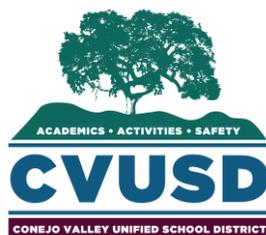




A Blended Learning School  
Serving Grades 6-12

Student Handbook  
2021-2022



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The Following Must be Signed and Returned to the School via DocHub or Hard Copy

- **Parent/Student Agreement**
- **Media Release Form**
- **Lab Guidelines Form**
- **Technology Acceptable Use Form**

## Welcome to Century Academy

Conejo Valley Unified School district recognizes that a quality secondary education is not a “one-size-fits-all” proposition. In response to this, Century Academy was opened in the fall of 2010 and provides customized computer based instruction for the independent learner. In addition we offer a variety of on campus support opportunities. The academy is accredited by the Western Association of Schools and Colleges (WASC) and has approved A-G courses through the University of California. Century Academy is also fully accredited by the NCAA.

Century Academy students may choose to participate in Work Experience, the Regional Occupational Program (ROP), pursue outside sports and activities, or participate in unique learning environments such as on ground hybrid electives and community service projects. We hope that the flexibly offered at Century Academy will help you discover a balance of guidance and personal support to help you achieve your very best!

Please stop by the office to say hello. If you have questions or need support, we’re here to help.

Best Wishes!

*We want every student to be successful!  
Attend every appointment and come to school prepared.*

**Century Academy**  
**33 Greta St.**  
**Thousand Oaks, CA 91360**  
**Phone 805-496-0286**

### Staff Directory

<u>Title</u>	<u>Name</u>	<u>Ext.</u>	<u>Email Address</u>
Principal	Yuliya Eisenberg	106	<a href="mailto:yreznikovaeisenberg@conejousd.org">yreznikovaeisenberg@conejousd.org</a>
Assistant Principal	Sean MacDonald	XXX	<a href="mailto:smacdonald@conejousd.org">smacdonald@conejousd.org</a>
Counselor	Rachel Kelterer	105	<a href="mailto:rkelterer@conejousd.org">rkelterer@conejousd.org</a>
Office Manager	Maria Arreguin-Gomez	100	<a href="mailto:marreguin-gomez@conejousd.org">marreguin-gomez@conejousd.org</a>
Office Assistant	Maxine Moro	108	<a href="mailto:marreguin-gomez@conejousd.org">marreguin-gomez@conejousd.org</a>
Registrar	Debbie Greve	104	<a href="mailto:dgreve@conejousd.org">dgreve@conejousd.org</a>
Lab Technician	Jennifer Seward	201	<a href="mailto:jseward@conejousd.org">jseward@conejousd.org</a>
Faculty	Karen Alexander	130	<a href="mailto:kalexander@conejousd.org">kalexander@conejousd.org</a>
Faculty	Eileen Belanger	127	<a href="mailto:ebelanger@conejousd.org">ebelanger@conejousd.org</a>
Faculty	Brian Gunn	129	<a href="mailto:bgunn@conejousd.org">bgunn@conejousd.org</a>
Faculty	Christy Herrera	124	<a href="mailto:christinaherrera@conejousd.org">christinaherrera@conejousd.org</a>
Faculty	Michael Jekogian	131	<a href="mailto:mjekogian@conejousd.org">mjekogian@conejousd.org</a>
Faculty	Jamie Kay	123	<a href="mailto:jkay@conejousd.org">jkay@conejousd.org</a>
Faculty	Kevin Kunes	126	<a href="mailto:kkunes@conejousd.org">kkunes@conejousd.org</a>
Faculty	John Kroeger	122	<a href="mailto:jkroeger@conejousd.org">jkroeger@conejousd.org</a>
Faculty	Armita Mehrabi	125	<a href="mailto:amehrabi-hashemi@conejousd.org">amehrabi-hashemi@conejousd.org</a>
Faculty	Owen Ryan	121	<a href="mailto:oryan@conejousd.org">oryan@conejousd.org</a>
Faculty	Andrea Salisbury	128	<a href="mailto:asalisbury@conejousd.org">asalisbury@conejousd.org</a>

## **Vision Statement**

There is a “Century Way”. It is about customizing learning for the student, family, and community. Century’s fundamental belief in academic rigor, multicultural perspective, and critical literacy are the keys to inspiring a passion for life-long learning.

