



*Student / Parent Handbook*  
*2009-2010*

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**Culver City High School**  
**Academy of Visual and**  
**Performing Arts**

Inspiring and empowering students  
to build a compassionate, creative community  
through innovative and challenging arts education

# AVPA Student / Parent Handbook

In order for each student to succeed in the AVPA program, the faculty and staff have worked diligently to create an atmosphere of educational professionalism and high artistic quality. Students are expected to participate fully, assume responsibility, and communicate with their teachers and parents. We have created this handbook to help guide students and parents in maintaining a successful path through the AVPA program.

- Culver City High School's Parent/Student Handbook is the basis for our policies in AVPA. Rules/Regulations and Policies discussed in the CCHS Handbook also apply to students in AVPA. Please refer to your copy, or visit <http://cchs.ccusd.org> for a copy of the Student Handbook (under the Students and Parents tab).

- **Attendance**

*Policy:*

- Students must attend all classes, workshops, rehearsals, convocations, company meetings, and performances/exhibitions as announced by each Creative Director.
- Great effort should be made to avoid conflicts with medical appointments, family obligations, or other activities the students may be involved in. Please make every effort to avoid scheduling conflicts with classes, productions, or fieldtrips.
- Students and/or Parents should contact the Creative Director or faculty member if there is a reason to miss a scheduled class/rehearsal (**in advance**). This does not necessarily result in an excused absence. This decision is at the discretion of the Creative Director and/or teacher.
- Unsatisfactory attendance in classes, workshops and rehearsals may prohibit the student from participating in performances/exhibitions, or result in being placed on **probation** or **dropped** for the class or the AVPA program.
- The definition of unsatisfactory attendance is: **1) 3 or more unexcused absences** during any semester and, **2) 3 or more tardies** to any class during any semester. Students, parents, and teachers will work together to avoid attendance issues and resolve any conflicts.
- 7<sup>th</sup> Period Attendance Policy:
  - **Must be cleared in advance on the day of planned absence**
  - Will become a **truancy** if not cleared with a note or call by parent **before 7<sup>th</sup> period on the day of absence**

- **Culver City High School "No Go List"**

*Policy:*

- Any CCHS student with 2 or more truanies (unexcused absences) in any CCHS class during a given Quarter may be prohibited from participating from activities, including field trips, productions, athletic competitions and other school events (dances, etc.) for the following Quarter.
- AVPA students will be monitored each Quarter for such truanies and notified of disciplinary action by the Creative Director of that student's department.

- **Controlled Substance (Drugs/Alcohol)**

*Policy:*

- In addition to the CCHS Discipline Policy regarding Controlled Substance infractions, AVPA has a Zero Tolerance for such behavior. AVPA students suspected of possession of, use of, under the influence of, or furnishing a controlled substance will be reported to CCHS administration and possible contact of Culver City Police for citation.
- Any infraction of this policy will result in immediate suspension from AVPA programs and classes, followed by a meeting with parents, AVPA Executive Directors, and appropriate department Creative Director.

- **GPA/Grades**

*Policy:*

- Students in AVPA are required to maintain a **2.0 GPA or higher** in their CCHS classes (or at their home school). Students who fall below this standard at Quarter Grade Reports may be placed on probation. Probation is defined by department, and may include suspension from productions, rehearsals, and/or classes/workshops.
- Students in AVPA are required to maintain a **3.0 GPA or higher (B or better)** in all AVPA classes and workshops. Students who receive marks lower than a B in any AVPA class or workshop may be placed on probation and excluded from productions/exhibitions and/or rehearsals.
- Communication with parents and teachers is essential for each student to maintain a successful academic and artistic educational program.

- **Code of Conduct**

*Policy:*

- AVPA students are expected to exemplify a professional and mature behavior in all classes, workshops, and productions.
- Failure to comply with appropriate standards of conduct and behavior will result in removal from classes, workshops, and/or productions. Parents will be notified and a conference may be scheduled.

**Centaurian Essential Five Behaviors:**

**Be courteous, considerate, proactive, clean, and prepared**

*From Culver City HS*

**Classroom Behavior Standards and Expectations:**

1. Respect your teachers, classmates and school. Any and all forms of disrespect (including foul language) will not be tolerated.
2. Remain in your seat at all times, unless directed to move by a teacher.
3. Focus your attention on the topic directly related to class lectures/discussions.

Consequences of violation of class rules:

1st Offense: Verbal warning

2nd Offense: Student/teacher conference and detention

3rd Offense: Parent phone call and possible parent/teacher/student conference and detention.

Note: If the violation is severe, the teacher reserves the right to immediately remove the student from class.

- **Transcripts**

*Policy:*

- We are currently compiling transcript information for all students. Official transcripts for students graduating in 2010 will be available during the 2009-10 school year. Unofficial transcripts and letters of recommendation can be obtained from each department's Creative Director, with reasonable time to assemble the required information.
- Transcripts for college classes (Santa Monica College and West LA College) are available through those institutions. Please contact them directly on how to obtain official transcripts. These classes will be included on the AVPA Transcript as well.

- **Requested Donation / Participation Fee**

*Policy:*

- Formerly called Production Fees, AVPA relies on the generosity of our families to function with the additional needed materials, equipment, staff/teachers, and costs associated with operating a program that receives no funds beyond certificated CCHS faculty from the Culver City Unified School District. The AVPA Foundation has been an integral partner in raising necessary funds for workshop teachers, production directors, additional staff, and materials that allow our program to operate and succeed.
- A requested donation from each family of \$100 per semester (\$60 for Art per year, plus additional materials fees as needed) will take the place of previous Production Fees (by semester or production). If a waiver of the fee is necessary, please contact the department's Creative Director. *We do not determine acceptance and/or participation in the program based on ability to make this donation.*
- Fundraisers and selling of ads may offset the personal cost of the fee for each family. As opportunities are created by the Foundation to help pay these fees, the information will be communicated to every family.
- The AVPA Foundation has determined that students/parents who sell ads to cover fees must sell a minimum of \$175 in ads to cover \$100 in fees (that would be one quarter page ad at \$175, or two business card size ads for \$100 each). Tribute ads for individual productions will be available this year, but will not cover a student's fee.

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*Parent & Student Acknowledgement*

We acknowledge that we have received a copy of the 2009-2010 AVPA Student / Parent Handbook and have read, fully understand, and support the Handbook.

We understand that compliance with the rules and policies is a requirement for good standing and/or continued enrollment and that failure to follow the rules and policies may result in disciplinary action, suspension and/or expulsion from AVPA. In addition, serious infractions may be reported to the Culver City High School administration for further action.

We understand that the success of each student in the AVPA program depends on full support of the policies and continued communication with the AVPA teachers, staff, Creative Directors, and AVPA Co-Directors.

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**Student Signature** **Date**

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**PRINT Student Name** **Department** **Grade**

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**Parent(s)/Guardian(s) Signature(s)** **Date**

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**Parent(s)/Guardian(s) Signature(s)** **Date**

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**PRINT Parent(s)/Guardian(s) Name(s)**

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**PRINT Parent(s)/Guardian(s) Name(s)**

\*\*Please read the entire Handbook and discuss it with your family. Sign it and return it to the appropriate department's Creative Director by **Friday, September 18**. Full acceptance into the AVPA Program is not complete without this Signature Page and Registration Form.