



# Student Handbook

Quitting is not an option!

This Handbook Belongs to:

\_\_\_\_\_

Name

\_\_\_\_\_

Advisory Teacher

Century Community Charter School is a community that fosters positive character traits in every student. Students are challenged to achieve academically in a safe and nurturing environment.

**Important Numbers to Remember:**

(310) 412-2286 Phone  
(310) 412-4085 Fax Number  
BBP (424) 356-9235 or 7642

***Each family should sit down and review the contents of this handbook, BEFORE signing and turning in the last page.  
Every family and student is responsible to adhere to its contents.  
There are no exceptions.***

## CONTACT INFORMATION

POSITION	NAME	EMAIL
<b>Principal</b>	Mrs. Dana Means	dmeans@centurycharter.org
<b>Assistant Principal</b>	Ms. Brenda Garcia	bgarcia@centurycharter.org
<b>School Administrator</b>	Ms. Annie Alvarez	aalvarez@centurycharter.org
<b>Dean of Instruction</b>	Mrs. Tamara Fulton	tfulton@centurycharter.org
<b>Mental Health Coordinator</b>	Mr. Marcus Johnson	mjohnson@centurycharter.org
<b>Office Manager</b>	Mrs. Paola Galicia Dominguez	pgalicia@centurycharter.org
<b>Assist Office Manager</b>	Mrs. Margarita Melgar	mmelgar@centurycharter.org
<b>Discipline Counselor/ Attendance Programs</b>	Ms. Vera Yarbrough	vyarbrough@centurycharter.org
<b>Office Clerk</b>	Mrs. Christina Foley	cfoley@centurycharter.org
<b>Office Clerk</b>	Mrs. Maria Cisneros	mcisneros@centurycharter.org

### A MESSAGE FROM THE PRINCIPAL

We always cite school safety as the basis for the enforcement of the school's rules, and procedures. Many families associate safety with a closed campus or a security guard. While both of these factors contributed enormously to the safety of all our students, there are multiple factors that promote school safety.

Below is a list of strategies adopted by Century Community Charter School that promote a safe learning community. The strategies we use are in **bold**; the justification for the strategy follows.

1. **Our school wide discipline plan** ensures that all students conduct themselves in a manner that is representative of the responsible young adults that we are teaching them to become.
2. **Instruction in conflict-resolution/anger-management strategies during Advisory.** This instruction assists students in formulating an emotional bag of tricks. How do I deal with anger? What decisions do I make that indicate I am an honest person? How do I settle an argument with my friend or my teacher? What does a teenager with courage and integrity look like?
3. **Effective teaching, using a combination of direct instruction, projects, tests, activities** help students to demonstrate their understanding of the information as presented in multiple ways, this limits class disruption.
4. **Strictly, enforced rules and procedures** create order. Everyone follows the same steps, rules, and code of conduct, as written in this handbook. There are not exceptions in the application and enforcement of these rules and procedures. Everyone learns "school etiquette".
5. **Identification of at-risk students and providing additional support** keeps students focused.
6. **Family support of the rules, policies, procedures, and educational program.** When students see families and CCCS working together they see a united front. This allows students to concentrate solely on their job of being a student. Students who see the school and families in a distrustful relationship spend their energies on pitting the two against each other.
7. **Strict adherence to a uniform dress code sets the school tone.** Middle schools who look like students tend to speak like and act like achievers. A strict policy takes the emphasis off individual differences and puts it on the community. A uniform policy that is not followed defeats the purpose Uniforms.
8. **Extracurricular student involvement.** A large body of research exists that indicates that **extracurricular** activities improve students' self-esteem, self-perception, grades and health, as well as a wide variety lowering absenteeism and disciplinary problems. When students feel a part of the school, they are protective of the environment, which decreases vandalism and graffiti.

## CCCS MISSION STATEMENT

Century Community Charter School will enable students to become self-motivated, lifelong learners by providing a multi-cultural, student-centered environment in which the targeted students will be held to high academic and behavioral standards.

## PBIS School-wide Behavior Purpose Statement

Century Community Charter School is a community that fosters positive character traits in every student. Students are challenged to achieve academically in safe and nurturing environment.

## ABSENCES AND TARDIES

One absence per semester is reasonable. Extended absences must be cleared through the Office. Excused absences are only those permitted by the California Education Code.

*EC* Section 48260 (a) A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.(b) Notwithstanding subdivision (a), it is the intent of the Legislature that school districts shall not change the method of attendance accounting provided for in existing law and shall not be required to employ period-by-period attendance accounting.(c) For purposes of this article, a valid excuse includes, but is not limited to, the reasons for which a pupil shall be excused from school pursuant to Sections 48205 and 48225.5 and may include other reasons that are within the discretion of school administrators and, based on the facts of the pupil's circumstances, are deemed to constitute a valid excuse.

### Excused absences include:

- ☆ Bereavement 1 – 3 days depending upon location
- ☆ Court Appearances
- ☆ Illness
- ☆ Doctor/Dental Appointment
- ☆ Religious Observance



The student must have a signed note containing the following information:

1. **Student Name and the** reason for the absence
2. Date of absence; period(s) absent if less than an entire day
3. Signature of family member with a current phone number where the family member can be reached if verification is needed.

**\*\*We also accept notes from doctors; please make sure they are specific if they give directions for limited activity (PE restrictions can only come from the doctor).**

**A student who has no note will be issued a readmit indicating truancy.** The student must clear the truancy by bringing a note the next day.

### **If a student is absent from school more than 3 days, the student must provide:**

-  A doctor's excuse for illness or
-  An Obituary from the funeral.

### Excused tardies include:

- ☆ Bereavement
- ☆ Court Appearances
- ☆ Illness
- ☆ Doctor/Dental Appointment
- ☆ Religious Observance

Students with excessive absences and tardies will be referred to the School Attendance and Review Board (SARB). SARB can and will refer excessive attendance issues to the Inglewood District Attorney. **We must make the issue of attendance and punctuality a priority.**

**If your child is absent for more than THREE (3) days and we do not hear from a family member, we will disenroll the student from CCCS.**

### Unexcused Absences:

- ☆ **Family Excuse** - An absence with permission but not under the "excused absence" section. Absences to visit relatives or to attend a marriage or vacation are considered unexcused absences. The student may not be allowed to make up missed assignments. **Family Emergency is an unexcused absence.**
- ☆ **Truancy** - An absence from class or classes without the family' or school's knowledge or permission. A student will receive an "F" for each class missed and will not be allowed to make up the work. Students who exhibit a continual problem with attendance will be referred to the Student Attendance Review Board (SARB).

## Attendance Policy

### Excessive Unexcused Absence Policy:

- 2-3 a month = Parent Notification (Phone Call)/Attend Saturday School
- 3-4 a month = Parent & Student placed on Contract for 6 weeks
- 5 + a month = Report them to SARB

### Excessive Tardy Policy:

- 3 per month = lose advisory participation points (1x = 20% participation)
- 4 per month = Parent Notification (Phone Call)
- 5 per month = Parent Conference
- 5+ per month = Parent & Student placed on Contract for 6 weeks

*Failure to comply with attendance policy will possibly result in the loss of 8<sup>th</sup> grade activities at the end of the year.*

CCCS will conduct random tardy sweeps that consist of the participation in physical activities such as running, stairs, etc.