## **Mission Statement**

Century Academy seeks to be an exemplary blended-learning school. We build the foundation of this community through meaningful relationships, rigorous, relevant, and engaging learning, and effective communication. We challenge ourselves to continuously evolve to meet the needs of our stakeholders. In order to prepare students to contribute to the global community, Century Academy delivers a balanced and varied school curriculum designed to meet the academic, cultural, and social-emotional needs of our diverse community.

## **School-Wide Learning Outcomes**

We are *T*echnologically prepared to participate in the global community.

We are *E*ngaged in a process of personal and academic growth.

We are *C*ritical thinkers.

We *H*old the keys to unlock the opportunities of life-long learning.

We are *I*ndependent Learners who understand the value of collaboration.

We are *E*mpowered to manage the time demands of a multimedia culture.

We are *S*ocially responsive to our local and global communities.

**“We are Techies”**

**Please read the attendance policy. If you have any questions, we are to help.**

**Attendance**

- Students must keep their weekly Advisory Teacher appointments promptly on their scheduled day and at their scheduled time. **Do not schedule** medical or employment obligations during your assigned and agreed upon appointment time.
- There are no absences, excused or unexcused, at Century Academy.
- Students must have completed **35 to 40 hours of work each week will ensure progress towards graduation.** Your 35 productive hours (ph) of study, computer and written work, plus meeting with your teacher, is equivalent to one week of on-site school at the comprehensive high school. Therefore, missing one appointment is equivalent to missing one week of on-site schooling.
- **Students will be drop failed from on-campus classes upon their fourth absence.**
- Transportation to and from the Century Academy is a student/parent responsibility.
- Transportation problems will not be accepted as an excuse for rescheduling an appointment.
- Work is no excuse for missing school and may result in a call to the student’s employer and cancellation of the student’s work permit.
- If you have to be absent for unforeseen reasons, it is your responsibility to have your **parent telephone or email** your teacher and reschedule **before** your appointment that week. Phone numbers and email addresses are located in the Staff Directory on Page 3 of this handbook. **Do not leave a message on the main phone line; you must contact your teacher directly.**
- If illness causes you to miss more than one consecutive week of school, you must bring a doctor’s note to your teacher and call the Assistant Principal to discuss your circumstances.
- Refer to the Conejo Valley Unified School District calendar for the days that school will not be in session this year. If your regular weekly appointment falls in one of these days, you will need to meet with your teacher on another day that week.
- Parents, please note that this is a closed campus. Please make sure you and your student have an understanding with what their expectation is when you drop them off at school.

**The following chart reflects the processes in place for poor attendance. Remember, your attendance is calculated by your productivity!**

<b>Student Action</b>	<b>Teacher Action</b>	<b>Intervention Opportunity</b>
Any time student misses weekly appointment, attends with incomplete assignments or fails to pass tests and progress in courses.	As appropriate, teacher chooses to counsel student, call parent, or send personal note home. <b><i>Retain a record of contact.</i></b> Teacher refers student to SST.	<u>Conferencing:</u> Teacher restates attendance expectations and supports student’s success.
Student misses a second weekly appointment or attends two weeks with incomplete weekly assignments.	Send CVUSD <b>Letter One</b> truancy notification. Student and parent attend SST meeting.	<u>SST Intervention:</u> Student conference with parent, counselor and teachers to develop intervention plan.
Student misses third weekly appointment or attends with incomplete weekly assignments.	Send CVUSD <b>Letter Two</b> truancy notification.	<u>Administrator Intervention:</u> Mandatory student /parent conference with Coordinator to develop an intervention plan and determine alternative placement.
Student misses fourth weekly appointment or attends with incomplete weekly assignments.	Send CVUSD <b>Letter Three</b> truancy notification.	<u>Alternate Placement:</u> Administrative team will determine an alternate appropriate placement for student.

