

STUDENT NAME:



ALTERNATIVE EDUCATION FORMS & AGREEMENTS

2025-2026

To Do List Before School Starts

- Summer Mailer (this document)
- Independent Study Contract (sent via Adobe Signature)
- Q annual updates (emailed by District)
- Application for Free and Reduced Lunch (at the end of this document)



WELCOME TO THE 2025-2026 SCHOOL YEAR!

Dear SHINE & Century Academy community,

As principal of the Century Academy and SHINE homeschool program, it is my pleasure to welcome everyone back for another great year. We are all excited to connect with you and fill another year with positive energy and enthusiasm for learning. It is our mission to help every child feel welcome, connected, and a part of our Alternative Education family. Additionally, we strive to challenge each student to grow in his or her academic abilities and passions. We have a fantastic faculty working to engage our students through class sessions and customized curriculum. We are working hard to ensure that all of our graduates are prepared for the demands of postsecondary education, meaningful careers, and effective global citizenship.

This is our 15th year utilizing the blended learning model and supporting families by creating customized learning paths. We encourage you to look for the online bulletins throughout the school year to receive current school and program updates, opportunities to get involved, and extension activities for your family. This year we will be offering our traditional blended model, independent study model, and homeschool model for all families. If you have questions about the right fit for your family, please do not hesitate to reach out.

The following pages will provide school updates, options to engage with our school community, and additional information for the 25-26 school year. We will be working through the summer to help all families with annual signatures so that students are ready for the first day of school. Should you have any questions, please feel free to contact me by calling 805.496.0286 or by emailing bmercerc@conejousd.org.

Sincerely,

Mr. Brian Mercer

Century Academy, Independent Study, SHINE
Principal



NEWS FROM THE COUNSELING OFFICE



Dear Century Academy and SHINE Families in Grades 6-12,

The first day of school for the 2025-2026 is Wednesday, August 20th. Please note that all independent study master agreements need to be signed before students can start school. For the first three days of school, all Century Academy and SHINE students will be expected to meet with their parents and their advisor to ensure all paperwork is complete, all courses are set up, all textbooks and technology is distributed to you. Even if your student has attended Century Academy or SHINE in the past, the teachers will be covering critical information regarding the School PLP platform as well as important tools, skills, and resources to help students be successful at Century Academy and SHINE. Advisors will reach out to each family on their caseload to schedule a 45 minute appointment that will work with your schedule on Wednesday the 20th, Thursday the 21st or Friday the 22nd. Note that Friday, August 22nd is picture day. You will receive your ID on this day which you will need to scan in and out of campus daily.

The second week of school, August 25-29, will begin the regular Century Academy schedule of hybrid classes and Advisory Teacher Meetings. The middle school students come to campus two half days a week for each of their classes, except Physical Education. Ninth grade students come to campus for English, Math, Science, and any hybrid elective classes that they may have. Tenth, Eleventh, and Twelfth grade students may have hybrid classes for math, science, and some electives. The other classes are completely independent. Students can reach out to the teacher of record if they have questions. Outside of these hybrid class times, students are expected to be working independently. Students have significant flexibility as to when they can complete their work each week, however, they should plan to devote the same amount of time to their work completion as they would be attending a traditional school. For more information regarding the days and times that your student's hybrid classes meet, please review the next few pages of this packet.

We look forward to seeing all of you and having a great school year! Enjoy the rest of your summer!

Sincerely,

Rachel Kelterer

School Counselor

Century Academy/SHINE

What's NEW?

NEW electives!

We have been busy all summer setting up new electives for our students! if you still have room on your schedule, consider joining:

- *Culinary Arts*
- *Greek & Roman Mythology*
- *Exploring Cinema*
- *Health Science in public health or nursing*
- *Early Childhood Education*

Campus Safety

Starting **August 25th**, all students will need to scan in and out of campus using their ID.

Welcome Principal Mercer!

Brian Mercer is joining the team this year as principal of Century Academy!

Mr. Mercer has worked in education for more than 25 years, most recently as principal of Conejo Valley High School.

You can reach Mr. Mercer via email anytime: bmercer@conejousd.org

New Counseling Center!

