



## Welcome to Century Academy for Excellence!

Century Academy for Excellence is a public, independent, charter middle school. The school is chartered through Lennox School District and is sponsored by Century Housing, a nonprofit corporation. As an alternative to public middle school options, Century Academy for Excellence seeks to provide a small student-centered environment, where students actively engage in their own learning. Beyond achieving the basic skills, it is our hope to inspire our students to become leaders who think critically and creatively in today's ever-changing world.

Our standards-based curriculum serves as the foundation for high student achievement. Students actively construct understanding of the curriculum through projects and hands-on learning. Underlying the carefully designed academic program is a focus on character development where students take responsibility for their learning and develop a sense of pride for themselves and their community. Parent involvement is essential to student achievement, therefore high parent participation is critical. To build our learning community, students, parents, and teachers engage in a process of collective inquiry and reflection to ensure dialogue and collaboration (Henderson & Hawthorne, *Transformative Curriculum Leadership*, 2000).

On behalf of the faculty and friends of Century Academy for Excellence, I cordially invite you to apply to our school.

Sincerely,

A handwritten signature in black ink that reads "Dr. Edman".

Dr. Giselle Edman  
Principal,  
Century Academy for Excellence



Fully Accredited  
by the Schools Commission of the  
Western Association of Schools and Colleges



# Enrollment for the 2010–2011 School Year

Beginning February 16<sup>th</sup> and ending March 31<sup>st</sup>, 2010, Century Academy for Excellence will only accept applications for students who will be in the sixth grade in 2010–2011. Enrollment is structured to insure a positive learning environment in a small learning community where students can thrive academically.

The Century Academy for Excellence enrollment procedures are in accordance with the educational codes that govern charter schools in California (Educational Code Section 47605-47608). Accordingly:

- Century Academy for Excellence operates on a nondiscriminatory basis. Century Academy for Excellence will also actively pursue the development of a diverse, multicultural student population which reflects the cultural mix of its surrounding community.
- Century Academy for Excellence operates as a non-sectarian institution and will not charge tuition.
- Should our applications during open enrollment exceed our capacity, students will be admitted to the school by a random public drawing (lottery). Should a lottery be necessary, all applicants will be notified of the lottery location by phone. Attending the lottery is suggested, but not required.
- As part of the enrollment process, parents must also attend a mandatory pre-admission orientation during which they learn details about the general policies of Century Academy for Excellence and the goals and expectations of our institution. If your child is admitted, you will be required to attend a second meeting in August.
- As soon as we receive your application, we will contact you to schedule the informational meeting and the parent meeting.
- Parents must sign a form to acknowledge receipt of the Family-School Contract prior to their child's admission. Century Academy for Excellence encourages parents to make a reasonable commitment to keep their child at Century Academy for Excellence through the eighth grade to support the success of their children at the Charter School. At our informational meeting, we will also provide a list of involvement opportunities for parents and discuss how to collaborate to meet school goals.

Thank you for your interest in Century Academy for Excellence.



# About Century Academy for Excellence

## SCHOOL LOCATION

- Located at 2400 West 85th Street, Inglewood CA 90305
- Major cross streets: Manchester Boulevard and Van Ness Avenue

OPEN ENROLLMENT: Beginning on February 16<sup>th</sup>, 2010 and ending on March 31<sup>st</sup>, 2010.

- Applications must be complete and postmarked on or before March 31<sup>st</sup>, 2010.
- Applications should be sent to the school: 2400 West 85th Street, Inglewood, CA 90305
- Please print this document or pick up an application from the school office.

## SCHOOL YEAR

- Traditional Calendar—August 30<sup>th</sup> 2010, through June 24<sup>th</sup>, 2011
- 187 day school year
- 10 additional instructional days on Saturday
- Block schedule

## SCHOOL AMENITIES

- 25 students for each certificated teacher
- Saturday school enrichment and tutoring program
- Security personnel

## CURRICULAR EMPHASES

- The standards-focused “Backward Design Process” (Wiggins and McTighe)
- Cutting edge professional development for our teachers
- Community involvement, volunteerism, and service learning



# Application Checklist

STAFF  
INITIALS

DATE

## Complete the Application Packet

Application packets are available from our website at [www.centuryacademy.org](http://www.centuryacademy.org) or by visiting the school. Pick up the application from the office Monday–Friday 7:00 am–3:00 pm. Open enrollment dates are as follows: [February 16<sup>th</sup>–March 31<sup>st</sup> 2010](#)

## Attend a Century Academy for Excellence Informational Meeting

Attending an informational meeting and Orientation meeting is a mandatory part of the application process. [Informational Meeting Date](#): Saturday April 3<sup>rd</sup>, 2010 10:00 am

## Read the Application Materials

By signing all of the documents, you are agreeing to the terms, policies, and procedures of Century Academy for Excellence. Please read all materials, as you are held accountable for all information contained in the information packet.

## Fill Out the Application Packet

[Packet includes:](#)

• Home Language Survey • Publicity Authorization and Release • Reading List for 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> Grades • Emergency Information Card • Official Transcript Request Form • Family Handbook

## Obtain Your Child's Academic Records

You must submit copies of the records listed below as part of the application package.

- Birth Certificate
- Standardized Test Results (CAT 6, STAR, CELDT)
- Last Report Card
- IEP if Special Education Student (Recent annual IEP and Psych. Ed. Evaluation)
- Immunization Records (Up to date)

## Return the Completed Application Packet to Century Academy for Excellence

2400 West 85<sup>th</sup> Street, Inglewood, CA 90305. Applications are accepted only if all forms and documents are present and complete. [Incomplete application packets will not be accepted.](#)

Please take your packet to the post office to insure correct postage amount.

[Applications mailed or returned by someone other than the applicant's parents or guardians are not accepted.](#)

## Final Application Procedures:

Informational meetings are mandatory and must be attended by the custodial parent(s) only; there are [no exceptions](#). 6<sup>th</sup> grade Summer Bridge classes are mandatory (full uniform required for attendance.) More than one absence will result in student being un-enrolled.