**Academics:**

**Century Academy Course Offerings (High School)**

Standard	College Prep	College Prep	Honors	Advanced Placement
Algebra Readiness Algebra 1A Algebra 1B Focus On Geometry Focus on Algebra 2 Geoscience Biology English 9 English 10 English 11 English 12 World History US History US Government Economics PE Health General Work Experience ROP Courses ASG/Leadership Yearbook Career Prep Floriculture Get Focused/Stay Focused ASG/Leadership	Algebra 1 Geometry Algebra 2 Functions, Statistics and Trig Math Analysis Geosciences Biology Anatomy Physiology Chemistry Physics 1 English 9 English 10 English 11 English 12 Geography and World History US History US Government Economics Spanish 1 Spanish 2	Music Appreciation Art History Art Media Comparative Religions Philosophy Composition Creative Writing Psychology Sociology Spanish 1 Spanish 2 Spanish 3 Math/Pers. Finance Financial Literacy	Geometry Algebra 2 Math Analysis Biology Chemistry English 9 English 10 World History Economics	AP Biology AP Calculus AP Chemistry AP Statistics AP Psychology AP English Language and Composition AP English Literature and Composition AP US Government AP US History AP Physics 1 AP Studio Art Portfolio  <i>*Pre-Requisites must be completed prior to enrollment in any AP course</i>

**Suggested Four Year Educational Plan – Century Academy High School**

Grade 9	Grade 10	Grade 11	Grade 12
English 9	English 10	English 11	English 12
Health/Elective	World History	US History	Government & Politics Economics
Math	Math	Math	Math/Elective
Geosciences	Biology	Lab Science/Elective	Lab Science/Elective
PE	PE	Visual And Performing Arts	Elective
Foreign Language or Elective	Foreign Language or Elective	Foreign Language or Elective	Foreign Language or Elective

The University of California (UC) and California State University (CSU) systems have specific course requirements. Courses meeting these requirements are noted throughout the CVUSD High School Course Directory. Obtain a copy at the time of your intake appointment and consult your coordinator/counselor for further information.

## Academic Policies- High School:

- A minimum of 80 hours of acceptable work with appropriate assessment and testing earns 5 credits.
- Students must complete a **minimum of 30 credits each semester**.
- All tests must be taken on campus in the computer lab or in the presence of authorized personnel.
- **LATE WORK POLICY:** Please note that a “week” is defined by your regularly scheduled Advisory Teacher appointment.
  - Student may turn in assignments 1 week after the scheduled due date **with prior written approval** from their teacher. Any work turned in after an approved extension will not earn credit.

**Academic Honesty/Plagiarism:** (BP 5131.9) (Please refer to entire CVUSD board policy on line if you need additional information or clarification)

***Definition:*** Academic Dishonesty is a deliberate attempt to disrupt the learning process by misrepresenting another’s work as one’s own. Dishonesty during tests includes unauthorized communicating; copying materials, or allowing another student to copy; using prohibited notes or devices; obtaining prior knowledge of test content; and/or removing or distributing all or part of any test. Copying another person’s assignment, plagiarism, or submitting a paper or project which is not one’s own work, and submitting falsified information for grading purposes are also examples of dishonesty.

***Consequences:*** In order for consequences to be enforced for violations of academic honesty, the teacher must document his/her observation or supply evidence that dishonesty has occurred.

### Academic Policies

#### Grades 9-12

##### A. First Infraction

1. The teacher will conference with the student and record a grade of **FAIL** for that assignment.
2. Within five (5) school days, the teacher will notify the parent and send a referral to the appropriate administrator and counselor noting the infraction.
3. The student will be placed on contract, with the understanding that a second infraction in the same or any other class will result in the student’s removal from the course in which the second infraction occurred. The contract will remain in effect for two (2) years from the date of the infraction.

##### B. Second Infraction in Same or Any Other Class

1. The teacher will send a referral to the appropriate administrator and counselor noting the infraction.
2. Within five (5) school days the parent will be notified and the student will be removed from the course and placed in a Study Hall with a grade of Fail for the semester.

