teacher on duty or to the front office. Your child can also send another student if unable to go him/herself. Simple illnesses/injuries will be treated by applying ice, rest, soap and water, and/or Band-Aids. 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). 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, handwashing, and personal health and safety. These topics can be taught in both formal (classroom) and informal (individual 1 to1) settings.

### **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. **All medications taken at school, including non-prescription medications (i.e. Tylenol, Advil, cough medicines) must be written on 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: 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. It is recommended that you help your child, who takes daily medication, (either at home or at school), by providing 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. Absolutely NO medication should be kept in the child's backpack, lunch box, pocket, etc. This includes liquids, pills, inhalers and cough drops. If you feel your child needs to carry an inhaler for asthma with him/her at all times, please discuss your situation with the school nurse.**

### **COMMUNICABLE DISEASES/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 front 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 a date when to return to school. Your child must also visit the front 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** be cautious before sending 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 above, **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 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 and you should encourage hand washing at all times to decrease spread of infection.

### CHRONIC/ACUTE HEALTH CONDITIONS

If your child 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 child’s needs and abilities are essential for a smooth transition into the educational setting. You will meet with a variety of school personnel (health and educational) during a planning meeting, and your role will be integral in the planning process.

### STUDENT SAFETY

Please discuss with your child the importance of not accepting rides or even talking to strangers. You might suggest that they avoid walking alone. Be sure your child knows how to cross the streets safely and only at intersections that are clearly marked with signs, street light and/or crossing guards. Also, **teach your child your home address and telephone number(s) where you can be reached in an emergency.** If there is a change in your routine, inform the teacher and the school office staff so your child will know what to do. Students must never leave the school during school hours. **Students will be released only to those persons listed on the Emergency Information Card.**

### IMMUNIZATIONS

All children, at the time of enrollment, must show written proof of required immunizations. These include DPT/DT, Polio, MMR, Hepatitis B, Varicella (Chicken Pox), and HIB (preschoolers). Additionally, proof of a TB Mantoux test is required. Your child’s immunization status must be kept up to date per the state mandated

guidelines or your child will be excluded from school until brought up to date. If your child is in 4<sup>th</sup> or 5<sup>th</sup> grade he/she will need to have the MMR #2 and the Hepatitis B series before entry into 7<sup>th</sup> grade. It is recommended that you begin to schedule these immunizations with your child's physician now. If you need referrals for immunization clinics, contact the school nurse.

### **DRESS AND GROOMING GUIDELINES**

**Students are expected to dress neatly, cleanly and appropriately for normal school activities. Students should be “dressed to learn”. Dress and grooming (including fragrances) should not distract self or others from learning. Students need to be dressed for participation and safety in P.E. daily. Socks must be worn at all times. Athletic shoes are the preferred school shoes. Shoes must be worn at all times for reasons of safety. Unacceptable footwear would include: platform shoes, “Heeleys”, open-toed or open heel sandals, strapless heels, and high or wedge heeled shoes. Hats may be worn for sun protection only.**

Hair must be neat and well groomed for sanitary reasons. If a child's clothing is inappropriate for school, parents will be called to bring a change of shoes or clothing. Students will not be allowed to return to class until they are appropriately clothed.

Students should wear clothing that fits them. We have found that oversized clothes present not only a safety hazard, but also appear to hamper learning in regard to what they emulate. The following guidelines will be used:

- a. If you can put two legs in one side of a pant/short leg, it is too big.
- b. Pants can be as long as your leg, not dragging on the ground or with big clumps of extra material at the bottom of the leg.
- c. Pants and shorts must fit at the waist either by the correct waist size or be held up by a belt at the waist.
- d. Pants and shorts can't "sag" where the inseam ends up down the leg.
- e. Shirts must not be longer than the shorts/skirts, nor beyond the knees.
- f. Shirtsleeves can't cover the entire hand.
- g. Belts must be properly cinched without a long side tail.
- h. Shoes must remain properly tied.

Students, while at school or any school-sponsored activity, are not permitted to wear:

- a. shorts, skirts or dresses that expose undergarments or posteriors.
- b. see-through clothing, bare midriffs, halters, strapless or backless tops, muscle shirts or sleeveless undershirts worn as an outside garment. Crop tops and tank tops are permissible if worn with a T-shirt underneath.
- c. any article of clothing that refers to any type of alcohol, drug, or act that is illegal or hazardous to one's health.
- d. clothing/jewelry that depicts or suggests obscene gestures, pictures, or wording.