\*\* 3 Tardies = 1 detention (Saturday). If detentions are not cleared, the result will be a loss of end of the year activities and fieldtrips.\*\*

**We are asking families not to plan family trips or vacations during school time.** We have adjusted the school day and year to meet the needs of our children. Families will need to do their part. School is primary and important; vacations and trips are secondary.

Families are given ONE hour of volunteer time for every month their child comes to school on time without absences.

## **ABSENCES, MISSED WORK, AND SCHOOL ACTIVITIES**

Students who are absent from a class period are responsible for acquiring and completing all assigned homework. **Each teacher updates their weebly.com weekly.**

**Before returning to class** students must present **to the office**, a note from their parent or guardian explaining the absence. If students do NOT present a note OR the absence is not on the excused list students receive an **unexcused Absence-Tardy Admission Slip**. This means **work cannot be turned** in and tests cannot be made up.

If students DO present a note **to the office** and the absence IS on the excused list students will receive an **excused Absence-Tardy Admission Slip**. **This means work CAN be turned** in and tests CAN be made up.

**It is the responsibility of the middle schooler to retrieve their homework from the weebly site.** Students who have questions should ask their Homework Buddies first! If the student still has questions, they should contact their teacher via email on their teachers' weebly.com.

When students are absent it is imperative that ALL make up work is turned in to teachers **in a timely manner**. If you are absent one day you have ONE day to turn in the work, if you are absent TWO days, you have two days to turn in the work

## **ACADEMIC PROBATION**

Students who have GPA's below 2.5 are placed on academic probation. Students on Academic Probation must:

1. Attend the Better Bear Program daily for tutoring and homework completion.

2. Complete a Daily Report and get your parents to sign it each day.

## AFTER-SCHOOL

1. **Students may not leave campus and return unless accompanied by parent or guardian.**
2. **Only students with the required GPA may leave unless you have parent note.**
3. **Students who step off campus cannot return.** Students are strongly encouraged to go straight home or designated family location.
4. Students from neighboring schools may not come on campus unless an adult accompanies them. It has caused problems before.  
**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 be:
  - 👉 IN BBP Tutoring, or
  - 👉 IN a Club or enrichment meeting, or
  - 👉 IN a practice, or
  - 👉 OUT the gate.

## AFTER SCHOOL TUTORING /BETTER BEARS PROGRAM (BBP)

BBP: 3:02 p.m. – 6:00 p.m. Monday – Friday and 1:00 – 4:00 on Minimum Days on ERD's BBP is until 6:00 PM  
BBP Tutorial is committed to assisting students in understanding and completing homework.

BBP is available for all students; however, it is a requirement for students who do not complete their homework each evening.

- 👉 Students on Academic Probation MUST attend BBP.
- 👉 Academic probation starts with the first 6-Week Progress Report.
- 👉 Any students having questions or who needing tutoring may attend BBP.
- 👉 **All students remaining at school after 3:15 p.m. will attend BBP if they are still on campus and participating in a school activity.**
- 👉 Students picked up between 3:30 and 6:00 p.m. are to be signed out from BBP. Sign in/out in the BBP classrooms.
- 👉 Tutors assist with homework.
- 👉 Students must ask for assistance.
- 👉 Parents must make sure homework is complete.

## Behavior Expectations

### Students at CCCS

**Demonstrate BEAR pride...Every student MUST:**

- Be Prepared
- Embody Compassion
- Accountable for our Actions
- Respect S.O.S (self, others, and school)
- Safeguard the Campus and Community

## Bell Schedule

# Century Community Charter School



<b>Monday</b>		
Period	Time	Minutes
Advisory	8:25- 8:55	30
First	9:00- 10:35	95
Nutrition	10:35-10:55	20
Third	11:00- 12:35	95
Lunch	12:35-1:22	47
Fifth	1:27-3:02	95

<b>Tuesday &amp; Thursday</b>		
Period	Time	Minutes
Advisory	8:25- 8:55	30
Second	9:00- 10:35	95
Nutrition	10:35-10:55	20
Fourth	11:00- 12:35	95
Lunch	12:35-1:22	47
Sixth	1:27-3:02	95

<b>Friday/ All Period Schedule</b>		
Period	Time	Minutes
Advisory	8:25- 8:40	15
First	8:45-9:35	50
Second	9:40-10:30	50
Nutrition	10:30-10:45	15
Third	10:50-11:40	50
Fourth	11:45-12:35	50
Lunch	12:35-1:12	37
Fifth	1:17-2:07	50
Sixth	2:12-3:02	50

<b>Minimum Day</b>		
Period	Time	Minutes
Advisory	8:30-8:40	10
First	8:45-9:15	30
Second	9:20-9:50	30
Third	9:55-10:25	30
Nutrition	10:25-10:45	20
Fourth	10:50-11:20	30
Fifth	11:25-11:55	30
Sixth	12:00-12:30	30
Lunch	12:30-12:50	20

<b>Wednesday (Extended Day)</b>		
Period	Time	Minutes
Advisory	8:25- 8:55	30
First	9:00- 10:35	95
Nutrition	10:35-10:55	20
Third	11:00- 12:35	95
Lunch	12:35-1:22	47
Fifth	1:27-3:02	95
Advisory	3:07- 3:47	40

<b>Advisory Friday</b>		
Period	Time	Minutes
First	8:20-9:00	40
Second	9:05-9:45	40
Nutrition	9:45-10:02	17
Third	10:07-10:47	40
Fourth	10:52-11:32	40
Lunch	11:32-12:14	42
Fifth	12:19-12:59	40
Sixth	1:04-1:44	40
Advisory	1:49-3:02	73

<b>Early Release Days (ERD)</b>		
Period	Time	Minutes
Advisory	8:30-8:40	10
First	8:45-9:15	30
Second	9:20-9:50	30
Third	9:55-10:25	30
Nutrition	10:25-10:45	20
Fourth	10:50-11:20	30
Fifth	11:25-11:55	30
Sixth	12:00-12:30	30
Lunch	12:30-12:50	20
Students have the option to:		
• Go home at 12:50		
• Stay for BBP		
BBP	1:00- 6:00	

- Due to our new lunch program, dismissal on Minimum Days and ERD's will be at 12:50 p.m.
- BBP closes at 4:00 p.m. on Minimum Days except before long holidays.
- BBP closes at 6 p.m. on Early Release Days (ERD)

## **BULLYING (PLEASE SEE OUR DETAILED ANTI-BULLYING POLICY ON OUR SCHOOL WEBSITE)**

Many young people have a good idea of what bullying is because they have seen it at school. Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time defending him or herself. Usually, bullying happens over and over.