##### Other

1. At all levels, if a student is enrolled in a special education program, the appropriate coordinator must be informed before any changes can be made in the student’s program.
2. If a student steals, or sells/buys an examination or a teacher’s assessment materials, i.e., answer key or roll book, the student will receive a grade of Fail in that course.
3. If a student steals keys or is involved in illegal room entry, the appropriate administrator will be notified immediately. Disciplinary action relating to this offense will be initiated. If it is determined that test/grading materials are involved, the student will be removed from the course with a grade of Fail for the semester.
4. Teachers who discover a student copying another student’s work from a different class will take the papers to the other teacher. If dishonesty has occurred, a joint referral will be submitted to the appropriate administrator for action. This will be considered an infraction for both students involved unless theft of the work being copied is verified.
5. Emancipated students will be subject to the same procedures prescribed for parent involvement in the implementation of this policy. Reference CVUSD BP 454 (4/88, 1/97, 12/97, 8/01)

### Computer Lab Testing Guidelines:

- Students must sign in and out of the lab each time they enter and leave the lab.
- The computer lab is open from 9-3 Monday through Friday for CA student to take exams.
- The lab computers are primarily for students to use to take their exams however; depending on space, students may study/work in the lab.
- Students who require extra time beyond testing in the computer lab should limit themselves to 2 hours per day.
- Students must complete computer scored test (CST) and teacher scored test (TST) in one sitting. Students will have only one opportunity to take quizzes and tests.
- Students must sit in one of the back two rows when taking a computer scored test or a teacher scored test.
- No electronic devices are permitted during tests; use of any electronic device during tests will result in a zero.
- Learning Recovery and Standard classes are open book NOT open Internet. Students on the Internet during a test will earn a zero. CP and Honors classes are closed book.
- Only one test per student will be unlocked at a time; when taking the computer scored test (CST) and the teacher scored test (TST) each test will be opened separately. For example, when the CST is complete request that the TST be opened.
- **If a student leaves the computer lab with a test, a grade of zero will be assigned.**

### Email to parents:

Parents will be sent emails regarding students' progress and grades either weekly or every two weeks. If your student's Advisory teacher has a concern they will communicate with you sooner than the two weeks. Century Academy does not use Q for your students' progress grades; please use the weekly APEX coach reports and the teacher's emails to keep you updated. If you ever have a question regarding your students' progress, please email your students Advisory teacher. They are happy to be of assistance.

### CIF Waiver

For this school year Century Academy has been granted the CIF Waiver.

- **What does this mean for your student?** Your student (if residing in the CVUSD district zones) is able to try out and participate in any CIF sanctioned sport for their school of residence only. Students must adhere to the school and coach's expectations when it comes to participating in the sport. Students/parents are responsible to communicate with the school your student is participating a sport in for try out information; etc. Students also need to keep up with their work at Century Academy as we must give progress grades every time the Athletic Directors checks for Athletic Eligibility. Typically this happens every quarter/progress/final grading report. Please refer to the district calendar to make sure you are aware of these days for the campus your student is participating with.
- **Not residing in the CVUSD zones?** The CIF Waiver can only be used for students who have a residence that is zoned for one of the CIF participating high schools in our district (NPHS/TOHS/WHS). If you are not a resident in the CVUSD then your student is unable to participate in a sport under the CIF Waiver (per CIF regulations) while attending Century Academy.

## **STUDENT RESPONSIBLE USE (Technology) :**

- A. **I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT.** I understand that passwords are private and that I should not share my password with anyone. Forgotten passwords can be obtained from the school office. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.
- B. **I AM RESPONSIBLE FOR MY LANGUAGE.** I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities, or any other inappropriate language as determined by school administrators.
- C. **I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.** I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.
- D. **I AM RESPONSIBLE FOR MY USE OF THE CVUSD NETWORK.** I will use CVUSD computer resources responsibly. I will not search, retrieve, save, circulate, or display hate-based, offensive, or sexually explicit material. I will not search, retrieve, save, or circulate images or information about weapons using any CVUSD computer resources unless authorized by school administrator/teacher as part of a school assignment. I understand the use of the CVUSD network for illegal or commercial activities is prohibited.
- E. **I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES.** I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.
- F. **I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE.** I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio, or video) in someone else's name. Also, I am responsible for academic honesty when working on online assignments. This means I must observe clear standards for responsible behavior which includes not plagiarizing others' works, not cheating in any fashion – not collaborating when not permitted, and following the teacher's concise guidelines for the assignment(s).
- G. **I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE CVUSD's NETWORK.** I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.
- H. **I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY.** I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives), laptops, tablets, and smart phones.
- I. **I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY, INCLUDING ONLINE.** I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies. The CVUSD is not responsible for the safety and protection of the students' personal property they bring from home, including for participation in classroom activities.
- J. **I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES WHENEVER I PUBLISH ANYTHING ONLINE.** I will follow all guidelines set forth by the CVUSD and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server). I understand that it is both unsafe and not recommended to post any personal information about myself, including but not limited to: my name, address, phone number, or school. I will not post photos of students with their first and last names on any online site, including but not limited to: blogs, wikis, and discussions forums.

