



Student / Parent Handbook

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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.
- 7th 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 7th period on the day of absence**

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

Policy:

- Any CCHS student with 2 or more truanancies (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 truanancies 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 Co-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.
 - 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.
 - 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:

- We are currently compiling transcript information for all students. Official transcripts for students graduating will be available during that 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 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 that receives little funding 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 contribution from each family of \$100 per semester (\$100 for Art per year, plus additional materials as needed) will take the place of previous Production Fees (by semester or production). If a waiver of this request 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 contribution.*
- Fundraisers may offset the personal cost of the contribution for each family. As opportunities are created by the Foundation to help raise funds, the information will be communicated to every family.

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Academy of Visual & Performing Arts
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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.

Student Signature **Date**

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

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

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

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

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. Full acceptance into the AVPA Program is not complete without this Signature Page and Registration Form.