Our academic and wellness counselors are now in the same space inside the new counseling center!

The counseling center will be open for:

- academic scheduling & support
- individual student sessions
- group student sessions
- drop in lunch bunch

Study & Assessment Center (RM 15)

Room 15 has been re-designed this summer to create a comfortable word/study and testing space. The room will be supported by Mr. J and Mrs. T 8am to 3pm daily.

The space is equipped with supplies to get your work done as well as noise canceling headphones to concentrate during exams.





ALTERNATIVE EDUCATION OPTIONS

Century Academy is the hub for alternative education in CVUSD housing the Century blended program, Independent Study program, and SHINE homeschool program. Please take a few moments to review alternative education options for the upcoming 2025-2026 school year.

Century Academy Blended Model (grades 6-12):

Students attend campus 2-3 days per week for scheduled classes (on campus) and weekly advisory meetings (in person or via zoom). Our computer lab is open daily from 9am to 3pm for students to complete work and take exams. Each course is managed by a subject specific teacher. Students are encouraged to reach out for support as needed in each of their classes. Grades 6-8 have a daily check-in and/or tutoring opportunity.

Independent Study (grades TK-12):

Students have a weekly advisory meeting (in person or via zoom) and work independently the rest of the week. Our computer lab is open daily from 9am to 3pm for student to complete work and take exams. Each course is managed by a subject specific teacher. Students are encouraged to reach out for support as needed in each of their classes.

Grades TK-3 must log on virtually for daily instruction (30 minutes).

Grades 4-8 have a daily optional check-in and/or tutoring opportunity.

SHINE Homeschool (grades TK-12):

Students and parents have a weekly advisory meeting (in person or via zoom) and work independently the rest of the week. The advisor provides the parent with all materials, lesson plans, and assignments needed for the upcoming week. The parent is the primary teacher for each of the subject areas and works with their advisor to grade assignments. Parents may request alternative assignment or whole curriculum options for their student. Our computer lab is open daily 9am to 3pm for students to complete work and take exams.

Grades TK-3 must log on virtually for daily instruction (30 minutes)

Grades 4-8 have a daily check-in and/or tutoring opportunity.

Elementary SHINE students have weekly meet-up & field trip opportunities.

Grades TK-8 have weekly workshops which rotate in topic.

I WOULD LIKE MY CHILD TO PARTICIPATE IN THE FOLLOWING ALTERNATIVE EDUCATION MODEL:

CENTURY ACADEMY BLENDED PROGRAM

CENTURY ACADEMY INDEPENDENT STUDY PROGRAM

CENTURY ACADEMY SHINE HOMESCHOOL PROGRAM

I'm not sure, please call me to talk about options for my child at this number: _____

Century Academy

2025-2026 Academic Year

MIDDLE SCHOOL BLENDED SCHEDULE (NOT FOR INDEPENDENT STUDY)

The Century Academy **middle school** schedule is designed to prepare our students for the demands of our high school program. We practice a gradual release of responsibility for staying organized, prioritizing assignments, and balancing academic demands.

Students meet with their advisor in a 1 on 1 appointment weekly. All class sessions for the blended program are on campus. Independent Study students do not attend class sessions.

If you have not done so already, please make sure you work with our counselor, Mrs. Kelterer, to create your child's schedule.

Mrs.Kelterer: RKelterer@conejousd.org
805-496-0286 x 105

	6TH GRADE		7TH GRADE		8TH GRADE
T U E S D A Y	MATH <u>9AM-10AM</u> ART <u>10AM-11AM</u> SCIENCE <u>11AM-12PM</u> MATH 6 ACCELERATED <u>1PM-2PM</u>	T U E S D A Y	ART 10AM-11AM MATH <u>11AM-12PM</u> SCIENCE <u>1PM-2PM</u>	W E D N E S D A Y	ELA <u>9AM-10AM</u> SOC SCI <u>10AM-11AM</u> <u>SPANISH 1</u> <u>11AM-12PM</u>
F R I D A Y	ELA 6 <u>9AM-10AM</u> SOC SCI <u>10AM-11AM</u>	F R I D A Y	SOC SCI <u>9AM-10AM</u> ELA <u>10AM-11AM</u> MATH 7 ACCELERATED <u>11AM-12PM</u>	T H U R S D A Y	ELECTIVE 8 <u>10AM -11AM</u> MATH 8 <u>11AM-12PM</u> <u>ALGEBRA 1</u> <u>11AM-12PM</u> SCIENCE 8 1PM-2PM

Important

All unit exams and final exams must be proctored in the computer lab. Students typically have unit exams in each class once ever 4-6 weeks and a final at the end of each semester.