### **Behavior**

Remember this is a school campus, so please dress and behave in the appropriate manner. Disruption of the campus community at any time is unacceptable.

- Students are to be on campus only for meetings or pursuing academic interests.
- Students shall not go into the park and return to campus except on official school business.
- Students are to come to campus alone or with parents. Students should not have "friends waiting" for them on campus to while the student conducts school business.
- No smoking on campus

## **Conejo Valley Unified School District Dress Code**

Students shall follow all guidelines regarding attire worn to school in order to promote a positive school environment.

1. General Principle: certain body parts must be covered for all students.

Clothing worn must cover genitals, buttocks, and nipples with opaque material at all times, no matter the student's movements

2. Students Must Wear:

- Top (shirt, tank top, etc.)\*
- Bottoms (pants, sweatpants, leggings, shorts, jeans, skirt, etc.)\*
- Shoes; activity specific shoes requirements are permitted for athletics, or classes that require closed toe shoes for safety purposes (ex. Lab course, Physical Education)
- The equivalent to a top and bottom (dress, jumper, etc.) may also be worn.

3. Students Cannot Wear:

- Violent language or images.
- Images depicting drugs, alcohol, or any other illegal item or activity.
- Hate speech, profanity, or pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Hats, Helmets, Hoods, or Headwear (except as a religious, cultural, or ethnic observance, or medical purpose) when in an indoor classroom environment.
- Education Code 35183.5, as added by SB 310 (Ch. 575, Statute of 2001), requires schools to allow students to wear hats and other types of sun- protective clothing while outside
- Students' personal items brought to school are also subject to the requirements under this Section 3.
- Students cannot show visible underwear, not including straps and waistbands.
- No bathing suits. Board shorts are allowed.

If students violate the dress code:

- If students do not have alternate clothing with them, they have the option to have parent/guardian called to bring alternative clothing.

### **Protective Gear:**

- Teachers instructing classes where protective or supportive clothing is needed (eye or body protection), dance, uniforms, costumes, or PE (athletic attire/shoes) can require students to wear protective gear or supportive clothing, remove dangling jewelry, tie hair up, or implement other necessary safety requirements.

For full CVUSD Dress Code, please refer to Board Policy and Administrative Regulation 5132 at <https://www.conejousd.org/Board-of-Education/Policies-Regulations>.

**Cell Phones (Electronic Signaling Devices):** Electronic signaling devices will not be permitted to disrupt instruction, instructional programs, and/or school-related activities. Electronic signaling devices must be completely turned off during your Century Academy appointment, lab time and school events. Century Academy and the CVUSD assume no responsibility for the protection of, loss of, or damage to any electronic signaling device.

## Testing

**SBAC Testing:** All students in the Conejo Valley Unified School District will be scheduled to take the Standardized Tests in Grades 2 – 11. More information will be given to parents and students as the test dates are finalized. **Spring SBAC Testing dates are TBD.** Look for these announcements on our web site.

### **Personal Information:**

Please keep our files current with the student's, the parents/guardians' work, home, and cell telephone number as well as the current mailing address for both the student and the parents/guardians. We request that you inform the office 805- 496-0286 of any changes of address, telephone numbers and work status. **The Conejo Valley Unified School District requires parents/guardians to complete, update and return, annually an emergency authorization form. Your master teacher will give you the form. As soon as possible, return the completed form to your teacher.**

### **Work permits:**

California law requires anyone less than 18 years of age to have a work permit for employment. You must be a student in "*good standing*" to qualify for the permit. Forms are available in the Century Academy Office. If you are not meeting your school obligations, the permit will be revoked and your employer will be notified.