- Punching, shoving and other acts that hurt people physically
- **Spreading bad rumors about people.**
- Keeping certain people out of a "group".
- Teasing people in a mean way.
- Getting certain people to "gang up" on others.
- Bullying also can happen on-line or electronically. Cyberbullying is when children or teens bully each other using the Internet, mobile phones or other cyber technology. This can include:
  - Sending mean text, e-mail, or instant messages.
  - Posting nasty pictures or messages about others in blogs or on Website.
  - Using someone else's username to spread rumors or lies about someone.
- **IT IS THE PARENT'S RESPONSIBILITY TO ADDRESS ISSUES THAT ARISE AS RESULT OF CYBER BULLYING THROUGH SOCIAL MEDIA \*\*SEE OUR "WELLNESS SECTION FOR TIPS\*\***

*There are many ways that young people bully each other, even if they do not realize it at the time. We take bullying seriously at CCCS. Students and their families are to report ANY occurrences of bullying to the office immediately.*

**STUDENTS ARE to report instances of bullying to the Office immediately!**

**CCCS has adopted a zero-tolerance policy towards bullying.  
Students who engage in bullying are punished according to  
the guidelines set forth in our Bullying Policy on the school's website,  
[www.centurycommunitycharter.weebly.com](http://www.centurycommunitycharter.weebly.com)**

## **CELL PHONES**

We want to expend all our time on your children's education, not being the "rule police." *Students MAY NOT bring cell phones to CCCS. This includes during school, after school, BBP, Saturday School, dances,* or any Fieldtrip. CCCS is not responsible for lost stolen or damaged cell phones.

Century Community Charter School is a safe environment for your child. You know where they are. In an emergency, families can contact the office for assistance with their middle schooler. *Students WILL go to BBP to complete homework while waiting for you IF an after-school club or enrichment is cancelled.*

Parents please do not encourage your child to bring a cell phone to school.

**1<sup>st</sup> time a student is caught, the parent will have to pick the phone up from Mrs. Means' office.**

**2<sup>nd</sup> time the student will retrieve his/her cell phone by paying a \$20 storage charge or retrieve it at the end of the semester.**

**Cell phones are not allowed at CCCS.  
This includes during school, after school, during parent meetings,  
dances, field trips, and any other school function.**

## **CHEATING**

Students who have been determined to have plagiarized or cheated on either their daily work or 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 will be taken.

## **CODE OF CONDUCT/RULES...BEAR BASICS**

**Do unto others, as you would have them do unto you!**

**Quitting is not an option. Achievement is your only choice.**

### **Bear Basics (Every student must memorize them)**

1. Respond to adults with yes/no Mrs. or Mr. \_\_\_\_\_ in conversation to adults. If you do not know them respond with yes/no ma'am or sir.
2. "Eyes on the Prize". (Look at the speaker and stop what you are doing)
3. Congratulate your class or teammates.
4. Respects other student's comments, opinions, and/or ideas.
5. If you are asked a question, answer the question, and then ask a question in return.
6. Do not show disrespect or disrespectful gestures towards others
7. Always say thank you, do not insult a gift or the giver when you receive something
8. Random acts of kindness/SPPRAK (special people performing random acts of kindness)
9. When grading papers give only the correct grade
10. Follow along when reading
11. Answer all questions using a complete sentence
12. Do not ask for rewards
13. Complete homework every day and do not moan and/or complain when assigned work
14. Be organized and prepared
15. Follow the specific classroom protocols and procedures
16. Keep yourself and bathrooms germ free
17. Keep school property clean and free from damage
18. After dining, be responsible for your trash
19. When meeting new people, shake their hand and repeat their name
20. If someone drops something and you are close to them pick it up
21. Hold the door for people when opening a door
22. If someone bumps into you, say excuse me even if it was not your fault.
23. Walk to your right when in the hallways and leave the center of the hallway open.
24. If anyone is bullying, let an adult know.
25. Respectfully stand up for what you believe in.
26. Be positive and enjoy life
27. Live so that you will never have regrets
28. Learn from your mistakes and move on
29. No matter the circumstance, always be honest



30. Carpe diem (seize the day) and be the best person you can be

## COMMUNICATION

We communicate with families through:

1. PowerSchool communication (see explanation below)
2. ParentSquare
3. 3-REPORT CARDS
4. Communication from teachers when your child is in danger of failing every 6 weeks.
5. Weekly **Wednesday** Newsletter (sent on Wednesday THEN posted on our web site and sent through ParentSquare).
6. Family access to PowerSchool.
7. Web Site [www.centurycommunitycharter.weebly.com](http://www.centurycommunitycharter.weebly.com)
8. SchoolMint (main office communication)

**PowerSchool communication makes positive and negative phone calls in your home language.**  
**Make sure your phone number remains current so you do not miss these important nightly calls**  
**ParentSquare sends texts/emails with important school and classroom information.**  
**\*\*\*If you know your phone number has changed bring your new number to the office\*\*\***

## COMPUTERS

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. If your child is printing a paper or project THE NIGHT BEFORE IT IS DUE something is wrong!

CCCS has laptops and iPad's for the students to use during school. These are school property and MUST be treated with extreme care. If there is intentional damage to any electronic it is the parent's responsibility to replace the damaged property.

All students are obligated to use our school computers and technology appropriately (NO PICTURES OR VIDEOS MAY BE TAKEN WITHOUT STAFF PERMISSION).

PLEASE REFER TO OUR "ACCEPTABLE USE POLICY" on the school website. [www.centurycommunitycharter.weebly.com](http://www.centurycommunitycharter.weebly.com)

CCCS has provided students without a laptop one to check one out from the school. It is the responsibility of the student to take care of the device. Prior to check out, a \$50 cash deposit must be made. This deposit will be returned if the device is returned and without damage. If the device is lost, stolen or damaged the deposit will be applied toward the cost to replace the device. A separate charge will be incurred for lost chargers.

If a family is without internet, CCCS will provide a hotspot that must be returned at the end of the school year. The same above requirements are applied.

## CONDUCT IN THE HALLS

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

1. WALK – Running is dangerous. Walk to the right. Leave the center of the hallway uncongested.
2. NEVER – Push or shove anyone. "Horsing and/or goofing" around can cause injury to students.
3. VOICES- Are low.

## COVID SAFETY AT A GLANCE

CCCS is prepared to offer a distance learning option if it is deemed necessary by either the CDC or the CDPH. We will always follow the guidelines established by the local and federal health authorities. Our priority is the health and wellness of our entire community.

As of the writing of this overview schools are expected to return to 100% on campus learning.

As a result of students being on campus, CCCS has partnered with a COVID testing lab to conduct weekly COVID testing for our staff and students. This testing is mandated by the California Department of Public Health and the California Department of Education. The test is a rapid antigen test, performed by using a nasal swab. The test results are available within 10 minutes. Our weekly testing is a necessary layer of protection against the COVID-19 virus, and its spread at

CCCS.