[6<sup>th</sup> grade Summer Bridge for all 6<sup>th</sup> graders M–F August 2<sup>nd</sup>–August 13<sup>th</sup>, 2010, 8am–12pm](#)

[6<sup>th</sup> grade Orientation August 17<sup>th</sup>, 2010, 6pm](#)

[7<sup>th</sup> grade Orientation August 18<sup>th</sup>, 2010, 6pm](#)

[8<sup>th</sup> grade Orientation August 19<sup>th</sup>, 2010, 6pm](#)



# Application for Admission

Applicant's Name \_\_\_\_\_ Sex \_\_\_\_\_ Applying for 6<sup>th</sup> 7<sup>th</sup> 8<sup>th</sup>  
last first middle F or M circle grade level

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Ethnicity (optional) \_\_\_\_\_  
month/day/year

Home Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
address apartment number

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

What type of address is this? (Ex: Residence, Shelter, Foster home, etc.) \_\_\_\_\_

Applicant lives with \_\_\_\_\_

Name and 2010-2011 grade level of siblings also applying \_\_\_\_\_

## ACADEMIC INFORMATION

Current School \_\_\_\_\_ Grades Attended \_\_\_\_\_

What is the first date your child was enrolled in a U.S. School? \_\_\_\_\_

Does the applicant currently have an Individualized Education Plan (IEP)? \_\_\_\_\_

Is the applicant currently in a Gifted or Talented Program? \_\_\_\_\_

Any serious disciplinary action, suspended, or expelled? Circle one: NO YES  
(If yes, please explain on a separate sheet of paper.)

Are there any custody concerns the school should know about? Circle one: NO YES  
(If yes, please explain on a separate sheet of paper.)

## PARENT / GUARDIAN INFORMATION

MOTHER / GUARDIAN

Name \_\_\_\_\_  
last first middle

Home Address (if different than applicant's)

\_\_\_\_\_  
address apartment number

\_\_\_\_\_  
city state zip code

Main Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

Business Name \_\_\_\_\_

Education Level \_\_\_\_\_

E-mail \_\_\_\_\_

FATHER / GUARDIAN

Name \_\_\_\_\_  
last first middle

Home Address (if different than applicant's)

\_\_\_\_\_  
address apartment number

\_\_\_\_\_  
city state zip code

Main Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

Business Name \_\_\_\_\_

Education Level \_\_\_\_\_

E-mail \_\_\_\_\_

----- For Official Use Only -----

DOB \_\_\_\_\_ City of Birth \_\_\_\_\_ PHL \_\_\_\_\_ Language Proficiency \_\_\_\_\_



# Ethnicity and Race

Per Federal Guidelines: The application of strict and consistent standards when collecting demographic information is essential to accurately monitor and evaluate achievement across the student racial and ethnic groups represented in our diverse state. [Please complete the necessary form to fully implement these new federal requirements.](#)

The following are sources of additional information on the federal race and ethnicity data collection and reporting requirements:

- <http://www.ed.gov/policy/rschstat/guid/raceethnicity/index.html>
- <http://nces.ed.gov/pubs2008/2008802.pdf>

**Ethnicity:** Is this student Hispanic or Latino? (Select only one)

- No, not Hispanic or Latino
- Yes, Hispanic or Latino

The above part of the question is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one or more boxes to indicate what you consider your race to be.

**Race:** What is the race of this student? (Select one or more)

- Asian:
- Chinese
  - Japanese
  - Korean
  - Vietnamese
  - Asian Indian
  - Laotian
  - Cambodian
  - Filipino
  - Hmong
  - Other Asian

Native American or Other Pacific Islander:

- Hawaiian
- Guamanian
- Samoan
- Tahitian
- Other Pacific Islander
  
- Black or African American
  
- White



# Mandatory Classroom Reading List

(The books are provided by the school)

## 6<sup>th</sup> Grade

1. Diary of Anne Frank
2. Harry Potter and the Goblet of Fire
3. Lion, Witch & and the Wardrobe
4. The Egypt Game
5. The Cay
6. Tuck Everlasting
7. House on Mango Street
8. Greek Mythology

## 7<sup>th</sup> Grade

1. Spirit Bear
2. The Acorn People
3. Crash
4. Esperanza Rising
5. A Girl Named Disaster
6. A Midsummer Night's Dream
7. Amistad
8. Greek Mythology

## 8<sup>th</sup> Grade

1. Spirit Bear
2. The Acorn People
3. Crash
4. To Kill a Mockingbird
5. The Killer Angeles
6. Journey of the Sparrows
7. Romeo and Juliet
8. The Buffalo Tree

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

\_\_\_\_\_  
Date



# PHLOTE—PRIMARY HOME LANGUAGE OTHER THAN ENGLISH (Idioma principal en el hogar excluyendo el Inglés)

## HOME LANGUAGE SURVEY

Student's Name \_\_\_\_\_

Responses to these statements will be used to determine whether your child will be assessed for English Language Proficiency.\*

1. What is the primary language used in the home regardless of the language spoken by the student? \_\_\_\_\_
2. What is the language most often spoken by the student? \_\_\_\_\_
3. What is the language that the student first acquired? \_\_\_\_\_
4. What languages does your child speak and/or understand? \_\_\_\_\_  
\_\_\_\_\_

## ENCUESTA SOBRE EL IDIOMA EN EL HOGAR

Nombre del Estudiante \_\_\_\_\_

Las respuestas que proporcione a las preguntas siguientes serán usadas para determinar si se evaluará la competencia en el idioma inglés de su hijo(a).\*

1. ¿Cuál idioma se habla principalmente en su hogar sin considerar cuál es el idioma que habla el estudiante? \_\_\_\_\_
2. ¿Cuál idioma habla el estudiante con mayor frecuencia? \_\_\_\_\_
3. ¿Cuál fue el primer idioma que aprendió el estudiante? \_\_\_\_\_
4. ¿Cuál idiomas habla y/o comprende su estudiante? \_\_\_\_\_  
\_\_\_\_\_

\*Schools have the responsibility under the federal law to identify students who are limited English proficient and in need English instructional services. Given this responsibility, the school has the right to ask for the information it needs to identify English Language Learners (ELLs). As part of the responsibility to locate and identify ELLs, the school may conduct screenings or ask for related information about students who are already enrolled in the school as well as from students who enroll in the school district/charter school.

\*Bajo los mandatos de la Oficina de Derechos Civiles Office of Civil Rights (OCR): El Título VI de la Ley de Derechos Civiles de 1964 prohíbe la discriminación por razones de raza, color y origen nacional. Es la responsabilidad de la escuela pedir información que indentifique los estudiantes los cuales están aprendiendo el inglés. También la escuela puede requerir que el estudiante tome una prueba para analizar el nivel de ingles del estudiante. Esta información se requiere para los estudiantes en las escuelas de un distrito escolar o un escuela "charter".