### **Closed campus policy:**

Students/parents are reminded to adhere to the Conejo Valley Unified School District's closed campus policy. **Therefore, a student is not to be near another campus of the Conejo Valley Unified School District during the hours of 7:00 a.m. – 3:30 p.m. Likewise, students from other schools are not allowed to accompany Century Academy students to appointments, classes, computer lab, on campus events, or wait for students in the neighboring park during school hours.**

## SCHOOL SAFETY PLAN – RULES AND REGULATIONS AGREEMENT

Century Academy is committed to providing you with a safe and secure school environment where you will receive support in achieving your educational goals. To ensure that this opportunity is available to everyone, the following agreement must be honored. Signing this agreement means you understand the rules and agree to abide by them and that you agree to encourage your child(ren) to abide by them.

- 1. I will not deface or damage school property or school materials. Furthermore, I understand that parents will be held financially responsible for any damage to property real or personal, as stated in the Education Code Section 48904.**
- A. I understand that graffiti and tagging of any kind will not be tolerated. I will not have in my possession while on the Century Academy site any spray paint, markers, etching devices or other graffiti paraphernalia, for the purpose of tagging. (Art materials for normal uses in art classes are acceptable.) I understand that the court can enforce the following consequences: 20 days or 100 hours of community service in a Graffiti Abatement Program; \$250 fine plus penalty assessment and restitution; suspension or delay of one year of the issuance of youth driver's license, and 180 days in custody. (Penal Code 640.5)
- 2. I will not wear any clothing or attire that indicates gang affiliation. (E.C. 35183)**
- 3. I will not engage in any violent behavior such as physical or verbal abuse or any behaviors intended to intimidate other students. (E.C. 48900)**
- 4. I will not possess or use any illegal substances such as drugs or alcohol, or engage in the sale of such illegal substances. (E.C. 48900)**
  - A. I will not smoke or use any product containing tobacco while on campus or while attending school sponsored activities. (E.C. 48901)
- 5. I will not bring the following items to school: weapons, knives, or chains. (E.C. 48901.5) (Pagers and cell phones given to students by parents for the purpose of parent-child contact are acceptable but must be turned off during class or tutoring situations.)**
- 6. I will enter and exit from the designated entrance and wait for all rides at the designated entrance. I will not loiter on the school campus, in the parking lot, or in the immediate area. (Penal Code 601)**
- 7. I will not leave the campus without permission of either my teacher or my parent except when picked up by my parent or another designated adult after a class, workshop, or tutoring session. I understand that leaving campus without permission will result in the notification to my parent. (5 Cal.Reg.Sec. 303)**
  - A. I understand that my presence on any other school campus while enrolled at Century Academy is not permitted unless prior arrangements have been made between the administrators of the school district and Century Academy. I also understand that my friends, other than those enrolled at Century Academy, are not allowed on the school's campus at any time. (Friends and family members accompanying a parent are acceptable in either case.)
- 8. I understand that I must attend school regularly and make acceptable progress in order to have a work permit signed.**