### **Safe School/Safe Community**

- Students entering school grounds will congregate in their designated areas (according to pods).
- Students are to be temperature checked upon entering the building.
- Mask checks and issued if necessary
- Students will enter the building at designated entrances and move through the building in accordance with (purposely placed) arrows.
- Students will stay with assigned “pods” throughout the day (unless special assignment).
- Staggered breaks and lunch. (if necessary)
- All students' desks or tables will remain at least 3 feet apart. When not possible, tables will have plexi-glass shields.
- Class sizes have been reduced according to classroom size (footprint). There will be no more than 15 students in a classroom. (if deemed necessary by CDC/CDPH)
- Students will be dismissed by class or grade level.
- Students showing symptoms will be evaluated in a designated isolation room (temperature check and questions)

### **Hygiene**

- Each hallway will have two stationery sanitizing stations.
- All classrooms will have sanitizer, wipes and masks available.
- Restrooms will be wiped down and cleaned at least every hour.
- Hallway handrails will be wiped down, at least, three times a day.
- Lunch tables and benches will be cleaned after each group usage.
- Students will be encouraged to also wash hands with soap and hot water, after using the restroom (sign in restroom).
- There is an outdoor handwashing station

### **DISCIPLINE PLAN**

Each teacher has a discipline plan in force in his or her classroom. Students get three chances to change their behavior before being sent to the office. **Once sent to the office students are counseled (getting to the heart of the behavior and how to stop it), given an appropriate consequence, and sent back to class.** Parents receive copies of all referrals when progress and report cards are distributed every 6-weeks.

**Please note the consequences for specific infractions:**

## Infraction Consequences

Tier I	Tier II	Tier III
<ul style="list-style-type: none"> <li>- <b>loss of participation points</b></li> <li>- <b>time out</b></li> <li>- <b>name on board</b></li> <li>- <b>reflection station</b></li> <li>- <b>teleparent</b></li> </ul>	<ul style="list-style-type: none"> <li>- <b>silent lunch/bunch</b></li> <li>- <b>push ups (uniform violations/untucked)</b></li> <li>- <b>check next to name</b></li> <li>- <b>change of conduct grade (s)</b></li> <li>- <b>phone call home...</b></li> <li>- <b>teleparent</b></li> </ul>	<ul style="list-style-type: none"> <li>- <b>referral</b></li> <li>- <b>after school detention</b></li> <li>- <b>call home/meeting with parent</b></li> <li>- <b>suspension</b></li> <li>- <b>change of conduct grade (u)</b></li> </ul>
<ul style="list-style-type: none"> <li>- lining up/infringing on personal space</li> <li>- unprepared for class (materials/homework) → <b>zero &amp; teleparent</b></li> <li>- throwing trash/supplies</li> <li>- seated inappropriately</li> <li>- out of seat w/o permission</li> <li>- uniform violation</li> <li>- off task</li> <li>- excessive tardies → <b>tardy sweep &amp; run</b></li> <li>- binder disorderly</li> <li>- refusal to participate</li> <li>- tapping (TBD)</li> <li>- note passing/writing</li> <li>- eating food</li> <li>- doodling (TBD)</li> <li>- rolling eyes</li> <li>- inattentive</li> <li>- bumping in hallway</li> <li>- sleeping</li> <li>- wearing P.E. uniform to class (other than P.E.)</li> </ul>	<ul style="list-style-type: none"> <li>- talking back</li> <li>- verbal disrespect</li> <li>- laughing at others</li> <li>- arguing</li> <li>- refusal to do work</li> <li>- attitude/defiance</li> <li>- wandering around campus/loitering</li> <li>- talking out of turn</li> <li>- complaining/whining</li> <li>- failure to submit</li> <li>- daily report</li> </ul> <p style="text-align: center;"><b>*** Students must wear uniform on performance days (per Mrs. Bannister)</b></p>	<ul style="list-style-type: none"> <li>- fighting</li> <li>- chewing gum</li> <li>- cussing</li> <li>- vandalism</li> <li>- destruction of school/student/teacher property</li> <li>- use of school electronics inappropriately</li> <li>- touching/hiding others belongings</li> <li>- bullying</li> <li>- sexual comments/gestures/harassment</li> <li>- phones/iPods</li> <li>- dishonesty</li> <li>- cheating/plagiarism/forgery</li> <li>- spitting on others</li> <li>- talking during a test</li> </ul>

Students receiving an Office Discipline Referral (ODR) will receive this paperwork:

### Office Discipline Referral (ODR)

*Quit Taking it Personal (Q-Tip)*

<b>Student:</b>	<b>Grade:</b>	<b>Time:</b>	
<b>Staff:</b>	<b>Date:</b>	<b>Period:</b>	
<b>Location:</b>			
<input type="checkbox"/> Classroom	<input type="checkbox"/> Kitchen	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> Restroom	<input type="checkbox"/> Locker Room
<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> Hallway/Basement	<input type="checkbox"/> Office	<input type="checkbox"/> Lunch Arbor	<input type="checkbox"/> Special Event/Field Trip
<input type="checkbox"/> Yard	<input type="checkbox"/> Gym	<input type="checkbox"/> Other:	
<b>INTERVENTIONS:</b>	<b>Possible Motivation</b>	<b>Restraint/Seclusion</b>	<b>Others Involved</b>
<input type="checkbox"/> Used 5:1 <input type="checkbox"/> Remind/ Reteach Expectations <input type="checkbox"/> 1-2-3 Magic conversation with the student <input type="checkbox"/> Time out <input type="checkbox"/> Loss of points <input checked="" type="checkbox"/> <b>Q-TIP</b>	<input type="checkbox"/> Obtain Peer Attention <input type="checkbox"/> Avoid Peer Attention <input type="checkbox"/> Obtain Adult Attention <input type="checkbox"/> Avoid Adult Attention <input type="checkbox"/> Obtain Items/Activities <input type="checkbox"/> Avoid Task/Activities <input type="checkbox"/> Unknown	<input type="checkbox"/> None <input type="checkbox"/> Restraint <input type="checkbox"/> Seclusion <input type="checkbox"/> Restraint & Seclusion	<input type="checkbox"/> No One <input type="checkbox"/> Peers <input type="checkbox"/> Teacher <input type="checkbox"/> Staff <input type="checkbox"/> Substitute <input type="checkbox"/> Parent <input type="checkbox"/> Unknown
<b>Problem Behaviors</b> (Check the most serious behavior) <b>Q-TIP</b>			
<b>TIER II</b>	<b>TIER III</b>		
<input type="checkbox"/> Laughing at others <input type="checkbox"/> Arguing <input type="checkbox"/> Refusal to do work <input type="checkbox"/> Attitude/Defiance <input type="checkbox"/> Wandering Around <input type="checkbox"/> Campus/loitering <input type="checkbox"/> Talking out of turn <input type="checkbox"/> Complaining/whining <input type="checkbox"/> Failure to submit daily report	<input type="checkbox"/> Defiance <input type="checkbox"/> Insubordination <input type="checkbox"/> Non Compliance <input type="checkbox"/> Bullying <input type="checkbox"/> Disrespect <input type="checkbox"/> Fighting/Assault <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Inappropriate location/out of bounds Harassment <input type="checkbox"/> Disability <input type="checkbox"/> Race <input type="checkbox"/> Ethnicity <input type="checkbox"/> Religion <input type="checkbox"/> Gender <input type="checkbox"/> Sexual <input type="checkbox"/> Physical <input type="checkbox"/> Other <input type="checkbox"/> Disruption <input type="checkbox"/> Chewing Gum <input type="checkbox"/> Truancy		
	<input type="checkbox"/> Abusive Language/ Inappropriate Language/Profanity <input type="checkbox"/> Forgery <input type="checkbox"/> Theft <input type="checkbox"/> Plagiarism <input type="checkbox"/> Technology Violation <input type="checkbox"/> Hiding/Handling others' belongings <input type="checkbox"/> Property Damage/Vandalism <input type="checkbox"/> Lying <input type="checkbox"/> Cheating <input type="checkbox"/> Talking during test <input type="checkbox"/> Inappropriate Display of Affection <input type="checkbox"/> Tobacco <input type="checkbox"/> Drugs/Alcohol <input type="checkbox"/> Gang Display <input type="checkbox"/> Bomb Threat <input type="checkbox"/> Arson		
<b>Teacher Notes:</b>	<b>Action(s) Taken</b> (Check the most severe action)		
	<input type="checkbox"/> Time out <input type="checkbox"/> Detention (Check box): <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday 9 AM <input type="checkbox"/> Conference with Student <input type="checkbox"/> In-School Suspension ___ days <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Out of School Suspension ___ days <input type="checkbox"/> Parent Contact <input type="checkbox"/> Time in Office <input type="checkbox"/> Restitution <input type="checkbox"/> Community Service <input type="checkbox"/> Action Pending <input type="checkbox"/> Other:		
<b>Office Notes:</b>			