The computer lab is open daily from 9am to 3pm.



Is your SHINE student interested in joining one of these classes?
Reach out to Mrs.Kelterer (rkelterer@conejousd.org) or
Dr.Eisenberg (yreznikovaeisenberg@conejousd.org)!

Century Academy

2025-2026 Academic Year

HIGH SCHOOL COURSES

ON-CAMPUS COURSES

Mathematics:

Algebra 1: Thursdays 11am-12pm
Algebra 1A: Thursdays 9am-10am
Algebra 1B: Tuesdays 10am-11am
Geometry: Tuesdays 11am-12pm
Algebra 2: Thursdays 10am-11am
Math Analysis: Thursdays 2pm-3pm

Science:

Chemistry: Thursdays 11am-12pm
Biology: Thursdays 10am-11am
Forensics : Thursdays 9am-10am
Earth Science: Tuesdays 9am-10am
Physics: Tuesdays 10am-11am

Electives:

Floriculture: Wednesdays 9am-10am
Work Experience: Wednesdays 8am-9am
Spanish 1: Wednesdays 11am-12pm
Oasis: Wednesdays 11am-12pm OR Fridays 11am-12pm
Art Media: Wednesdays 11am-12pm OR 1pm-2pm
Student Government: Wednesdays 1pm-2pm
Yearbook: Fridays 10am-11am
Spanish 2: Fridays 11am-12pm

English-Language Arts:

English 9: Wednesdays 10am-11am

ONLINE ELECTIVE COURSES

Languages:

- Spanish 3 CP or H (Year-Long Course)
- AP Spanish Language (Year-Long Course)
- French 1 CP (Year-Long Course)
- French 2 CP (Year-Long Course)

Arts and Media:

- Creative Digital Media (Year-Long Course)
- Music Appreciation (Year-Long Course)
- Art History (Year-Long Course)
- Exploring Cinema (1 Semester Course)
- History of Gaming & E-Sports (Year-Long Course)
- Fashion Design (1 Semester Course)

Mathematics:

- Business Math (Year-Long Course)
- Financial Algebra (Year-Long Course)
- Statistics CP or AP (Year-Long Course)
- AP Calculus AB (Year-Long Course)

Business Management and Entrepreneurship

- Business Information Management (Year-Long Course)
- Career & Financial Management (Year-Long Course)
- Personal & Family Finance (1 Semester Course)
- Social Media & Business Marketing (Year-Long Course)
- Startups & Innovation (Year-Long Course)

Sciences

- Astronomy (Year-Long Course)
- Archaeology (1 Semester Course)
- Criminology (1 Semester Course)

Hospitality & Tourism

- Culinary Arts 1A/1B (Year-Long Course)
- Culinary Arts 2A/2B (Year-Long Course)
- Restaurant Management (1 Semester Course)
- Hospitality & Tourism 1 (Year-Long Course)
- Hospitality & Tourism 2 (Year-Long Course)
- Hotel Management (Year-Long Course)

Social Sciences

- Philosophy (1 Semester Course)
- Ethnic Studies (1 Semester Course)
- Sociology (1 Semester Course)
- Sociology 2 (1 Semester Course)
- Psychology (Year-Long Course)
- AP Psychology (Year-Long Course)
- Communications (1 Semester Course)
- AP Human Geography (Year-Long Course)
- African American History (1 Semester Course)
- Ethics (1 Semester Course)
- Life Skills (1 Semester Course)

Education & Child Development

- Early Childhood Education 1 (Year-Long Course)
- Early Childhood Education 2 (Year-Long Course)
- Teaching and Education (Year-Long Course)
- Teaching as a Profession (Year-Long Course)