- e. articles of clothing, jewelry, or accessories which, in the opinion of the school staff, distract students from learning or pose a threat to the physical safety and well-being of the student or others.
- f. clothing or articles of clothing (including, but not limited to gloves, bandannas, shoestrings, wristbands, belts, jewelry, wallet chain) related to a group or gang that may provoke others to acts of violence or cause others to be intimidated by fear of violence.

### **La Ballona Schoolwide Discipline Plan**

La Ballona's Schoolwide Discipline Plan states our expectations for your child's behavior at school. Our plan encourages students to demonstrate self-discipline and responsibility and to insure that children develop to their full potential academically, socially, and physically. This development can best take place in an environment which protects the rights of everyone.

The goals of the La Ballona Schoolwide Discipline Plan are to have:

- Each student be fully informed of all behavior expectations
- Each student be held responsible for his/her choice of behavior and be aware of the consequences
- The cooperation and support of every parent to enable each student to succeed
- Clear communication among school staff, students, and parents

La Ballona does not discriminate in its programs and activities to any persons because of race, color, national origin, sex, religion or handicapping conditions. Harassment in these areas shall not be tolerated and can result in disciplinary action.

### **BULLYING AND SEXUAL HARASSMENT**

Everyone deserves respect. The students, staff, and parents of La Ballona and CCUSD insist that students have the right to learn without being intimidated or threatened. Students should not ignore harassment. Students should report harassment actions to their teacher or any staff member as soon as possible. We consider sexual harassment and bullying to be major offenses, which can result in disciplinary action, such as suspension or expulsion (Education Code 48900.2 and 48900.4).

### **STUDENT RESPONSIBILITIES**

**Each student has the responsibility to:**

- attend school regularly
- behave appropriately in school, on the buses, and at school activities
- treat others with dignity, worth, and respect
- make an honest effort to learn

- treat others as he/she would like to be treated
- act and speak so that the feelings of others are not hurt
- follow the rules, regulations, and directions
- respect school property and the property of others

### **STUDENT RIGHTS**

#### **Each student has the right to:**

- be treated with kindness and caring
- learn without interruptions
- have their positive behavior recognized
- go through every day free of “put-downs” and verbal abuse
- the safe-keeping of his/her belongings
- be protected from physical harm from others
- know what is expected of them at all times in every area of the school
- have their concerns heard
- have cultural differences respected

### **TEACHER RIGHTS**

The establishment of a discipline policy is authorized by the laws and regulations of the State of California.

#### **School staff has the right:**

- and responsibility to establish a school structure and routine that provides the optimal learning environment
- and responsibility to request appropriate behavior from students while encouraging their positive social and educational development
- to expect cooperation and support from parents

### **PARENT ROLE**

The support and cooperation of parents are essential elements of a successful school plan. Students should be helped to become responsible citizens and accountable for their own behavior. Students should not interfere with another’s learning or safety. Students should be made aware that we live and work in groups and groups need rules.

- Review and discuss the importance of the Schoolwide Discipline Plan with your child
- Parents will sign and return all Citations when given. It is appropriate to discuss and again reinforce proper behavior with your child.
- Contact the classroom teacher to discuss strategies to support your child to behave properly when needed.





## LA BALLONA USES ITS PAWS POSITIVELY

**P=Positive Attitude**

**A=Act Responsibly**

**W=Work Together**

**S=Safety First**



**PAWS!**

### PROGRESSIVE DISCIPLINE

It is the primary focus of La Ballona's Schoolwide Discipline Plan to encourage good citizenship through praise, rewards, and other positive consequences. However, when rules are broken or behavior disrupts the educational program, negative consequences must occur in order to help the student learn self-control.

### GOOD BEHAVIOR REWARDS

We believe that the most important part of any discipline plan is a program to acknowledge and motivate good behavior. Each teacher has developed an individual class program to promote good citizenship. Rewarding good citizenship is also an integral part of discipline throughout the school.

#### Examples of GOOD CITIZENSHIP are:

- resolving a conflict peacefully
- being honest
- being a good sport
- following expectations
- being helpful and kind
- being courteous

#### Recognition for students who follow the rules:

- PAWS Tickets
- academic awards
- school assemblies
- certificates
- Student of the Month
- special jobs at school
- leadership opportunities
- class recognition – individual, group, whole class

# CHAMPS

CHAMPS is :

- A framework to support the decisions the teacher must make to ensure safe and effective classroom behavior.
- A template, a process, a common language among staff
- All teachers are NOT expected to have the same CHAMPS expectations.