# Parent/Guardian Publicity Authorization and Release

Dear Parent/Guardian:

The Century Academy for Excellence requests your permission to reproduce through printed, audio, visual, or electronic means activities in which your pupil has participated in his/her education program. Your authorization will enable us to use specially prepared materials to (1) train teachers and/or (2) increase public awareness and promote continuation and improvement of our education program (3) security and safety

1. Name of Pupil: \_\_\_\_\_  
(Please print)

2. Birth Date: \_\_\_\_\_

3. Name of Parent: \_\_\_\_\_  
(Please print)

- a. I, as a parent of guardian, of the above named pupil fully authorize and grant the Century Academy for Excellence and its authorized representatives, the right to print, photograph, record, and edit as desired, the biographical information, name, image, likeness, and/or voice of the above named pupil on audio, video, film, slide, or any other electronic and printed formats, currently developed, for the purposes stated or related to the above.
- b. I understand and agree that use of such Recordings will be without any compensation to the pupil or the pupil's parent or guardian.
- c. I understand and agree that Century Academy for Excellence and/or its authorized representatives shall have the exclusive right, title, and interest, including copyright, in the Recordings.
- d. I understand and agree that the Century Academy for Excellence and/or its authorized representatives shall have the unlimited right to use the Recordings for any purposes stated or related to the above.
- e. I hereby release and hold harmless the Century Academy for Excellence and its authorized representatives from any and all actions, claims, damages, costs, or expenses, including attorney's fees, brought by the pupil and/or parent or guardian which relate to or arise out of any use of these Recordings as specified above.

My signature shows that I have read and understand the release and I agree to accept its provisions.

4. Signature of Parent/Guardian: \_\_\_\_\_ Date Signed: \_\_\_\_\_

5. Address (Number, Street, Apartment Number):  
\_\_\_\_\_

6. City: \_\_\_\_\_ 7. State: \_\_\_\_\_ 8. Zip code: \_\_\_\_\_

9. Telephone: \_\_\_\_\_

10. Please note: Granting permission is voluntary. Complete the form without a parent signature if you are not granting permission.



# 2009–2010 Fee List

(Prices are approximate; subject to change)

ITEM	PURCHASED FROM	AMOUNT
Student I.D. card, Lanyard, Trapper, Student Agenda (1 for each semester), Sports Bag ( <i>all mandatory</i> )	Century Academy only	The school provides these basic materials. Parents agree to fundraise \$50 or donate \$50 in lieu of fundraising
Pants/Shorts/Skortts	Michael's Uniforms	\$12.00 - \$15.00
Polo Shirt with logo ( <i>mandatory</i> )	Michael's Uniforms only	\$12.00 - \$15.00
Sweatshirt with logo ( <i>mandatory</i> )	Michael's Uniforms only	\$18.00 - \$22.00
Jacket with logo ( <i>optional</i> )	Michael's Uniforms only	\$60.00
P.E. Shirt with logo ( <i>optional</i> )	Michael's Uniforms only	\$12.00
P.E. Shorts with logo ( <i>optional</i> )	Michael's Uniforms only	\$17.00
Knit hat ( <i>optional but student may not wear any not purchased from the school</i> )	Century Academy only	\$6.00



## **Caregiver's Authorization Affidavit**

### **Notices and Additional Information**

#### **Notices**

This declaration does not affect the rights of the minor's parents or legal guardian regarding the care, custody, and control of the minor, and does not mean that the caregiver has legal custody of the minor.

A person who relies on this affidavit has no obligation to make any further inquiry or investigation.

This affidavit is not valid for more than one year after the date on which it is executed.

#### **Additional Information**

##### To Caregivers:

"Qualified relative", for purposes of item 5, means a spouse, parent, stepparent, brother, sister, stepbrother, stepsister, half-brother, half-sister, uncle, aunt, niece, nephew, first cousin, or any person denoted by the prefix "grand" or "great", or the spouse of any of the persons specified in this definition, even after the marriage has been terminated by death or dissolution.

The law may require you, if you are not a relative or a currently licensed foster parent, to obtain a foster home license in order to care for a minor. If you have any questions, please contact your local department of social services.

If the minor stops living with you, you are required to notify any school, health care provider, or health care service plan to which you have given this affidavit.

If you do not have the information requested in item 8 (California Driver's License or I.D.), provide another form of identification such as your social security number or Medi-Cal number.

##### To School Officials:

Section 48204 of the Education Code provides that this affidavit constitutes a sufficient basis for a determination of residency of the minor, without the requirement of a guardianship or other custody order, unless the school district determines from actual facts that the minor is not living with the caregiver.

The school district may require additional reasonable evidence that the caregiver lives at the address provided in item 4.

##### To Health Care Providers and for Health Care Service Plans:

No person who acts in good faith reliance upon a caregiver's authorization affidavit to provide medical or dental care, without actual knowledge of facts contrary to those stated on the affidavit, is subject to criminal liability or to civil liability to any person, or is subject to professional disciplinary action, for such reliance if the applicable portions of the form are completed.

This affidavit does not confer dependency for health care coverage purposes.

# State-Required Caregiver's Authorization Affidavit

Name of School: \_\_\_\_\_

Use of this affidavit is authorized by Part 1.5 (commencing with Section 6550) of Division 11 of the California Family Code.

Instructions: Completion of items 1-4 and the signing of the affidavit is sufficient to authorize enrollment of a minor in school and authorize school-related medical care. Completion of items 5-8 is additionally required to authorize any other medical care. Print clearly.

The minor named below lives in my home and I am 18 years of age or older.

1. Name of Minor: \_\_\_\_\_
2. Minor's birth date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
3. My name (adult giving authorization): \_\_\_\_\_
4. My home address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.  I am a grandparent, aunt, uncle, or other qualified relative of the minor.
6. Check one or both (for example, if one parent was advised and the other cannot be located):
  - I have advised the parent(s) or other persons(s) having legal custody of the minor of my intent to authorize medical care, and have received no objection.
  - I am unable to contact the parent(s) or other person(s) having legal custody of the minor at this time, to notify them of my intended authorization.
7. My date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
8. My California's driver's license or identification card number: \_\_\_\_\_

**Warning:** Do not sign this form if any of the statements above are incorrect, or you will be committing a crime punishable by a fine, imprisonment, or both.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_



NAME OF STUDENT		DATE OF BIRTH (MONTH, DAY, YEAR)	NAME OF SCHOOL
LAST PUBLIC SCHOOL ATTENDED		DISTRICT	DATE OF LAST DOCTOR'S VISIT

Has your child had any of the following? Please mark "yes" or "no."

If "yes," please indicate when your child had the illness/condition and if your child currently takes any medication for it. Please list the medication at the bottom of the form.

