

# ***Student / Parent Handbook***



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



An innovative and challenging  
arts education program that  
empowers students and inspires  
a compassionate, creative community.

### **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 Creative Director, 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 the copy given by CCHS.

- **Enrollment Status Policy:**

- Each student accepted in the Academy of Visual and Performing Arts must maintain a status of **Enrollment in Good Standing** throughout each semester of membership.
- Students may also be placed a status of: 1) **Probation**, 2) **Suspension**, 3) **Expulsion**, or 4) **Enrollment Not in Good Standing**.
- **Probation:** the Creative Director, along with the Co-Executive Directors, may place a student on **Probation** for reasons outlined in this Handbook. This is defined as being warned about infractions of rules outlined in this Handbook and may lead to further actions to remove a student from classes, productions, or the AVPA program.
- **Suspension:** the Creative Director, along with the Co-Executive Directors, may place a student on **Suspension** for reasons outlined in this Handbook. This is defined as being removed from classes, productions, or the AVPA program for a set period of time.
- **Expulsion:** the Creative Director, along with the Co-Executive Directors, may place a student on **Expulsion** for reasons outlined in this Handbook. This is defined as being removed from the AVPA program and disenrolled from all classes.
- **Enrollment Not in Good Standing:** the Creative Director, along with the Co-Executive Directors, may place a student on **Enrollment Not in Good Standing** for reasons outlined in this Handbook. This is defined as a student selecting to drop out of classes and/or the AVPA program or as determined by the Creative Director and Co-Executive Directors based on infractions outlined in this Handbook.

- **Graduation from AVPA Policy:**

- Each student who completes the required amount of credits for a **Major** or **Minor** from any department of AVPA will receive a **Certificate of Completion** from the Creative Directors and Co-Executive Directors at an annual ceremony before the Culver City High School graduation. In order to receive this certificate, the student must have **Enrollment in Good Standing** status.

- Students who are not enrolled in an AVPA class during their last semester of high school may receive the certificate only when considered to be a status of **Enrollment of Good Standing**. This will be considered for students who have confirmed their status with the Creative Director and Co-Executive Directors prior to the last semester. Students who drop out of classes and/or the AVPA program, or who are not active during their last semester, may be given **Enrollment Not in Good Standing** status, which will result in not receiving the Certificate of Completion or graduation sash.
- Graduating seniors receive a sash to wear with their robe at the Culver City High School graduation.
- Students who are on **Probation, Suspension, Expulsion, or Enrollment Not in Good Standing** are not eligible for the Certificate of Completion and graduation sash.

- **Attendance Policy:**

- It is MANDATORY for students to attend all classes, workshops, rehearsals, convocations, company meetings, and performances/exhibitions as determined by each Creative Director.
- Students must 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 field trips.
- Students and/or Parents are required to contact the Creative Director or faculty member if there is a reason to miss a scheduled class/rehearsal (**in advance**). It is at the discretion of the Creative Director and/or teacher to excuse the absence or mark it a truancy.
- Unsatisfactory attendance in classes, workshops and rehearsals for any reason may prohibit the student from participating in performances/exhibitions, or result in being placed on **Probation** or **removed** from the class or the AVPA program.
- The definition of unsatisfactory attendance is: **1) 3 or more unexcused or excused 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.

- 7th Period Attendance Policy: — **Must be cleared in advance on the day of planned absence prior to leaving CCHS. Students must check out with the attendance office and be picked up by a parent when leaving 7th period.** — The CCHS Attendance Policy considers an absence a **truancy** if not cleared with a note or call by parent/guardian **before 7th 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 require immediate suspension from the AVPA program and classes, followed by a meeting with parents, AVPA Co-Executive Directors, and appropriate department Creative Director. CCHS Counselors or Administrators may also be involved. The outcome of of this meeting may result in probation or removal from the AVPA program.

- **GPA/Grades Policy:**

- Students in AVPA are required to maintain a **2.0 GPA or higher** in their CCHS classes. 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, and removal from the AVPA program.

- 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, and removed from the AVPA program.

- Communication with parents and teachers is essential for each student to maintain a successful academic and artistic educational program.

- Upon completion of AVPA credits for both minor and majors, AVPA Creative Directors determine if the AVPA student will continue in the program for additional credits and remain in **Enrollment of Good Standing** status.

- **Code of Conduct Policy:**

- AVPA students are expected and required to exemplify a professional, respectful, and mature behavior in all classes, workshops, and productions at all times.

- 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.

- Students may be placed on **Probation** from AVPA based on academic or behavior violations. Each Creative Director will meet with the student and their parent/guardian to outline the terms of the **Probation** and consequences for violations of the Handbook.

- Continued infractions, including disrespectful and defiant behavior, will result in modifying the student's status to **Suspension** or **Expulsion** (as defined in **Enrollment Status Policy** above).

- Culver City High School Administration and AVPA Co-Executive Directors may also participate in determining the status of any student who violates terms of the Handbook.

**Centaurian Essential Behaviors: Be courteous, considerate, proactive, clean, and prepared**

## **CULVER CITY HIGH SCHOOL BELIEVES:**

- Each member of our school community plays an integral part in making student success a certainty.
- That all students are provided the necessary resources and opportunities to become successful Critical Thinkers, Self-Guided Achievers, Involved Citizens, Collaborative Workers, Quality Producers, and Adaptable Problem Solvers.
- That all students are immersed in vigorous, standards-based curricula that promote higher level thinking skills.
- That students are capable of learning and as such, we educate the whole person providing students the necessary support to achieve their fullest potential.
- That we value diversity and promote tolerance and espouse understanding and compassion.
- That the aesthetic value of our campus is an important part of student achievement.
- **Transcripts Policy:**
  - 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 Semester Contribution Policy:**
  - 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 of this size. 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. Our annual fundraising goal for the AVPA Foundation exceeds \$600 per student per year.

- A requested contribution from each family of \$100 per semester (plus additional materials as needed) supports all aspects of the AVPA program. If a waiver of this request is necessary, please contact the department's Creative Director to request a scholarship. *We do not determine acceptance and/or participation in the program based on ability to make this contribution.*
- Fundraisers may offset the personal cost of the contribution for each family. As opportunities are created by the Foundation to help raise funds, information will be communicated to every family through the Foundation representatives or Creative Directors.

**Culver City High School**  
**Academy of Visual & Performing Arts**  
**Student / Parent Handbook**  
***Parent & Student Acknowledgement***

We acknowledge that we have received a copy of the 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.

**DATE**\_\_\_\_\_

**Student Signature**\_\_\_\_\_

**PRINT Student Name**\_\_\_\_\_

**Parent/Guardian #1 Signature**\_\_\_\_\_

**PRINT Parent/Guardian Name**\_\_\_\_\_

**Parent/Guardian #2 Signature**\_\_\_\_\_

**PRINT Parent/Guardian Name**\_\_\_\_\_

**\*\*Please read the entire Handbook and discuss it with your family. PRINT and SIGN this page and return it to the appropriate department's Creative Director.**

Full acceptance into the AVPA Program is not complete without this **Signature Page of this revised Parent/Student Handbook** and the Online Registration Form.