If a student does not fix his/her behavior after the first warning he/she will receive a **Lunch detention** slip. Lunch detention is held in a teacher's room on the student's grade level the same day of the infraction.

Students may also have to report to 7:00 AM detention or 9:00 AM Saturday Detention.

## DRUGS

NO student is permitted to have on his/her person, in his/her backpack or purse ANY illegal drug or anything with the residue of drugs and alcohol. Included are the following: vapes, cough medicine, pain killers, patches, mood altering drugs that are legal and illegal. Students may not have in their possession any e-cigarettes for the purpose to sell, use, or show another student. The possession of the e-cigarette and/or its dispenser may result in suspension and/or expulsion. Century Community Charter School reserves the right to call the police immediately. Any assumed possession of drugs will result in no less than two administrators searching the student(s) personal property, and this includes the pockets, shoes, or socks of the student(s). The possession of drugs may result in suspension and/or expulsion.

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the

school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive -  
(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.  
(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

A more detailed explanation can be found on the school website under "safe school plan."

## EATING AT SCHOOL

Students are encouraged to come to school with ample snacks for the day. **Food is a basic need.** Students cannot learn if their stomachs are empty. **CCCS participates in a federal lunch program. STUDENTS MUST BRING ID'S TO SCHOOL DAILY.**

### Lunch Program

CCCS participates in the mandated federal lunch program. Our school lunches are delivered to CCCS by Revolution Foods.

Depending on the lunch application a student will:

- be required to pay for lunch (\$3.50)
- receive lunch at a reduced rate or
- receive a free lunch

Students who desire a school lunch will:

- come in to get the lunch with the **student's ID #** available
- enter the yard to pick up lunches
- make payment if it is required
  - bring cash or an IOU will be created

**Students cannot learn if their brains are not fed.  
All Students Must Eat!!!!**

Please send only healthy snacks with your students.

NO COFFEE OR SODA IS PERMITTED ON THE CAMPUS AT ANY TIME STUDENTS WILL RECEIVE A WARNING THEN THE BEVERAGE WILL BE DISCARDED.

**We strongly recommend that parents** teach their middle-schoolers **responsibility**. Encourage your child to eat daily.

Food Reminders:

1. Do not bring lunch to the yard for your child; you must come through the office.
2. Fast food is frowned upon, **soda's are forbidden**
3. NO COFFEE OR SODA IS PERMITTED ON THE CAMPUS AT ANY TIME
4. STUDENTS ARE ONLY ALLOWED TO BRING WATER AND NON-CARBONATED JUICES TO SCHOOL
5. If you bring food to school, you will be responsible to deliver it to your child **during lunchtime or nutrition**.
6. **If you do not qualify for free or reduced lunch, come to school with money to pay for your lunch. You will be billed monthly for any money owed.**

**Please adhere to the lunch schedule.  
Students who receive lunches after the designated lunch period will receive them at 3:02**

## EIGHTH GRADE

Eighth grade graduation is a privilege and a gift given to our students to commemorate their hard work and transition into high school. Middle School graduation is not a requirement of the California Education Code. Parents are reminded that they must adhere to the Family Commitment signed before Orientation in order for their student to participate in any graduation activities or ceremonies.

Student Responsibilities:

- GPA must be a 2.0 or above
- Do Not have any F's or U's
- You may not have more than one D in a class.
- Detentions MUST be cleared

## ENGLISH LANGUAGE LEARNERS

EL students will take the ELPAC test during the 2<sup>nd</sup> trimester until reclassification. Please email Ms. Garcia or Mr. Johnson with any questions.

## ENRICHMENT ACTIVITIES:

We offer a wide variety of clubs and Saturday activities for our students. **ALL students are strongly encouraged to attend 3 enrichments/clubs per month. Students will receive Advisory participation points for attending a club or enrichment.**

- Clubs and enrichment participation will be counted in Advisory as a participation grade.
- Each enrichment will count as 10 participation points in Advisory.
- Students must turn in a Club/Enrichment participation card at the end of each month after to get credit. NO LATE CARDS WILL BE ACCEPTED FOR CREDIT.

Club/Enrichment Card

Club/Enrichment Name	Date	Club/Enrichment Moderator

\_\_\_\_\_

Student Name Advisory Teacher

\*\*\*10 Advisory participation points will be earned for each club/enrichment  
\*\*\*Students need to earn at least 30 points per full month

## 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.  
Please see the Family-School Partnership Act brochure **which is included in your Orientation Packet**

## FAMILY VOLUNTEER HOURS

Most of our parents' work. Please read the Family-School Partnership Act info above. CCCS wants families HERE! You can trace school achievers to parental involvement. **We do not allow students under the age of 18 to complete Family Hours; the purpose is for PARENTS AND GUARDIANS to become active in the education of your children.** **New:** Family hours are not transferrable from one person to another.