ILLNESS:	YES	NO	YEAR	COMMENTS
Chicken Pox				
Excessive Colds				
Frequent Ear Infections				
Hepatitis				
Mononucleosis (Mono)				
Tuberculosis (Disease)				
Tuberculosis (Positive Test)				

CONDITIONS:	YES	NO	YEAR	COMMENTS
Asthma				
Attention Deficit Disorder and/or Hyperactivity				
Birth Defects				
Bone, Joint Muscle Problems				
Diabetes				
Heart Condition				
Psychiatric Disorder (e.g. Depression, Bipolar)				
Seizure Disorder (Epilepsy)				
Speech Therapy/Problems				
Surgery				
If yes, what: _____				
Daily Medication: (List All Meds And Doses)				
_____				
_____				
_____				

ALLERGIES:	YES	NO	YEAR	COMMENTS
Aspirin				
Bee Sting				
Food (e.g. Peanuts, Milk)				
Pollens (Hay Fever)				
Molds (Asthma)				

HEARING AND VISION:	YES	NO	YEAR	COMMENTS
Vision Problem				
Wears Glasses				
Wears Contact Lenses				
Should wear glasses, but won't or does not have				
Hearing Loss				
If Hearing Loss:				
Left Ear				
Right Ear				
Both Ears				
Wears Hearing Aid				
Should wear hearing aid, but won't or does not have				

PARENT SIGNATURE	PARENT'S DAYTIME PHONE NUMBER	DATE
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# 2010 - 2011 Family Handbook

**This Family Handbook Belongs to:**

\_\_\_\_\_  
Name

*Every family and student is responsible to adhere to the contents of this handbook—without exceptions. This Family Handbook was reviewed by the parent or guardian of the above named student.*

\_\_\_\_\_  
Parent or Guardian Printed Name

\_\_\_\_\_  
Parent or Guardian Signature

As you read this Handbook, please keep our MISSION STATEMENT in mind.

*The Century Academy for Excellence is being developed as a response to the need to provide middle school-aged students a safe, secure, and positive learning environment that facilitates the growth and development of middle school, urban students. In order to excel in a 21st century global society, our students will be technologically literate, and empowered with the ability to calculate, read, write, and speak with clarity. The Century Academy for Excellence will enable students to become self-motivated, lifelong learners by providing a multicultural, student-centered environment where students will be held to high academic and behavioral standards. Century Academy for Excellence is driven to operate a school that will significantly outperform other public schools in the surrounding areas in preparing our students to succeed in secondary and post-secondary education.*

## Absences and Missed Assignments

Students who are absent from a class period are responsible for acquiring and completing all assigned homework. Homework is posted at **Study Island**. **Study Island is updated weekly by each teacher. It is the responsibility of the child to retrieve their homework from the Study Island.** Students who have questions should ask their Homework Buddies first! If the student still has questions, they should contact their teacher via email on the Study Island website. Please avoid calling or coming to the school office for this information.

## Agenda Books

Students will be required to purchase school planners. We call these planners Agenda Books because teachers write their Agenda on the boards and students copy the homework assignments into the Agenda Books. Check the Agenda daily, nightly. Parents must sign the Agenda Book every Friday, or the student will receive a Homework stamp in their Advisory classroom on the following Monday. A student is not prepared if there is:

1. A stamp in the "Missing ID" box
2. A stamp in the "materials" column
3. A stamp in the "tardy" column
4. A stamp in the "homework column".

*Students who come to school without materials will be sent home to retrieve their materials.*

## After-School

1. After school, students **are not allowed to go off campus** and then return to campus.
2. Students **may not leave campus and return** unless accompanied by parent or guardian.
3. All students must have a signed copy of the Transportation Card on file.
4. Students from neighboring schools may not come on campus unless they are accompanied by an adult. **And, older siblings from neighboring high schools must wait outside the gate for their sister or brother; they may not come inside.**
5. Once the 3:02 bell rings students must sign in to:

The After School Program

6. All students will go to club meetings or sports practice after they sign in the After School Program, and after they complete their homework.
7. Students who are left at school after 6:00 will pay a fee of \$1.00 per minute. Students who are left after 6:15 will be taken to the Inglewood Police Department.
8. **Parents, do not ask your children to wait for you on the yard, because they are not supervised. Also, they may not wait on Manchester. Because waiting in these areas is a danger to our students, we will issue warning letters to parents who pick students up or drop students off on Manchester.**

## After School Program

The After School Program is open Monday through Friday until 6:00 pm. The program is free of charge and students must stay from 3:00 to 6:00. Students with grade point averages (GPAs) of 1.75 or below are required to stay after school for study hall on Mondays, Tuesdays, Wednesdays and Thursdays from 3:15 to 6:00 at least 4 days a week. Snacks are provided for each student. *If you choose not to participate in the After School program, and your child struggles in school, you have violated your contract with Century Academy. You may choose to get outside tutoring for your child—we will need documentation so that we know your*

*student is getting the support he or she needs to succeed.*

## After School Tutoring

Century/LIFT is a special tutoring program that operates from 3:15 p.m.—6:00 p.m. Monday-Thursday. Century/LIFT is available for selected students. Students will be invited into this program based on their academic needs. The Century/LIFT lead tutor will follow parental instructions on the Transportation Card on file.

## Attendance

Attendance effects academic success.

Administrators, advisers, security, teachers, students and families must work together to make sure students are present and on time to each class of the day. Students must understand that they must be on time. Therefore there must be consequences for tardies, and there must also be a strong effort by each person in our community to help students get to class on time.

## Absences

1. Remember to call the school and let us know that your child will be absent. Also, please, send a note with the child so that s/he can be readmitted. *Otherwise the student will be marked truant.* One absence per semester is reasonable. Extended absences must be cleared through the Principal. The school reserves the right to fail a student who has 10 or more absences in any semester.
2. We are asking families not to plan family trips or vacations during school time. Use your school calendar to plan trips. Families are given ONE hour of volunteer time for every month their child **comes to school on time without absences.**

## Absences-Excused

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence.

1. *Illness:* Students are excused when they are ill.
2. *Quarantine:* Students are excused while they are under the direction of a county or city health officer.
3. *Medical Appointments:* Students are excused for the purpose of having medical, dental, eye, or chiropractic services.
4. *Funeral Services:* Students may be excused to attend the funeral services of a member of his or her immediate family as long as the absence is not more than one day if the service is conducted locally, and not more than three days if the service is conducted outside of Los Angeles County.
5. *Religious Holidays:* Students shall be excused from school for observance of a holiday or ceremony of his/her religion.
6. If a student is absent from school more than 3 days the student must provide:
  - A doctors excuse for illness, or

- an obituary for the funeral
7. The student must have a signed ABSENT NOTE upon their return to school. *If not the student will be marked truant.*

## Absence Notes

1. **A student who has no note will be issued a readmit slip indicating truancy.** The student may clear the truancy by bringing a note the next day.
2. Absent notes *must* contain following information:
  - the student's name
  - the reason for the absence
  - the date of absence or the period(s) absent
  - A signature of the parent or guardian or a doctor's note
  - a phone number where the parent or guardian who signed can be reached to verify the authenticity of the note

## Absences: Unexcused

1. *Family Excuse* is an absence with permission, but not under the "excused absence" section. Absences to visit relatives or to attend a wedding or vacation are considered unexcused absences. The student will not be allowed to make up missed assignments.
2. *Truancy* is an absence from class or classes without the family's or school's knowledge or permission. A student will receive an "F" for the assignments in each class missed. Truant students will not be allowed to make up work. Students who exhibit a continual problem with attendance will be referred to the Student Attendance Review Board (SARB).
3. The school reserves the right to fail a student who has 10 or more absences in any semester.