# **Century Academy**

## **2022-2023**

### **Important Dates**

**August 22nd: Family Orientation & Workshops**

**August 24th: First day of school**

**August 24th-August 26th: Student Success Seminars**

**August 29th-September 2nd: ALL STUDENTS: 1st week of regularly scheduled classes**

**September 5th: Labor Day (no school)**

**September 19th: PICTURE DAY**

**September 20th: Welcome Back student BBQ**

**September 26th: Rosh Hashana (no school)**

**October 5th: Yom Kippur (no school)**

**October 10th-14th: Elementary Parent/Teacher conferences**

**October 31st: Student Pizza Party & Trunk or Treat**

**November 1: Professional learning day (no school)**

**November 4th: Student vs. Staff Pickleball tournament**

**November 4th: Last day to drop a course**

**November 11: Veteran's Day (no school)**

**November 21st-25th: Fall Break (no school)**

**December 12th-16th: Holiday Spirit Week (on campus activities)**

**December 19th-January 2nd: Winter Break (no school)**

**January 16th: Martin Luther King, Jr. Day (no school)**

**January 20th: End of Semester 1**

**January 23rd: Secondary Prep Day (no school)**

**January 24th-27th: Success Seminar**

**January 27th: Student vs. Staff Bocce Ball Tournament**

**February 14th: Student BBQ**

**February 17th: Lincoln's Birthday (no school)**

**February 20th: President's Day (no school)**

**March 17th: Professional Learning day (no school)**

**March 28th: Student Pizza Party & Student vs. Staff Cornhole Tournament**

**April 3rd: Last Day to drop a course**

**April 7th: Holiday-Good Friday (no school)**

**April 10th-14th: Spring Break (no school)**

**May 29th: Memorial Day (no school)**

**June 9th: Senior Deadline for Finals**

**June 12th: Senior Picnic and Graduation Practice**

**June 13th: High School Graduation**

**June 16th: Last Day of Middle and High School & 8th grade promotion**

## STUDENT/PARENT AGREEMENT

### Student's agreement

- I will meet with my Century Academy teachers regularly according to the frequency, date, time, manner, and location specified in the course syllabus or as required by my teacher (s).
- I understand transportation to and from Century Academy is my responsibility during scheduled meeting time with my instructors or during assigned on campus classes and/or labs.
- If an advisory session must be rescheduled, the communication must come from parents and be at least 24 hours prior to the scheduled appointment time. Less than 24 hour notice will result in a loss of participation credit.
- I understand that engaging with my teacher and classmates is a critical part of blended learning. I agree to have my camera on and myself visible during all advisory meetings and class sessions. I understand that I will be removed from online sessions if my teacher can not visually identify me or can not reach me.
- All assignments are due during your advisory meeting, 1 week after being assigned. Advisors may give a 1 week extension upon request. All assignments remaining incomplete at the end of the two week period will be scored zero. With prior approval, and when circumstances justify, the supervising teacher may extend maximum length of an assignment period.
- Credit will be given only after I complete all of my assigned work and it has been evaluated by the teacher and deemed satisfactory.
- I am responsible for the information and materials presented during missed class.
- I am responsible for checking my progress and current grade status online as described in the course syllabus.
- I understand that access to the computer lab, student lounge, and other parts of campus are dependent on my appropriate behavior as a member of the Century Academy campus. Access to campus spaces may be restricted at the discretion of the administration.

**I have read the Century Academy Handbook for the 2022-2023 academic year and will support all the above Century Academy Policies, Rules and Regulations.**

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Student Signature

Date

Student Name \_\_\_\_\_

*Please Print*

**Parent’s agreement**

- I grant permission for my child to participate in the Century Academy blended education model.
- I understand that transportation to and from Century Academy is my responsibility and that of my student.
- I understand that medical appointments and work commitments can not be made during scheduled meeting time, on campus classes, or labs.
- I understand that my child's active participation with teachers and classmates is a critical part of blended learning. I understand that my child must have their camera on and be visible during all advisory meetings and class sessions. If a student can not be identified or contacted they will be removed from the session.
- I understand that I have the right to review my student's progress in the program.
- All materials distributed to the students are the property of Conejo Valley Unified School District and must be returned to Century Academy upon disenrollment or completion of the academic year. Parents agree to pay for any lost, damaged, or unreturned materials.
- I understand that I am responsible for checking my student's progress and current grade status online as described in the course syllabus.
- I understand that access to computer lab, student lounge, and other parts of campus are dependent on the student's appropriate behavior as a member of the Century Academy campus. Access to campus spaces may be restricted at the discretion of the administration.