Research indicates that student success is directly linked to parental participation. Middle school is the time for families to participate fully in the educational process. Families are required to complete 2 hours minimum a month, 30 hours minimum for one student and 40 hours for two or more students each school year. Families are able to complete volunteer hours by signing up **and following through with completing the task(s).**

## FIELD TRIPS

Field trips are not optional. YES, they must go. Students who do not attend the school wide field trip need to be kept at home and will receive a zero on any given assignments.

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 receive 0's on assignments that are linked to the trip. Let's practice being successful.

**Parents, please read the permission slips and note the return time.  
Keep in mind that traffic may cause students to return late. Be patient and maintain a positive attitude.  
Thank you for your understanding!**

## FIGHTING

Fighting is defined as verbally or physically contributing to any situation in which the use of physical force is threatened or demonstrated. Students fighting will be suspended.

The Administration of CCCS reserves the right to administer the appropriate punishment based on the severity of the offense or behavior of the students.

**Fighting words:** Behavior that demeans or demoralizes a student will be handled accordingly. Instigators are included in this category.

## GRADE POINT AVERAGE (GPA)

The GPA is an average of a student's grades. Grades have been converted to a 4.0 scale, with 4.0 being an A, 3.0 being a B, and 2.0 being a C.

A = 4.0  
A- = 3.7  
B+ = 3.5  
B = 3.0  
B- = 2.7  
C+ = 2.5 **Minimum acceptable GPA at CCCS**  
C = 2.0  
C- = 1.7  
D = 1.0  
**F = Below 1.0**

In order to play sports at CCCS Students MUST have a 2.5 or above and no U's  
CCCS is grooming STUDENT-ATHLETES!

## GRADING CONCERNS

When a student's grade(s) 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 homework journal? Your teacher's weebly? Powerschool?**
- ✓ 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 explain how the assignments add up to the current average i.e., whether the scores are weighted or if the average is calculated on total points.
- ✓ Check to see if there is an assignment description on PowerSchool. If the assignment appears in navy blue on the Class Score

Detail page, there is a link to more information. This link may help in understanding what was involved or expected for a particular assignment.

- ✓ Check the date of the assignment. Remember that early in the quarter overall grades can fluctuate dramatically because of the lack of assignments in the grade book.
- ✓ Finally, the school requires that families have specific papers 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 to 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.

**PLEASE CALL THE OFFICE TO SCHEDULE AN APPOINTMENT WITH TEACHERS,  
WE ARE HAPPY TO SCHEDULE THOSE FOR YOU.**

### RUBRIC SCALE

### GRADING SCALE

100%- A+  
99 – 95 A  
94 – 90 A-  
89 – 86 B+  
85 – 84 B  
83 – 80 B-  
79 – 76 C+  
75 – 70 C  
69 – 65 C-  
64 – 60 D  
59 – Below Fail

4 - Consistently above grade level  
3 - Grade level proficiency  
2 - Partial grade level proficiency  
1 - Not meeting grade level proficiency

### 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 complete in class, within a class period.
3. **Participation:** verbal/kinesthetic demonstration of content knowledge and skill within the classroom. Includes getting to class on time.
4. **Homework:** Work either completed or finished outside the classroom intended to improve content proficiency and comprehension that is due the proceeding class period. Includes reading and writing assignments AND bringing of books/materials to class .

#### Grade Weights

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

### GUM

Gum destroys school and personal property and is not allowed on the CCCS campus. Students caught with gum will: Participate in campus beautification.

\*If a student is caught chewing gum, the following applies:

- First offense, 2 days of yard duty
- Second offense, \$20 to pay for the destruction of property
- Additional offenses \$20 fine to pay for the destruction of property

### HOMEWORK

Students gain knowledge and skills as they engage and perform them. Successfully completing all homework in all classes is essential to their learning and growth. Each student at Century Community Charter School has a minimum of 3 hours of homework per night, for at least 5 nights per week. As a minimum, each student should devote at least 30 minutes per subject toward reading their text, a novel, remembering prior knowledge, and practicing prior skills.

Families: CCCS sets itself apart from all middle schools by expecting academic and behavioral excellence from our students. We are preparing your child for the rigors of his and college entrance. These behaviors must be developed and practiced everyday!



**Homework is given every night every subject, homework is given every night every subject!**

## **HOMEWORK EXPECTATIONS**

1. Students write down their homework in each class in their Agenda. **Students are instructed to copy homework exactly as written by the teacher.**
2. An adult family member checks their Agenda every night.
3. Students will complete all homework assignments as designated by their teachers.
4. **Families should rely on students NOT weeblys for homework!** The weeblys are NOT designed to use daily, it is ultimately for absences and emergencies.

## **HONOR ROLL**

The **Honor Roll** is for students with a grade point average of 3.0 – 3.49 in their core classes, **on the semester Report Cards given in February and June** Math, Science, Language, Social Studies, Health, PE, and the Elective are considered core classes at CCCS. Students may not have D's or F's on either honor roll.

Students with a 3.5 and above are on the **Principal's Honor Roll**.

## **INCLUSION SCHOOL**

An inclusion school is where EVERYONE is welcome, no matter the race, gender, or disability. We treat everyone with kindness, compassion, fairness, and beartastic!!!

## **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 **on the semester Report Cards given in February and June**. Math, Science, Language, Social Studies, Health, PE, and the Elective are considered core classes at CCCS. Students may not have D's or F's on either honor roll.

## **Student Identification (ID's)**

ID's were paid for as part of the student packet, and every student **MUST** wear his/her ID every day. The school ID is part of every student's uniform. ID's will be used to:

- Track student tardies
- Student departure from school
- Good and bad behavior
- Show proof to leave the school at 3:02 and not have to attend BBP
- Track student books
- Maintain lunch program information

If a student leaves his/her ID at home or loses it he/her will **HAVE** to stay for BBP.

If the ID is lost it will have to be replaced for \$5, the second replacement will be \$10, and the student will have to stay in BBP until a replacement card is issued.

Vandalized ID's will be confiscated and will have to be replaced by paying \$5.

Temporary ID's will be provided for \$1 if ID is forgotten. It is good for only one day.

\*\*\*\*\*It is important that our students understand the need to be responsible, and understand the consequences when he/she is not responsible\*\*\*\*\*

## **INVOICES**

**New:** Parents will receive invoices (bills) monthly. These invoices are for items purchased (see below). Please pay them promptly and do **not allow balances to accrue**. Mrs. Margarita Melgar, our Assistant Office Manager will make payment plans with families.

## **IOU's**

Students may sign an IOU for fundraisers, and for lunches. Families will be reminded monthly of the IOU's owed. Please make your directions for the use of IOU's clear to your child.

Outstanding IOU's may prevent participation in end of the year activities.

## LANGUAGE

No disrespectful or foul language, gang related terms, or derogatory racial remarks will be tolerated in the school or on school property. This includes writing on clothing. To be clear students MAY NOT use disrespectful language...