## Tardy Policy

**Tardies are never excused.** Families must change their attitudes about tardies. It does matter if they are present and on time. Students should not be wandering the campus for any reason. Families must support their students to arrive to school on time each day. Tardies will have an effect your child's grades. Students must be in school to achieve.

Tardies will have a direct impact on intent to re-enroll letters issued each June.

## Before School

In order to participate:

1. Students must agree to participate in supervised activities for safety purposes.

## Bullying and Harassment

If your family subscribes to the campaign of "No Snitching" Century Academy is NOT the place for you. We are a safe community, and in order for our safe community to survive we rely on our **community** members to REPORT incidences **THAT AFFECT THEIR COMMUNITY.**

A lot of young people have a good idea of what bullying is because they have seen it at school. Bullying is not tolerated at Century Academy. Bullying happens when someone willfully hurts or scares another person and the person being bullied has a

hard time defending him/herself. Usually, bullying happens over and over.

1. Punching, shoving and other acts that hurt people physically
2. Spreading bad rumors about people
3. Keeping certain people out of a "group"
4. Teasing people in a mean way
5. Getting certain people to "gang up" on others
6. Bullying also can happen on-line or electronically.
7. Cyber bullying is when children or teens bully each other using the Internet, mobile phones or other cyber technology. This can include:
  - Sending mean text messages, e-mail, AIM or instant messages;
  - Posting nasty pictures or messages about others in blogs or on Web sites;
  - Using someone else's user name to spread rumors or lies about someone

There are many ways that young people bully each other, even if they don't realize it at the time. We take bullying seriously at Century Academy.

Students and their families are to report ANY occurrences of bullying to the office immediately.

**Century Academy has a zero tolerance policy towards bullying. Students who engage in bullying will be punished according to the guidelines set forth in this Handbook, the provisions of this charter, and the California Education Code.**

## Cell Phones

We want to use all our time and effort on your children's education, not being the "rule police." Therefore students MAY NOT bring cell phones to Century Academy. This includes during school, after school, after Century/LIFT, Saturday School, or dances. **The first offense means the student will pay a \$25.00 retrieval fee to get the electronic device back. For the second offense, the student and their family have a choice—either leave the electronic device until June, or check the electronic device and the student out of Century Academy.**

Century Academy for Excellence is a safe environment for children. In an emergency, families can contact the office for assistance. If you are not able to pick up your son or daughter they will go to the After School Program where they will be supervised until you arrive.

## Cheating

Students who have plagiarized or cheated on either classwork, homework or a test, will be given a zero for the work involved. Classroom teachers, responsible for the students in such situations, will notify the family/guardian of the student as soon as possible. Teachers will also report the situation to the administrator. Further disciplinary action may be taken.

## Communication with Families

Newsletters are sent home on Wednesdays. Please ask your students for printed information slips every Wednesday so that you will stay informed. Students, be responsible, give your families all school and teacher notices.

*Families are responsible for the contents of all school notices.*

**If you have questions about any notice do not hesitate to call the school office, after you read it! Office personnel will refer you back to the newsletter.**

We communicate with families through:

1. 3-Week In Danger of Failing notice
2. 6-Week Progress Report
3. Weekly Newsletters

*Remember, that the Wednesday Newsletters will keep you updated about school activities, programs, schedules.*

## Computers

All students will have access to computers for educational purposes only. This includes access to the Internet. Parents and students must read and agree to the Electronic Communication System Policy below. Students who violate these rules will lose the privilege of using the computer.

**Additionally, all students must have access to the internet and a printer.** Take time to show your child how to check the ink in the printer. It seems “the printer isn’t working” is the new version of “the dog ate my homework”. **It is an excuse teachers are not allowed to accept.**

**The Electronic Communication System Policy:**

1. Be polite: Never send or encourage others to send messages that are not polite.
2. Language: Remember that you are a representative of your school and district when you are on-line. Always use language that is appropriate and respectful in your message.
3. Privacy: Do not send any message that includes personal information, such as a home address or phone number, for yourself or any other person. Report to your teacher any person who asks for personal information. Keep passwords private, do not read other people’s mail and do not trespass into other people’s files.
4. Vandalism: Do not damage any school computer systems. In addition, never move, delete, or trash any applications or files that are not yours.
5. Electronic Mail: Electronic mail is not guaranteed to be private. Century Academy can check e-mail and text messages to make sure that all communication is appropriate.
6. Information: Century Academy makes no guarantees of any kind about the accuracy of information found on-line.
7. Software: Do not load programs onto any computer.
8. Copyright/Plagiarism: Do not use other people’s information as your own. Always give credit to the original creators of the information you find on-line.

## Conduct on the Campus

For the safety of everyone please follow these rules at all times while in the building:

1. WALK–Running is dangerous.

2. NEVER–Push or shove anyone. “Horsing around and/or goofing around” can cause injury to students.
3. VOICES–are always kept low.

## Eating at School

*A good student eats well. All families are required to fill out a school lunch application.* If students do not use the school lunch program, they must come to school with a nutritious lunch and snacks for the day. **We are mandated by law to report families that do not adhere to this. Food is a basic need.** Students cannot learn if their brains are not nourished.

Please send only healthy snacks with your students. **No candy, donuts, Cheetos, Doritos, soda, Gatorade, flavored waters, Smart Water or the like.** The sugars in these items make students lethargic. **If a student brings any of these items to school, the items will be put in the garbage.** Please send water that is NOT FROZEN daily. **No gum or candy is allowed at any time. Students caught with either will incur a \$10 fine.**

Food Reminders:

- Fast Food is not acceptable. Please refer to The Family-School Contract.
- We understand that students forget their lunches; we discourage parents from bringing lunches on a regular basis.
- The only beverage allowed or sold here is plain water.
- Absolutely NO FAST FOOD is allowed on campus/ Parents are not allowed to bring anything but a brown sack lunch. No soda is allowed on campus.

*Century Academy participates in the National School Lunch Program. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.*

## Electronic Devices

Students MAY NOT bring anything electronic to Century Academy. This includes during school, after school, after Century/LIFT, Saturday School, or dances.