The purpose of the CHAMPS protocol is to assist our students in identifying what the expectations are for the various areas and activities they are to participate in while at La Ballona. The expectation is the same for all students, but it is applied developmentally different for Tk through 5<sup>th</sup> grades, since the expectations are different for students as they move up through the grades. Below are examples of CHAMPS:

 <b>CONVERSATION</b> Voice Level 3 or 4 When the bell rings, freeze and get down. When the whistle blows, WALK to your line.	 <b>HELP</b> Walk to a campus assistant. Ask for help politely.	 <b>ACTIVITY</b> Play safely with all equipment. KHFOOTY Be a good sport.	 <b>MOVEMENT</b> Run Walk Jump Play	 <b>PARTICIPATION</b> Move carefully. Include others Use kind words. Show respect. Follow game rules. Use equipment safely.	 <b>SUCCESS!</b>
 <b>CONVERSATION</b>  Walk in to the cafeteria at level 0. Talk with one other student after being seated at level 2.	 <b>HELP</b>  Raise your hand to ask for help.	 <b>ACTIVITY</b> <b>CHAMPS Expectations for Eating in Cafeteria</b>	 <b>MOVEMENT</b>  Enter and walk into the cafeteria in a single-file line. Sit at your assigned table. KHFOOTY	 <b>PARTICIPATION</b>  Eat your lunch and clean up after yourself.	 <b>SUCCESS!</b> 

## **CHAMPS Expectations at La Ballona**

### **PLAYGROUND RIGHTS AND RESPONSIBILITIES**

#### **I have a right to be safe on the playground.**

This means I will:

- not FIGHT at any time
- not PLAY TAG at anytime
- not play on the APPARATUS before or after school.
- not throw grass, or anything, anywhere
- observe the NO CONTACT RULE (no touching another individual at any time)
- wear closed shoes that tie, buckle, or Velcro
- stay in an area that has an adult to supervise it
- leave all of my toys, balls, and other equipment at home
- return playground equipment to the ball rack
- eat only in the cafetorium or designated areas
- run only on the blacktop, never between the buildings or in the courtyard

#### **I have a right to be in class on time.**

This means I will:

- use the bathroom and get drinks before the bell rings
- STOP PLAYING, when the freeze bell rings
- WAIT for the whistle
- WALK directly to my class line

#### **I have the right to participate in fair games.**

This means I will:

- play by the established game rules
- use the apparatus only on my assigned day (even day-even numbered grades/odd day-odd numbered grades)

#### **I have the right to be safe on the apparatus**

This means I will:

- walk on to and throughout the apparatus area
- tag, or tag-like games are **not** allowed
- only one person at a time on each slide, set of bars, triangles, and poles
- not free-hang from the bars
- slides:
  - ✓ only one person at a time. The next person in line is to stand on the top step to look over to see if the first slider is off. The first slider

should look up to signal that he/she is off and that it is safe for the next person

- ✓ sit on your bottom
- ✓ Never go up the slide from the bottom or sides
- ✓ slide all the way down, never stopping half way and then hopping off to the pole or jumping from the slide
- fireman's pole is for sliding down only, never up
- the big yellow climbing pole is to look at only. Do not climb.
- bridges – hold on with both hands; the bridges are *not* to test balance
- assigned days for apparatus use:
  - ✓ odd numbered calendar days – odd numbered grades
  - ✓ even numbered calendar days – even numbered grades

### **Cafetorium Rights and Responsibilities**

#### **I have the right to eat in an attractive, quiet, calm, CLEAN and safe environment.**

This means I will:

- wash my hands or use hand sanitizer before eating
- stay seated and eat at my assigned table
- talk in a soft voice
- stop talking when the supervision adult asks for quiet
- recycle my serving tray and trash when my table is dismissed
- walk calmly and quietly to the yard

### **Restroom Rights and Responsibilities**

#### **I have the right to use a clean, private restroom.**

This means I will:

- give privacy to others and not play inside the restroom
- throw papers in the trash can
- turn off water and flush toilets
- not mark on the walls
- wash my hands

### **Assembly Rights and Responsibilities**

#### **I have the right to be able to see and hear assembly programs without being bothered by others.**

This means I will:

- listen politely when a person stands in front of the audience
- keep my hands, feet, and other objects to myself
- clap and participate appropriately
- stay seated until I am dismissed by my teacher

**I have the right to be treated with courtesy and respect when I am performing.**

**Environmental Rights and Responsibilities**

**I have the right to a clean and safe natural environment.**

This means I will:

- help to pick up trash
- remember to recycle
- respect all living things

**CONSEQUENCES FOR NOT MEETING SCHOOL**

**Expectations**

- Warning
- Redirect/time out
- Think Sheet
- \*Citation/class consequences (detention, call parent, notify principal, etc.)