**Not on the yard, not in writing, not at CCCS!**

Social English is the language of everyday communication in oral and written forms. Examples include:

- When your students are talking to their friends on the playground or in the school bus
- When you and your students are having an informal face-to-face conversation
- When your students go to the grocery store and read the shopping list

**Academic English** and **social English** are not two separate languages. Academic English is more demanding and complex than social English. Academic English is the language necessary for success in school and business. It is related to a standards-based curriculum, including the content areas of math, science, social studies, and English language arts. Students are required to speak in academic English while on campus.

## LETTERS OF INTENT

Each year 6<sup>th</sup> and 7<sup>th</sup> grade students are given invitations to return to Century Community Charter School through Schoolmint. These invitations are given out **the first week of school in June.**

Students will receive an invitation to return or not to return.

The evaluation process is simple, we look at the entire picture for the entire family for the entire year asking these questions, Does:

- the student have any "F's"
- the student have any U's?
- the student come to school on time every day?
- the student wear the correct uniform every day?
- the family pick up progress and report cards?
- the family support the Bear Bounce Festival, AND the raffle?
- your child regularly attend a club?
- your child participate in Enrichment Saturdays?
- family support the student by attending Meetings/Family Nights?
- family support the student by completing Parent Volunteer Hours?

## PICK-UP AND DROP-OFF OF STUDENTS

**Remember it IS permissible to drop students off on a corner away from the school; students may walk in, and families can avoid the minor traffic jams.**

**Remember it IS NOT permissible to drop students off on the school corner or double park and block traffic. Parking enforcement is being called and you WILL receive a ticket**

**Students will receive LUNCH DETENTION for getting out of a car that is double parked illegally. This is EXTREMELY DANGEROUS!**

**Students may NOT walk IN OR OUT of the Car Gates on Grevillea during drop off and pick-up times.  
You are creating a HAZARD and we will call Parking Enforcement to ticket you.**

After 3:30, families must exit the car to pick up students from the first-floor classrooms during BBP.

Families please do not put office staff in an awkward position by asking them to page students they may not.

**BUSSES take precedence over cars!** If the kids are on a trip, we will not let parents in the gates until the children have safely disembarked from the bus. We KNOW it is inconvenient, however your children are safe.

## POWERSCHOOL

PowerSchool is our student management system. Parents are given access to the teachers' grade books. This gives families the ability to monitor student progress. **IT IS NOT THE TEACHER'S RESPONSIBILITY TO EMAIL OR CALL PARENTS TO INFORM THEM OF THEIR CHILD'S PROGRESS. IT IS A COURTESY NOT A REQUIREMENT.**

All students will receive their passwords and log-ins. ***It is critical that parents learn how to use all the features of PowerSchool so that they may assist their child.***

**\*\* Come in for assistance accessing powerschool or email [thong@centurycharter.org](mailto:thong@centurycharter.org) for password recovery.**

## PROGRESS OF STUDENTS AND REPORT CARDS

Students and parents should check student's academic progress at least twice a month. Expect teachers to REMIND parents every 6 weeks to check PowerSchool. if the student is in danger of failing. **Invoices (IOU's) are included with each report card that must be paid BEFORE the report card is released.** If you are having difficulty paying the invoice, please call Mrs. Margarita Melgar **before the reporting period** to make arrangements

Please refer to the school calendar and Weekly Newsletters for the exact dates.

12-Week	Report cards
24-Week	Report cards
Final-Week	Report Card

## SAFE SCHOOL POLICY (ON THE WEBSITE):

The CCCS Board of Education desires students to be free from the fear and danger presented by firearms and other weapons. The Board, therefore, 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. Additionally, the Board prohibits the possessions, sale, or use of all drugs, including alcohol, in these settings.

Students possessing or threatening others with a weapon, dangerous instruments, or imitation firearms, and students possessing, selling or using drugs are subject to suspension and/or expulsion in accordance with the law, 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 penal code (Law) may be arrested, charged, and taken to a Juvenile detention facility. Expulsion from Century Community Charter School may result in the student's loss of the right to attend school or the student may be placed in an alternative school.

The Safe School Policy is designed to ensure the safety of those attending the Century Community Charter School, 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.

A safe school is also one where bullying is not tolerated, sexual harassment, nor harassment of any kind (gender, race, mental or physical disability). If a student feels they have experienced any form of harassment, they should report the behaviors immediately to the school administrator and or principal. Our safe school policy that is posted on the school website brings clarity as to what to do in the event of an emergency, how students are disciplined, and how does CCCS communicate effectively to parents.

As part of our safe school environment CCCS has security cameras throughout the school and on the yard. Video footage from these cameras are reviewed in the event there is theft, violence, vandalism, or to catch students doing good.

If any student is caught attempting to vandalize or tamper with the security cameras they will be disciplined, and parents will be billed for any damage.

## SCHOOL HOURS

School Opens	7:00 a.m. Students must come prepared to sit and read
Classes Begin	8:25 a.m.
Classes End	3:02 p.m.
Extended Day Dismissal (Wednesdays)	3:47 pm
Snack Break and Dismissal	3:02 p.m. - 3:30 p.m.
BBP Hours	3:02 p.m. - 6:00 p.m. Monday – Friday (4:00 p.m. on Minimum Days)
Office Hours	7:30 a.m.- 3:30 p.m.
Early Release Days (ERD)	12:30 dismissal (BBP open until 6:00)
Assembly Wednesdays	8:25-8:55 the office is closed

## SNITCHING

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

We **expect** that students report any incident that they witness or a part of that makes them uncomfortable or fearful. **ALL students**

should feel comfortable and safe on campus.

## STUDENT INFORMATION (Address and/or Phone)

If you know your phone number has changed, please update phone numbers immediately with the school office!! Any change of address also needs to be updated in the main office. It is vital that all students know and have memorized at least one phone number in case of emergencies as well as their address.

## STUDENT RECOMMENDATIONS

Many high schools ask for teacher and administrator recommendations as part of their application process. It is up to families to get these requests to the schools as soon as possible. **The school requires 7 days to complete these. The school will honor requests for recommendations in the month of May and June.**

Recommendations **must** go through the office, please do NOT give them to teachers. Please make sure you read all requirements and complete all necessary sections of the recommendation forms prior to submitting them to the office.

## SUSPENSION

The temporary removal of a student from school typically one to five days in length. Suspensions are used for fighting and when other forms of consequences have not worked. Students usually receive an in-school Suspension School work may be made up.

Suspensions are not placed in student's permanent records; however **high schools do ask for recommendations from the Principal and frequently the number of suspensions are asked for.**

## TARDY POLICY

Students **MUST** arrive to school everyday on time. Advisory begins promptly at 8:25 a.m. daily and all students are expected to be in their seats and ready for the school day at 8:25 a.m.

**Tardies to classes are never excused (these are after Advisory). Excused tardies include:**

- ☆ Bereavement
- ☆ Court Appearances
- ☆ Illness
- ☆ Doctor/Dental Appointment
- ☆ Religious Observance

**It does matter if they are present and on time, Advisory DOES COUNT.** Students should **never** wander the campus for any reason. Families must support their students in arriving to school on time each day.