Electronics that are not allowed include, but are not limited to:

- Cell phones
- Radios
- Walkman
- Beepers
- CD players
- Computer games
- iPods

**The 1<sup>st</sup> time a student is caught they will pay a retrieval fee of \$25**

**for their electronic device. The 2<sup>nd</sup> time the student and their family have a choice: Either leave the electronic**

device until June, or  
check the student out of Century Academy.

### **Century Academy is not liable for any stolen items.**

Also, we strongly discourage students from bringing more than \$5 to school with them. Once again, there is generally no need to bring money to school. It is very difficult to recover stolen money.

## **Family-School Partnership Act**

The Family-School Partnership Act is a California law that allows families, grand families, and guardians to take time off from work to participate in their children's school or childcare activities. The law Labor Code Section 230.8 first took effect in 1995. Its provisions were expanded in 1997 to add licensed child day care facilities to the kindergarten through grade-twelve levels included in the original legislation.

What opportunities am I offered under this law?

If the following criteria are met, you may take off up to 40 hours each year (up to eight hours in any calendar month) to participate in activities at your child's school or day care facility:

- You are a family, guardian, or grand family who has custody of a child enrolled in a California public or private school, kindergarten through grade twelve, or licensed child day care facility.
- You work for a business that has 25 or more employees at the same location.

## **Family Volunteer Hours**

Most all of our parents work! Please read the Family-School Partnership Act information above. Century Academy wants families here participating in their children's education! Research on student success indicates that student success is directly linked to parental participation. This means you can link a child's success at school to parental involvement.

Family volunteer hours are required. Middle school is the time for families to participate fully in the educational process. Families are required to complete 2 hours minimum a month, 20 hours minimum a School Year. This means you must serve 10 hours by February 4<sup>th</sup>, 2011.

## **Field Trips**

Students are given ONE permission slip for the trip and should return it immediately to school. **Parents need to fill out and sign the entire permission slip.**

Students who forget their permission slip will not attend and the student will receive zeros on assignments that are linked to the trip. Let's practice being successful.

*Parents please read the permissions slips and note the return time. The office is not equipped to answer phone calls regarding the return of students.*

## **Fighting**

Fighting is defined as verbally or physically contributing to any situation in which the use of physical force is threatened or demonstrated. Fighting is grounds for suspension. Therefore, any student who fights will be suspended.

**The Administration of Century Academy reserves the right to administer the appropriate punishment based on the severity of the offense combined with the number of previous punishments.**

Fighting words are behaviors that demean or demoralize a student or group of students. Instigators are included in this category.

## **Grading Scale**

100% -	A+	
99 - 95	A	Rubrics:
94 - 90	A-	
89 - 86	B+	4- Consistently above grade level
85 - 84	B	3- Grade level proficiency
83 - 80	B-	2- Partial grade level proficiency
79 - 76	C+	1- Not meeting grade level proficiency
75 - 70	C	
69 - 65	C-	
64 - 60	D	
59 -	Below Fail	

## **Grade Point Average (GPA)**

A	= 4.0+ Honors Level
A-	= 3.7
B+	= 3.3
B	= 3.0
B-	= 2.7
C+	= 2.3
C	= 2.0
C-	= 1.7
D	= 1.0
F	= Below 1.0

## **Grading Concerns**

When a student's grade or grades is of concern for a family, we ask that you follow these steps:

- ✓ Talk with your child first. Ask him/her to explain the situation with the grade(s).  
**Did you check their Student Agenda?**  
**Did you check Study Island?**
- ✓ Read the grading policy of the teacher as described in the syllabus. This may answer the question of why the student has received the grade or it may explain how the assignments add up to the current average. For example, whether the scores are weighted or if the average is calculated on total points.
- ✓ Check the date of the assignment. Remember that early in the quarter overall grades can fluctuate dramatically because of missing assignments in the grade book. Late work is not accepted, and extra credit is accepted only for students who are in good standing.
- ✓ Finally, the school requires that families have all returned assignments in hand before contacting teachers about grades. Being able to look at the assignment with your child can usually answer your questions.

If you still need information, email, call, or set up an appointment with the teacher. He/she will be happy

to answer your questions. We have asked teachers to try to respond within 48 hours. Remember each teacher can have up to 150 students, so it is very important that we teach students to follow teacher instructions.

## Grade Weight Descriptions

1. Assessments Formative and Summative: Tests, quizzes, personal communication, or projects that assess if a student has met the standard(s).
2. Activity: a work product intended to be completed in class, within a class period.
3. Participation: verbal and/or kinesthetic demonstrations of content knowledge and skill within the classroom. **This includes getting to class on time.**
4. Homework: Work either completed or finished outside the classroom intended to improve content proficiency and comprehension of the preceding class period. This includes but is not limited to reading and writing assignments AND bringing books/materials to class.

Grade Weights:	
Assessments:	40%
Activity:	30%
Participation:	10%
Homework:	20%

## Homework

Students gain knowledge and skills while doing homework. Successfully completing all homework in all classes is essential to their learning and growth. Each student at Century Academy for Excellence has a minimum of 3 hours of homework per night, for at least 5 nights per week. At a minimum, each student should devote at least 30 minutes per subject toward reading their text, a novel, reviewing classwork, and reviewing homework.

Century Academy sets itself apart from all middle schools by expecting academic and behavioral excellence from our students. We are preparing your child for college and for the work world. These behaviors must be developed and practiced everyday!

## Homework Expectations

1. Students write down their homework in each class in their Agenda. **Students are instructed to copy homework exactly as it is written by the teacher.**
2. An adult family member must check your student's Homework Agenda every night.
3. Students will complete all homework assignments as assigned by their teachers.

Students who are absent from a class period are responsible for acquiring and completing all assigned homework. Study Island is updated each weekly by the teacher.

## I. D. Cards

- Students must wear their I.D. cards at all times while on campus.
- I.D. cards must be replaced if lost at a fee of \$5.00.

## Language

Disrespectful or foul language is not tolerated at Century Academy. This includes, but is not limited to, profanity, gang related terms, derogatory racial remarks, and all forms of teasing, bullying and harassment. Both spoken and written language must never contain disrespectful, hurtful, unpleasant, or vulgar

language. Dishonesty or telling lies about others is hurtful language and is therefore forbidden.

Students will also make every attempt to use Academic English or Standard American English at school. African American Language (AAL), also referred to as Ebonics, is the home language of many of our students. We strongly encourage students to make every effort to speak Standard American English at school. Standard American English is spoken in the workplace, so we really need our students to learn to switch into Standard American English while speaking in formal settings at school. It is also a good idea for students to practice speaking Standard American English as often as possible until they become accustomed to speaking Standard American English.

## Lost and Found

It is the student's responsibility to keep up with their belongings. Prevent loss by marking your possessions plainly with a permanent marker. Found items will be taken to the lost and found area. Students may not wander through classrooms while school is in session, looking for lost items. Look for lost items in the lost and found area.