Humanities:

- Creative Writing (1 Semester Course)
- Introduction to College Writing (1 Semester Course)
- Greek & Roman Mythology (1 Semester Course)
- World & Cultural Mythology (1 Semester Course)

Public and Community Health:

- Health Science 1 (1 Semester Course)
- Health Science 1 (1 Semester Course)
- Health Science-Public Health (1 Semester Course)
- Health Science-Nursing (1 Semester Course)

Personal Services:

- Cosmetology 1 (1 Semester Course)
- Cosmetology 2 (1 Semester Course)
- Cosmetology 3A/3B (Year-Long Course)

College & Career Skills

- Career Prep Schools PLP (Year-Long Course)

Physical Education

- PE 10-12 (Year-Long Course)



Is your SHINE student interested in joining one of these classes? Reach out to Mrs.Kelterer (rkelterer@conejousd.org) or Dr.Eisenberg (yreznikovaeisenberg@conejousd.org)!

CENTURY ACADEMY & SHINE

VOLUNTARY DONATION FORM
Tax ID# 95-286-8899

Dear Parents and Guardians,

Century Academy & SHINE Homeschool is unlike any other traditional campus you have experienced. We are certainly in a league of our own when it comes to finding creative solutions for our students. We are a blended learning campus that offers both remote and traditional in-class instruction. This allows us to support our students throughout the duration of their courses and their time here on campus. Customizing the Century & SHINE experience is a signature feature of our blended learning environment and the reason so many of our students are successful. This unique approach to education has allowed our actors, athletes, and those pursuing passion projects to bring school wherever they may be.

As an accredited TK-12 campus, our goal is to prepare well rounded global citizens prepared to improve the world around them. The Century & SHINE culture is built on rigorous coursework, a life-long love for learning, and opportunities for students to find their passions among supportive peers and faculty.

Our newly renovated campus draws students to grow their love of learning and meet like-minded peers. This innovative experience comes with the unique challenge of not having our very own Parent Teacher Student Association (PTSA). We rely **solely** on your voluntary contribution to create opportunities including Yearbook, Student Government Activities, fieldtrips, and elective classes.

We are a 501(c)3 non-profit and have listed our Tax ID for your reference. If you work for a company that matches tax donations, please follow your work's protocols, so they can send us the required paperwork, that will allow us to receive their donation match.

_____ **You can count on the family of _____ for a donation of: _____**

_____ **I am unable to donate at this time**





PARENT LEADERSHIP FORM

Parents are a critical part of the Century & SHINE family. Please mark your interest in joining any of the parent groups listed below.

SCHOOL SITE COUNCIL

A team guiding the financial, academic, and social emotional well-being of the school. This team of faculty, students, administration, and parents guides the school to fulfill our mission and vision.

Booster Club

A team to discuss and designate the school's priorities for the current academic year and plan for fundraising and community engagement accordingly.

PARENT WORKSHOPS

Century Academy would like to help bring topics of interest to our students and parents in a community forum format. Please list some topics of interest you would like to see offered.

DISCUSSION IDEAS:

By signing this form, I agree to be contacted regarding my checked areas of interest

CONTACT DETAILS



Signature of parent/guardian

main office: 805-496-0286



STUDENT AGREEMENT

2025-2026

33 Greta Street
Thousand Oaks, CA
805-496-0286

- I will meet with my advisory teacher 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, labs, workshops or events.
- 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 is a critical part of independent learning. I agree to have my camera on and myself visible during all advisory meetings. 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 the last day of the week by 3pm. 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.
- I understand that all end of chapter and all end of course exams must be proctored in the computer lab or a space approved by administration.
- 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 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 and SHINE campus. Access to campus spaces may be restricted at the discretion of the administration.
- I understand that I must wear my Century or SHINE ID card anytime I am on campus.