**I have read the Century Academy Handbook for the 2022/2023 academic year and will support all the above Century Academy Policies, Rules and Regulations.**

\_\_\_\_\_  
Parent/emancipated minor/other Signature

\_\_\_\_\_  
Date

Parent Name \_\_\_\_\_

**After reading this handbook, please sign and date this form in the spaces provided above and return to your Advisory Teacher.**

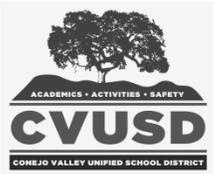
## Computer Lab and Test Guidelines

- During the 2022-2023 school year, the Century Academy computer lab is open Monday through Friday from 9am to 3pm. Please note that students who do not adhere to lab policies will be denied access at the discretion of administration.
- Students must sign in and out of the lab each time they enter and leave the lab.
- The computer lab is open from 9-3 Monday through Friday for Century Academy students.
- Students may work in the computer lab if space allows. However, students needing to take tests or finals receive priority seating.
- Students must complete computer scored tests (CST) and teacher scored test (TST) in one sitting.
- Students must sit in the designated testing area when taking a computer scored test or a teacher scored test.
- No electronic devices are permitted during testing. Use of any electronic device during testing will be treated as plagiarism and/or academic dishonesty. The first offense will result in a score of zero. The second offense will result in a drop/fail from the course.
- Credit Recovery and Standard classes are open book NOT open Internet. Students on the Internet during testing will earn a zero and be subject to the academic dishonesty policy. CP, Honors, and AP courses are closed book.
- One test per student will be unlocked at any time. When taking the computer scored test (CST) and the teacher scored test (TST) each test will be opened separately. For example, when the CST is complete, the student can request the TST be opened.
- If a student leaves the computer lab with a test, a grade of zero will be assigned and the student will be subject to the academic dishonesty policy.

Student \_\_\_\_\_  
(Please Print)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



# Using Technology in School

## Student Acceptable Use Policy and BYOD

### Student Responsible Use Agreement

After reviewing the presented guidelines and expectations available at [www.conejousd.org](http://www.conejousd.org) or in print by request, students and parents acknowledge the following by signing this policy. As a Conejo Valley Unified School District student, I understand that:

1. MY USE OF THE SCHOOL NETWORK AND EMAIL IS A PRIVILEGE, NOT A RIGHT.
2. MY SCHOOL AND DISTRICT'S NETWORK AND EMAIL ACCOUNTS ARE OWNED BY THE CVUSD AND ARE NOT PRIVATE. CVUSD HAS THE RIGHT TO ACCESS MY INFORMATION AT ANY TIME.
3. CVUSD ADMINISTRATORS, LOCAL TEACHERS, AND LAW ENFORCEMENT WILL DEEM WHAT CONDUCT IS INAPPROPRIATE USE IF SUCH CONDUCT IS NOT SPECIFIED IN THIS AGREEMENT.
4. I UNDERSTAND THAT I AM TO NOTIFY AN ADULT IMMEDIATELY IF I ENCOUNTER MATERIAL THAT VIOLATES APPROPRIATE USE.
5. I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT.
6. I WILL NOT ALLOW OTHERS TO USE MY ACCOUNT NAME AND PASSWORD, OR TRY TO USE THAT OF OTHERS.
7. I WILL USE TECHNOLOGY IN A MANNER THAT COMPLIES WITH LAWS OF THE UNITED STATES AND THE STATE OF CALIFORNIA, INCLUDING COPYRIGHT LAWS.
8. I AM RESPONSIBLE FOR MY LANGUAGE AND CONDUCT.
9. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY, INCLUDING THE SECURITY OF THE CVUSD'S NETWORK.
10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES AND THE GUIDELINES WITHIN THIS DOCUMENT WHENEVER I PUBLISH ANYTHING ONLINE.

### **Student:**

I understand and will obey the rules of the CVUSD Acceptable Use Policy. I will use CVUSD technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action as stated in the CVUSD Discipline Handbook and/or prosecution under state and federal law.

Student Signature (above Grade 2) \_\_\_\_\_ Date \_\_\_\_\_

### **Parent or Guardian:**

As the parent or guardian, I have read the CVUSD Acceptable Use Policy and I have discussed it with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of CVUSD, and that student use for any other purpose is inappropriate. I recognize it is impossible for CVUSD to restrict access to all inappropriate materials, and I will not hold the school or District responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school. I hereby give permission for my child to use technology resources at Conejo Valley Unified School District.

Parent or Guardian's Name (please print) \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_