## Medication

There is no school nurse here. Students may take medication during school hours if the following conditions are met:

- All medication must come in its original container.
- Prescription medication must have an unaltered pharmaceutical label attached.
- Over-the-counter medication, and other non-prescribed medication must be labeled with the student's name, and a note from the student's doctor.

## Pick-up and Drop-Off of Students

All students should be dropped-off at the Manchester Ave. entrance. Double parking on Byrd with cars darting in and out puts the students in danger.

Remember **it is** permissible to drop students off on a corner away from the school. But, make sure your child looks both ways before crossing the street. Avoid jaywalking. No drop-offs or pick-ups on the grassy hill. This is dangerous, and if anything happens to your child the school is not responsible.

After 3:15 pm families must exit the car to pick up students and sign them out. Families please tell students how they are to get home. Avoid calling the office with special requests.

### THE FOLLOWING IS A VERY IMPORTANT MESSAGE TO PARENTS:

**Parents, please be aware that irrational behavior violates the California Education Code and is punishable by law. Using loud and profane language and loud or offensive scolding to school personnel falls under this category. Parents must also never scold another person's child, this falls under child abuse laws. Parents or guardians**

who express hostile or angry behavior towards school children or school personnel will be reported to the principal and/or the Inglewood Police Department. Parents who demonstrate inappropriate behavior will be banned from campus and all Century Academy sponsored events.

## Policies and Procedures

All Century Academy policies and procedures apply to all Century Academy students. Please do not ask for exceptions.

## Progress Report and Report Card Dates

You should expect to receive your child's progress report or report card **EVERY 6 weeks**. **Progress reports will not be distributed to students owing fines.**

### Semester 1

3-Week	In Danger of Failing
6-Week	Progress Report
9-Week	In Danger of Failing
12 Week	Progress Report
15-Week	In Danger of Failing
18 Week	Report Card

### Semester 2

3-Week	In Danger of Failing
6-Week	Progress Report
9-Week	In Danger of Failing
12 Week	Progress Report
15-Week	In Danger of Failing
18 Week	Report Card

## Safe School Policy

The Century Academy Board desires students to be free from the fear and danger presented by firearms and other weapons. The Board prohibits students from possessing weapons, replicas of weapons, or dangerous instruments of any kind in this school building, on school grounds or buses, or at any school-related or school-sponsored activity away from school. Along with the State CCCS, Inc. prohibits the possessions, sale, or use of all drugs, including alcohol, in these settings.

Students possessing or threatening others with weapons, dangerous instruments, or imitation firearms, and students possessing, selling or using drugs are subject to suspension and/or expulsion in accordance with the law, school board policy, and administrative regulations.

The principal will also notify law enforcement authorities when any student possesses a weapon or commits any act of assault with a firearm or other weapon, or is in possession of drugs.

Students who violate the law may be arrested, charged, and taken to a Juvenile detention facility. Expulsion from Century Academy for Excellence may result in the student's loss of the right to attend school or the student may be placed in an alternative school.

This Safe School Policy is designed to ensure the safety of those attending the Century Academy for Excellence, and to provide an appropriate learning environment for all students. There can be no acceptable reason for the possession of a weapon or drugs on school grounds.

## School Hours

School Opens	7:00 a.m.
Classes Begin	8:00 a.m.
Classes End	3:02 p.m.
After School Program	3:15 p.m. - 6:00 p.m.
Office Hours	7:00 a.m.- 3:00 p.m.

## Special Recognition

Honor Roll and Principal's Honor Roll awards are given at the end of each semester; February and June, to students who have attained the highest academic performance.

### Academic Honor Roll:

The Honor Roll is for students with a grade point average of 3.0 – 3.49 in core classes, that is Mathematics, Science, Language Arts, Social Studies, and Foreign Language. Students may not have D's or F's on either Honor Roll.

### Principal's Honor Roll:

The Principal's Honor Roll is for students with a grade point average of 3.5 and above in core classes, that is Mathematics, Science, Language Arts, Social Studies, and Foreign Language. Students may not have D's or F's on either Honor Roll.

## Student Information

Emergency cards should be kept up to date. Any changes in address, phone number, or name should be reported to the office as soon as they occur. We must be able to contact a family or legal guardian at all times.

## Telephone Policy

Students will be allowed to use the office phone only in cases of emergency. *The staff will determine the urgency of the request.* Students will not be allowed to use the office phone to call and request "forgotten items" like lunches, projects, homework and the like.

## Textbooks

Students will take textbooks home only if parents and guardians have signed the agreement. Please **KEEP TEXTBOOKS AT HOME** in a **SAFE** place **because book bags or back packs are not allowed.** Century Academy will have textbooks at school for students to use. The cost to replace books ranges individually from \$60.00 - \$75.00. Students who lose or mistreat their books will be responsible for the cost of repair or replacement. All books must be returned in excellent condition. Families, let your student know that they may NOT share their books with other students. If they do, you are still liable for the book.

# Uniform Policy

Safety is first at Century Academy for Excellence. A safe and disciplined learning environment is the first requirement of a good school. Young people who are safe and secure, who learn basic essentials of good citizenship, are better students. Uniforms are a positive and creative way to reduce discipline problems and increase school safety. Our uniform policy promotes school safety, improves discipline, and enhances our learning environment. The benefits of school uniforms include:

- Decreasing violence and theft among other students over designer clothing or expensive sneakers
- Helping prevent gang members from seeing gang colors and insignias at our school
- Helping parents and students resist peer pressure
- Helping students concentrate on their school work, and
- Helping school officials recognize intruders who come to the school

Things for families to ensure student success:

- Buy the right sizes. It is the responsibility of the family to purchase the correct size uniform
- Oversized clothing is not acceptable
- Students may NOT share clothes
- Mark all uniform items with a permanent marker. Use a Sharpie or another type of permanent marker.