STUDENT NAME

STUDENT SIGNATURE

DATE



PARENT AGREEMENT

2025-2026

- I agree to my child participating in an alternative education model for the 2025-2026 school year.
- I understand that transportation to and from the Century Academy and SHINE campus 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 is a critical part of independent learning. I understand that my child must have their camera on and be visible during all advisory meetings. If a student can not be identified or contacted they will be removed from the session.
- I understand that end of chapter and end of course must be proctored in the computer lab or administrator approved space.
- 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 understand that my child must wear a Century or SHINE ID card any time they are on campus.

33 Greta Street
Thousand Oaks, CA
805-496-0286

PARENT NAME

PARENT SIGNATURE

DATE



STUDENT RESPONSIBLE USE AGREEMENT FOR USING TECHNOLOGY IN SCHOOL

After viewing the presented guidelines and expectations for the Acceptable use Policy (AUP) available at www.conejousd.org or in print by request, students and parents acknowledge the following by signing this agreement. As a CVUSD 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. **I am responsible for my computer account and email account.**
4. **I will not allow others to use my account name and password or try to use that of others.**
5. **I am responsible for my language and conduct.**
6. **I am responsible for following school rules and the guidelines within this document whenever I publish anything online.**
7. **I am responsible for protecting school property, including the security of the CVUSD's network.**
8. **I will use technology in a manner that complies with laws of the United States and the state of California, including copyright laws.**
9. **I understand that I am to notify an adult immediately if I encounter material that violates appropriate use.**
10. **I understand that my school may, at any time, sequester any school or district owned device in my possession.**
11. **CVUSD administration, local teachers, and law enforcement will deem what conduct is inappropriate use if such conduct is not specified in this agreement.**

Student:

I understand and will obey the rules of the CVUSD AUP. 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's Name:

Student's Signature:

Date:

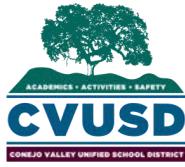
Parent or Guardian:

As the parent or guardian, I have read the CVUSD AUP 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 to guarantee that CVUSD can 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 CVUSD.

Parent or Guardian's Name:

Parent or Guardian's Signature:

Date:



COMPUTER LAB TESTING GUIDELINES

The on-campus computer lab is open from 9am to 3pm daily.

- During the 2025-2026 school year, the Century Academy & SHINE computer lab (room 15) 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.
- Students may work in the computer lab if space allows. However, students needing to take tests or finals receive priority seating.
- Students must complete end of unit exams and course finals in one sitting unless otherwise arranged by their advisor.
- 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.
- 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.

Please fill out the signature form below. A copy will be made for your advisor.



Student Name:

Student Signature:

Date:

Parent Name:

Parent Signature:

Date:



IMPORTANT DATES 2025-2026



AUGUST

- 20:** Deadline to sign alternative education contracts
- 21:** First day of school, family meetings day 1
- 22:** Family meetings day 2
- 23:** Family meetings day 3, Picture Day!
- 26-30:** First week of on-campus classes & workshops
- 27:** School Site Council Meeting

SEPTEMBER

- 01:** Labor Day (No School)
- 05:** Fire Drill (10am)
- 10:** Back to School Night (5:30pm)
- 23:** Holiday (No School)
- 25:** School Site Council Meeting

OCTOBER

- 02:** Rosh Hashanah (No School)
- 07:** Picture Make-Up Day
- 16:** Earthquake Drill (10:16am)
- 20-24:** Middle school and High school progress reports
- 29:** School Site Council Meeting
- 31:** Trunk or Treat & Spooky Crafts

NOVEMBER

- 03:** Professional learning day (No School)
- 04:** Last day to drop a course
- 05:** Lock-down Drill (11:15am)
- 11:** Veteran's Day (No school)
- 15:** End of Trimester 1 for grades TK-5
- 19:** School Site Council Meeting
- 24-28** Fall Break (No School)

DECEMBER

- 02:** Earthquake Drill (1pm)
- 8-12:** Holiday Spirit Week
- 12-18:** Finals (grades 6-12)
- 17:** School Site Council Meeting
- 19:** Last Day of Semester 1 (grades 6-12)
- 22-31:** Winter Break (No School)

JANUARY

- 1-5:** Winter Break (No School)
- 19:** Martin Luther King Jr. Day (No School)
- 27:** Fire Drill (9:30am)
- 28:** School Site Council Meeting