\*Consequences are given for:

- Repeated negative behavior
- Bad/inappropriate language
- Defacing school property
- Aggressive behavior – hitting, fighting
- Disrespect to adults
- Throwing food
- Racial/ethnic remarks
- Dangerous behaviors, i.e., walking on walls

Parents will be notified about the infractions listed above.

**CLASSROOM SUSPENSIONS**

A child may be suspended/excluded from his/her classroom by the teacher for inappropriate behavior. The teacher will notify and confer with the parents as to why the child was suspended from class. The teacher will also discuss ways in which the home and school can work together to prevent further classroom suspensions.

**SCHOOL SUSPENSIONS**

GROUNDS FOR SUSPENSION AND EXPULSION:

**California Education Code 48900**

According to law, students may be suspended/excluded from school for up to five consecutive school days for the following reasons. In some circumstances, the Principal may recommend expulsion.

- a. 1. Caused, attempted to cause or threatened to cause physical injury to another person.
- a. 2. Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of, a controlled substance.
- d. Unlawfully offered, arranged or negotiated to sell any controlled substance ,alcoholic beverage, or any intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person an imitation.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school or private property
- g. Stole or attempted to steal school or private property.
- h. Possessed or used tobacco or products containing tobacco or nicotine products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied the valid authority of school personnel. .
- l. Knowingly received stolen school property or private property.
- m. Possessed a replica firearm substantially similar to an existing firearm.
- n. Committed or attempted to commit a sexual assault or sexual battery as defined by Penal Code.
- o. Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing.
- r. Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act.
- s. Aided or abetted in the attempted infliction of physical injury to another person.

**48900.2** Committed sexual harassment (Grades 4-12 only).

**48900.3** Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence (Grades 4-12 only).

**48900.4** Intentionally harassed, threatened, or intimidated, creating a hostile educational environment (Grades 4-12 only).

48900.7 Made terroristic threats against school officials and/ or school property (Grades 4-12 only).

### **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.

The principal or superintendent of schools, pursuant to California Education Code, Section 48915, shall recommend mandatory suspension and a recommendation for expulsion of the violation of the following: acts at school or at a school activity off school ground:

- Possessing, selling, or otherwise furnishing a firearm.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance.
- Committing or attempting to commit sexual assault.
- Possession of an explosive.
- Causing a 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.

#### **Pupil may be suspended or expelled for any of these acts:**

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

In these instances the police department will be contacted and a report made.

**Please discuss the consequences of suspension and expulsion with your child.**

If circumstances exist which cause the principal to exercise severe measures, parents or guardians of 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.

**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 a student's behavior indicates an unwillingness to function within the school's guidance system or if there are excessive tardies or absences, a referral to SARB will be considered as an alternative.

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.

**UNIFORM COMPLAINT PROCEDURE**

La Ballona is committed to complying with state and federal laws and regulations governing educational programs. Following the CCUSD's adopted Uniform Complaint Procedures, any person wishing to file a complaint regarding a violation of federal or state law or regulation governing an educational program may do so by contacting Ms. Eileen Carroll, Assistant Superintendent of Educational Services , at 4034 Irving Place, Culver City 90232, 310-842-4220 ext. 4213.

**WILLIAMS UNIFORM COMPLAINT PROCEDURES**

La Ballona is committed to providing sufficient textbooks and instructional materials for all students. We are also committed to clean, safe, and functioning school facilities. Any person wishing to file a complaint in these areas, can obtain forms at the principal's office, district office, or can be downloaded from the District's or California Department of Education's website.



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

Community Relations BP 1313 (b)  
CIVILITY POLICY

Disruptions - continued

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

#### Documentation

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

#### Legal Reference:

##### EDUCATION CODE

32210 Disturbing School 44014 Assault on Personnel

44810 Person on School Grounds

44811 Insults and Abuses

##### PENAL COPE

243.5 Arrest on School Grounds

415.5 Fighting on School Grounds

626.8 Entry of School by Person Not on Lawful Business

627.7 Refusal to Leave School Grounds

#### Policy

adopted: February 16, 1999,

CULVER CITY UNIFIED SCHOOL DISTRICT

Culver City, California

## 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 web sites, 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**