**And lastly, families should drop students off IN THE CORRECT UNIFORM. This means that shirts are tucked in, belts are buckled, and the attire is appropriate for the weather. Should there be heavy rains or should the temperature fall below 55 degrees, an overcoat or raincoat may be worn OVER THE REGULAR UNIFORM JACKET or SWEATSHIRT. THE OVERCOAT OR RAINCOAT must be *SOLID* Navy Blue, Black, or Dark Brown. All clothing, that means shirts, sweaters, jackets, sweatshirts and PE shorts and shirts must carry the Century Academy for Excellence logo. To avoid uniform variations, all uniform items must be purchased at Michael's Uniforms in Inglewood. Ongoing or continuous uniform violations will result in a behavior contract with the school. The School reserves the right to make amendments to this policy at any time.**

## Girls

- White/Navy blue top with logo (undershirts must match shirt color)
- Navy blue/tan pants (not tight fitting)
- (Dockers, Dickies, Khakies, etc.)
- Navy blue/tan shorts
- (Dockers, Dickies, Khakies, etc.)
- Navy blue/tan skorts/shirts
- (Dockers, Dickies, Khakies, Etc.)
- Wear a *solid* black or brown belt (no large buckles)
- Navy, black, tan, or white socks
- Navy jacket, sweater, or sweatshirt with logo only
- Jewelry is limited to stud earrings and watches only. No hoop earrings or other jewelry is allowed.
- No outlandish hair styles, artificial hair colors, scarves, or hair accessories.
- Headbands and barrettes must be navy blue, white, tan, black or white.
- Hats are worn outdoors only. No “do rags” are allowed at any time. Hats, scarves, gloves must be purchased from Century Academy.
- *Solid* black/*solid* white shoes only-ex:*solid* KSwiss, Adidas, or Stephan Marbury

- PE Wear-shirts and shorts with logo only

## Boys

- White/Navy blue top with logo (undershirts must match shirt color)
- Navy blue/tan pants (no sagging)
- (Dockers, Dickies, Khakies, etc.)
- Navy blue/tan shorts
- (Dockers, Dickies, Khakies, etc.)
- Wear a *solid* black or brown belt (no large buckles)
- Navy, black, tan, or white socks
- Navy jacket, sweater, or sweatshirt with logo only
- Jewelry is limited to stud earrings and watches only. No hoop earrings or other jewelry is allowed.
- No outlandish hair styles, artificial hair colors, scarves, or hair accessories
- Hats are worn outdoors only. No “do rags” are allowed at any time. Hats, scarves, gloves must be purchased from Century Academy.
- *Solid* black/*solid* white shoes only-ex:*solid* KSwiss, Adidas, or Stephan Marbury
- PE Wear-shirts and shorts with logo only

**Uniform infractions now carry a fee of \$10.00. Students will pay this fine if *any part* of the uniform is out of compliance. When in doubt about an article of clothing, call the office in advance for assistance.**

## Vandalism

Vandalism is the intentional damaging or destruction of property. Vandalism includes any damages to public or private property. For this reason, permanent markers or Sharpies are not allowed on campus. Families are financially responsible for all types of vandalism. Students must respect the property of others.

## Visitors

Visitors are welcome provided they are adults (over 18 years of age)

- Visitors must wear a Visitor Badge while on campus
- Visitors must sign the Visitor's guidelines when they pick up the Visitor's Pass
- Visitors may not discipline, scold, or correct other people's children. This is considered a form of child abuse and will not be tolerated
- **Parents and other adults may not come on campus and harass or intimidate teachers and staff.** Physical threats to school personnel are taken seriously.



## Family-School Contract

The family(s)/guardian(s) of \_\_\_\_\_ have read and agree to abide by the following:

WHEREAS, the undersigned family(s)/guardian(s) has made a personal decision to enroll my child(ren) at the Century Academy for Excellence in order to provide my child with a excellent educational opportunity;

WHEREAS, my desire and decision to enroll my child at the Century Academy for Excellence is based upon my desire to become an active partner in the education of my child;

WHEREAS, I recognize that the Century Academy for Excellence is a public charter school of choice not an entitlement;

NOW THEREFORE, in consideration of the foregoing;

- 1) As a family of a student at the Century Academy for Excellence, my commitment is to abide by the following rules and regulations:
  - A. To recognize and embrace my role as having primary responsibility for the education of my child.
  - B. To attend all Family Meetings with any member of the Century Academy for Excellence staff.
  - C. To participate in the Family Volunteer Program, including volunteering 20 hours for one child and 30 hours for two or more children, at a capacity that is sensitive to the needs of the school.
  - D. To provide transportation to and from school for my child. If I am late picking up my child, I understand that I will be charged for after-school care at whatever rate is in existence at that time. If my child is continually tardy, I understand that for the benefit of my child's education, he/she will be required to attend a school that is more accessible for my child.
  - E. To purchase Century Academy for Excellence Board approved uniforms and ensure my child abides by the Dress Code of Century Academy for Excellence.
  - F. To supply a healthy lunch and snack, either brown bagged or purchased from the Century Academy for Excellence board-approved vendor, each school day for my child.
  - G. To pay promptly any fees accrued to my account at the Century Academy for Excellence. (Fees include food, materials, daycare, etc.)
  - H. To enforce my child to abide by the Century Academy for Excellence Code of Conduct.
  - I. To participate in school fundraisers, either by purchasing or by volunteering.
  - J. To pay for all damaged or lost textbooks.
- 2) In order to enhance my child's academic growth, I agree to do the following:
  - A. To read and use information sent home by the school on Wednesday to keep families informed of the academic topics to be introduced and studied in the classroom.
  - B. To provide a suitable time and place within the home for homework.
  - C. To assist my child in having frequent access to books, and ensuring they read at least 30 minutes a day.
  - D. To limit television and video games during the school week and allow more time for reading, studying, and family time. Maximize family interaction and minimize electronic entertainment.
  - E. To check my child's homework agenda nightly. Ensure my child has the environment and resources to complete at least 3 hrs of homework for at least 5 days per week.
  - F. To encourage my child to reach his or her academic level with deep commitment and enthusiasm for learning.
  - G. To provide weekly access to the Internet for the Study Island homework.

## Required Signatures

Century Academy for Excellence is pleased to announce the information and services that have been made available to students and their families. Century Academy strongly believes in the educational value of our services, and recognizes the potential to support curriculum and students learning by facilitating resource sharing, innovation and communication. Please discuss the guidelines, policies and procedures with your child, and sign where indicated.

Your signature and the student's signature will indicate acknowledgement and understanding of all the standards set forth in the "Century Academy for Excellence Family Handbook". As a user of the services, the student will abide by the accepted rules and procedures.

I understand and will follow the guidelines, policies, procedures and rules listed in the Century Academy for Excellence Family Handbook. I understand that attending Century Academy is a choice, and by signing this document I voluntarily agree to follow ALL POLICIES CONTAINED IN THE CENTURY ACADEMY FAMILY HANDBOOK.

**Subject to the requirements of state law, the Principal reserves in all circumstances the final authority to determine the appropriate consequences for any infraction of the rules of the school, including in school or out of school suspension, prohibiting the student from participating in any school activity such as field trips, athletics, stage or musical productions or graduation ceremonies, and expelling the student from school.**

Student name (printed)\_\_\_\_\_ Date\_\_\_\_\_

Student signature \_\_\_\_\_ Date\_\_\_\_\_

Parent name (printed)\_\_\_\_\_ Date\_\_\_\_\_

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

Staff Member Verification\_\_\_\_\_ Date\_\_\_\_\_