FEBRUARY

- 12:** Earthquake Drill (10:00am)
- 11:** Love crafts and treats
- 13:** President's Day Weekend (No School)
- 16:** President's Day (No School)
- 25:** School Site Council Meeting

MARCH

- 11:** Fire Drill (1pm)
- 16:** Professional Learning day (No School)
- 20:** End of Quarter 3 for grades 6-12
- 27:** Progress reports for grades 6-12
- 25:** School Site Council Meeting

APRIL

- 03:** Good Friday (No School)
- 6-10:** Spring Break
- 13-17:** Assignment spring cleaning & Assessment week
- 24:** Fire Drill (10am)
- 29:** School Site Council Meeting

MAY

- 21:** Lockdown Drill (10:45am)
- 22:** Memorial Day Weekend (No School)
- 25:** Memorial Day Weekend (No School)
- 27:** School Site Council Meeting

JUNE

- 04:** Fire Drill (11:00am)
- 05:** Senior Deadline for Finals
- 08:** Senior picnic and graduation practice (12th grade)
- 09:** High School Graduation (1:00pm)
- 10:** Kinder, 5th grade, 8th grade promotion (10:00am)
- 12:** Elementary last day of school
- 13:** Secondary last day of school





ACADEMIC HONESTY POLICY



Century Academy, SHINE, and the Governing Board of CVUSD believes that academic honesty and personal integrity are fundamental components of a student's education and character development. We expect that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Academic Dishonesty is a deliberate attempt to disrupt the learning process by misrepresenting another's work as one's own. Dishonesty can occur within traditional paper/pencil activities and through the use of technology such as online assignments, labs, quiz, projects and tests. 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.

Grades 6-8

A. First Infraction

1. The student will receive a grade of Fail for the work in question.
2. The teacher will conference with the student and notify parent.
3. A referral will be sent to the assistant principal and counselor.

B. Second Infraction in the Same or Any Other Class

1. The student will receive a grade of Fail for the work in question.
2. There will be a conference involving the parent, teacher, student, and an administrator.
3. The student will be referred to the Student Study Team (SST) for review and recommendations, including examination of current level placement.

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 assistant principal.
3. The student will be placed on contract, with the understanding that a second infraction in the same or any class will result in the student's removal (drop/fail) from the course in which second infraction occurred. The contract will remain in effect for two (2) years from the date of the infraction.

B. Second Infraction in Same of 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 with a grade of Fail for the semester.

Appeal of Decision

If a parent/guardian does not agree with the teacher and/or administrator's decision after the student and parent have conferred with the teacher and administrator, the following appeal procedure will be implemented:

A. The appeal is to be made in writing to the principal. All relevant information is to be included.

B. The appeal will be submitted to the site academic honesty committee.

1. A teacher, counselor, and parent will review the appeal and make a recommendation to the principal. The principal's decision will be final.
2. The appealing parent may request elimination of the parent committee member on the ground of confidentiality.

Time Limits for Academic Honesty Consequences

1. Consequence for grades 6-8 will not be cumulative from year to year.
2. Appeals for the secondary level must be filed, in writing, to the principal, within ten (10) school days following action taken by the assistant principal.

Parent or Guardian Signature:

Student Signature:



GRADING POLICY



- =1. Students will initially have one attempt on every quiz. Students will have the option to retake every quiz one additional time before each unit test. Once the student takes a unit test, any quiz in that section cannot be retaken. To retake a quiz with a score of 60% and above, the student will need to consult any teacher for a reset (it is recommended that they start with their advisory teacher). To retake a quiz with a score below 60%, the student will need to consult the subject matter teacher in order to review the material before the quiz will be reset. Before retaking a quiz with a score of 60% and above it is recommended that the student does the following:
 - a. Re-read the corresponding section in Schools PLP
 - b. Review their notes
 - c. Make an appointment with the subject matter teacher to review the material
2. Late Work Policy: Please note that a “week” is defined by your regularly scheduled Advisory Teacher appointment/class.
 - a. Assignments submitted by original due date: eligible for full credit
 - i. Assignments NOT submitted by original due date: zero will be entered in Gradebook
 - b. Assignments submitted within the week after original due date: eligible for full credit
 - i. If the assignments are submitted, the zeroes will be removed
 - c. Assignments submitted beyond the second week after the original due date: zero credit
3. Tests must be started no later than 2pm and completed no later than 3pm. It is recommended that math and science tests start no later than 1pm. This is due to the lab closing at 3pm daily. Middle school students have priority for testing on Tuesdays and Thursdays. High School students have priority for testing on Monday, Wednesday, and Friday.
4. All Standard level classes plus Health, Physical Education, World Geography, Music Appreciation and Art Appreciation have open book tests.
5. One page of handwritten notes (front and back) approved by the subject matter teacher will be allowed for all classes except for AP and honors levels.
6. For math and science, students may also obtain the page of formulas from Mrs. Thiesen
7. Accessing the internet on any device while taking a unit test or final will be considered cheating and will result in a zero on your exam.
8. Per district policy, plagiarism will result in a zero on the assignment on your first offense. Any additional offenses will result in an F in the class.
9. No extra credit will be offered in any class.
10. Important Dates:
 - a. 1st Semester Finals (All Students):
 - i. All coursework/quizzes must be completed by **Friday, December 18th at 3pm.**
 - ii. Finals week: **December 12th-December 18th**
 - b. 2nd Semester Finals (12th and 8th grade):
 - i. All coursework/quizzes must be completed by **Friday, May 29th at 3:00pm.**
 - ii. Finals Week: June 1st-5th. Finals must be completed by **12:00pm on Friday, June 5th.**
 - c. 2nd Semester Finals (Grades 6-7 and 9-11):
 - i. All coursework/quizzes must be completed by **12:00pm on Friday, June 5th.**
 - ii. All finals must be complete by 3:00pm on **Thursday June 11th.**
11. Once you take the final exam in a course, your grade cannot be changed.

**OFF SITE PHYSICAL EDUCATION OR ACTIVITY(IES)
INFORMED CONSENT AND LIABILITY RELEASE
ACKNOWLEDGMENT AND ASSUMPTION OF POTENTIAL RISK**

Student name

Sex

Birth date

Parent or legal guardian (Please print)

Student address

Century Academy & SHINE Homeschool Program
School

I authorize my son/daughter, named above, to participate in Off Site Physical Education or Activity(ies). I understand and acknowledge that physical education or activities, by their very nature, pose the potential risk of serious injury and/or illness to the individuals who participate in such sport/athletic events or activities.

A sport/athletic event or activity, by its very nature, poses some inherent risk of a participant being seriously injured. These injuries could include, but are not limited to, the following:

- | | |
|--|---------------------|
| 1. Sprains and strains | 6. Paralysis |
| 2. Fractured bones | 7. Disfigurement |
| 3. Lacerations, abrasions, and avulsions | 8. Head injuries |
| 4. Unconsciousness | 9. Loss of eyesight |
| 5. Infectious disease | 10. Death |

I understand and acknowledge that participation in Off Site Physical Education or Activity(ies) is completely elective and voluntary and as such is not required by the District for completion of graduation requirements. I also understand that, if I do not consent to my son's/daughter's participation in the Off Site Physical Education or Activity(ies), he/she will be offered an alternative course of study, in which he/she may work for graduation credit.

I understand that all participants are to abide by and accept all rules and requirements governing conduct and safety in the sport/athletic event(s) or activity(ies). To the extent permitted by the Education Code, any participant determined to be in violation of behavior standards may be removed from the Off Site Physical Education or Activity(ies).

I understand and acknowledge that in order to participate in Off Site Physical Education or Activity(ies), I and my son/daughter agree to assume liability and responsibility for any and all potential risks that may be associated with participation in Off Site Physical Education or Activity(ies).

I agree to, and do hereby release and hold the District and its officers, agents, employees and/or volunteers harmless for any and all claims; demands; causes of action; liability; damages; expenses; or loss of any sort, including bodily injury or death; because of or arising out of acts or omissions with respect to Off Site Physical Education or Activity(ies).

I acknowledge that I have carefully read this "Off Site Physical Education or Activity(ies), Informed Consent and Liability Release, Acknowledgment and Assumption of Potential Risk" form and that I understand and agree to its terms.

Signature (Student)

Date

Signature (Parent or legal guardian)

Date

Home telephone

Mobile telephone

Work telephone

**VOLUNTARY EXTRACURRICULAR EVENT(S) OR ACTIVITY(IES)
INFORMED CONSENT AND LIABILITY RELEASE
ACKNOWLEDGMENT AND ASSUMPTION OF RISK**

Student name

Gender

Birth date

Parent or legal guardian (Please print)

Student address

Century Academy & SHINE Homeschool Program
School

I authorize my son/daughter, named above, to participate in an extracurricular event(s) or activity(ies). I understand and acknowledge that certain extracurricular events or activities, by their very nature, pose the potential risk of serious injury and/or illness to the individuals who participate in such extracurricular events or activities.

An extracurricular event or activity, by its very nature, poses some inherent risk of a participant being seriously injured. These injuries could include, but are not limited to, the following:

- | | |
|--|---------------------|
| 1. Sprains and strains | 6. Paralysis |
| 2. Fractured bones | 7. Disfigurement |
| 3. Lacerations, abrasions, and avulsions | 8. Head injuries |
| 4. Unconsciousness | 9. Loss of eyesight |
| 5. Infectious disease | 10. Death |

I understand and acknowledge that participation in an extracurricular event(s) or activity(ies) is completely elective and voluntary and as such is not required by the District for completion of graduation requirements. I also understand that, if I do not consent to my son's/daughter's participation in the extracurricular event or activity, he/she will not participate in the extracurricular event or activity.

I understand that all participants are to abide by and accept all rules and requirements governing conduct and safety in an extracurricular event(s) or activity(ies). To the extent permitted by the California *Education Code*, any participant determined to be in violation of behavior standards may be removed from the extracurricular event(s) or activity(ies).

I understand and acknowledge that in order to participate in an event or activity, I and my son/daughter agree to assume liability and responsibility for any and all potential risks that may be associated with participation in an extracurricular event(s) or activity(ies).

I agree to, and do hereby release and hold the District and its officers, agents, employees and/or volunteers harmless for any and all claims; demands; causes of action; liability; damages; expenses; or loss of any sort, including property damage, bodily injury or death; because of or arising out of acts or omissions with respect to an extracurricular event(s) or activity(ies).

I acknowledge that I have carefully read this "Voluntary Extracurricular Event(s) or Activity(ies), Informed Consent and Liability Release, Acknowledgment and Assumption of Potential Risk" form and that I understand and agree to its terms.

Signature (Student)

Date

Signature (Parent or legal guardian)

Date

Home telephone

Mobile telephone

Work telephone

Is there anything you would like us to know about your child for the upcoming 2025-2026 school year? Please use the space below to share any additional information. The information you provide will be shared with our administrative and counseling team unless you specifically request that we share it with other members of our team.

If you would like to talk to a member of our team directly, please call our school phone number (805-496-0286) and request to speak with Dr.Eisenberg (assistant principal) or Mrs.Kelterer (counselor).

A large, empty rectangular area with a dashed green border, intended for providing additional information about the child for the upcoming school year. The area is light yellow and occupies the lower half of the page.

YEARBOOK ORDER FORM

Student Name: _____

Number of books purchased: _____x\$_____ = _____

Payment Method:

__Cash __Check payable to Century Academy



please return order form to the front office or Mr.Ryan in Room 14

Price Breakdown:

8/25-9/5: \$45

9/8-4/28: \$50

5/1-6/9: \$55

SENIOR DEDICATION PAGES ARE AVAILABLE (DUE MARCH 3RD)

1/2PAGE: \$40 FULL PAGE: \$75



2025-2026

CAR POOL SIGN-UPS

Interested in sharing drop-offs and pick-ups with other families? Let us know below and we will provide you with possible matches!

- Yes! Link me with other Thousand Oaks families
- Yes! Link me with other Westlake families
- Yes! Link me with other Newbury Park families
- Yes! Link me with families in _____
- No thanks, we are all set with transportation