Tardies affect your child's grades; they must be in school to become an achiever. Tardies affect the school's budget.

## TEXTBOOKS

Textbooks are loaned to students by CCCS. These books are often expensive (up to \$350.00 per student, per year). You are responsible for these books. You are expected to use book covers for each textbook. Papers should not be carried in the books as this may cause the bindings to break. Students who lose or mistreat their books will be responsible for the cost of repair or replacement.

Once you receive your textbooks, cover them to protect them.

**UNIFORM** Dress Code: Dress code is strictly enforced! Students out of uniform will receive lunch detention, and possibly Saturday detention.

**The only things that can be multi-colored are socks! Everything else is SOLID navy blue, black, white, gray, or the student's Den color.**

**\*\*\*\*\* for the 21-22 school year\*\*\*\*\***

**Students will wear their DEN POLOS daily rather than the formal tie, vest/cardigan, and white dress shirt with the navy-blue uniform bottoms (see below). Everything else is a continued uniform policy.**

1. **TIES:** Each DEN is assigned a color tie. Students **MUST wear their ties to school Monday, Tuesday, Thursday, and Friday.** Wednesday is Spirit Day and students can wear their DEN POLO or ANY CCCS Spirit Shirt.

- Ties: the first one is free and given to students on the first day of school. Additional ties may be purchased from CCCS for \$5 (see Ms. Yarbrough)

Luminary Den: Green    Missionary Den: Red    Visionary Den: Blue    Revolutionary Den: Black    Dignitary Den: Purple  
Honor Tie: Gold

**Honors polos may be worn on Wednesdays and Fridays**

2. **UNDERGARMENTS:** Undershirts for boys and girls and bras for girls shall be a **neutral tone determined by the individual skin tone**, unmarked, tucked in at all times, and appropriately sized
  3. **SHIRTS:** Shirts or blouses (**button down, not POLO**) shall be collared, white, unmarked, appropriately sized, tucked in at all times.
  4. **Vest:** Navy blue with your Den patch, must be worn daily. Administration will inform students if it is considered too hot to wear the vest.
5. **SHORTS AND SKORTS** shall be between 2 inches above or below the knee and appropriate size ex. Not tight or loose.
6. **SWEATSHIRTS:** Solid Navy-blue uniform sweatshirts, sweaters, and jackets. Uniform sweatshirts are crew-collared, that are appropriately sized; **NO SWEATSHIRTS OR JACKETS MAY BE WORN IN THE BUILDING unless permission given by the classroom teacher.**
7. **SHOES:** Tennis shoes ONLY, no boots or slippers. Shoes must have shoelaces and be tied.
8. **SOCKS/TIGHTS:** Students must wear socks daily. Socks may be multi-colored. Socks may NOT have images of drugs or inappropriate words.
9. **JACKETS:** Navy blue uniform jackets from Buy Me This, without any markings are the only jackets allowed on campus (NOT WORN IN THE BUILDING).
10. **SHOELACES:** Shoelaces shall be either black or white or the student's den color, no more than 1/2 in thickness.
11. **HATS/BEANIES/CAPS:** May only be worn outside when dictated by the weather.
12. **PANTS:** Pants shall be navy blue in color, appropriately sized (**Girls do not wear tight pants and Boys do not wear baggy pants**), and hang between the ankle and 1" above the shoe bottom, no rubber bands at the end of the pants legs. **Boys cannot sag. Loose Capri pants are permitted but spandex-like clothing of any kind is not permitted. Students who wear baggy or tight pants will be provided a loner uniform and the parent will be notified.**
13. **BELTS:** If students have on pants, they **MUST BE** worn with a black or brown leather/simulated or cloth belt; belt buckles shall be unmarked/plain.
14. **TURTLENECKS, AND UNDERSHIRTS FOR COLD:** during cold weather, we suggest layering. Turtlenecks, and T-shirts worn under the white shirt can be navy blue, black, white, or gray.
15. **JEWELERY:** Stud earrings only; 5 mm in size or smaller, no hoops or hanging earrings. Small religious symbols are the only necklace allowed. ONE bracelet. NO PLUGS, no nose piercings, no exposed body piercings.
16. **HAIR and HEADWEAR:** Boys may not wear anything on their heads at school except hats when the weather permits. Hats are only worn outside. Boys may wear headbands (blue, black, white, gray)

Girls may wear headbands, clips, small bows (no bigger than the palm of the hand) and/or ponytail holders in the colors of solid navy blue, black, white, gray, or their Den color and when weather permits girls may wear hats outside.

Hair should **NOT** be dyed, streaked, or cut in a way that calls undue attention to the hair. **ALL hair is to be neatly combed, naturally colored, and out of your eyes! Fake hair needs to be natural color.**

17. **Absolutely NO acrylic (fake nails) or make up for girls.**

**The emphasis at CCCS is on academics, not the latest and hippest hair fashion trend. No hairstyles that may be associated with gang affiliation.**

**You shall not wear any jewelry or clothing that have images of drugs nor may infer gang/criminal involvement or mistake you for gang/criminal.**

**Free Dress**

- For girls, NO: tights pants, spandex, short shorts, miniskirts or dresses, torn jeans, halter tops, spaghetti straps, exposed bras or brightly colored bras that can be seen through the shirt, exposed cleavage, high heels, open toe shoes, or sandals
- For boys, NO: tight pants, excessively baggy pants, sagging pants, exposed underwear, shirts with inappropriate language, torn jeans, or torn shirts

## UNIFORM REWARDS

Students who maintain a GPA of "3.5" or above, maintain CCCS standards of work ethic and behavior shall be placed on the Principal's Honor Roll and are allowed to wear the "Century Honors Uniform". The honor uniform is royal navy blue/Century navy blue colored polo or collared and khaki pants.

Honors students can wear the honors yellow tie Monday through Friday with either uniform (regular or honor). Honors students may also wear the Honors Polo on Friday (purchased from Buy Me This)

## UNIFORM VIOLATION

Uniform Violations can result in one or more of the following consequences:

- Sitting out of dances or lunch sock hops
- Exclusion from assemblies and school activities.
- Lunch Detention.
- Saturday Detention
- 3 missed lunch detentions = Saturday detention (9-11) in full uniform

## VANDALISM

Vandalism is the intentional damaging or destruction of property. This act includes, but is not limited to, writing on, defacing, "tagging", graffiti, breaking or damaging any school property. Textbooks and Novels are considered school property.

It also includes any damages to public and private property. **Families are financially responsible for all types of vandalisms. Students must respect school property.**

**Students are NOT allowed to have permanent markers (Sharpies) on campus  
These pens are used to mark up school walls.**

## WELLNESS

CCCS's Wellness Program is one where students learn empowerment, coping skills, time management, and self-confidence.

Wellness at CCCS looks like:

- Socioemotional Learning curriculum
- Character trait focus
- Family relationship growth and development
- Parenting strategies
- Family-child communication
- Counseling
- Intervention

Wellness Communication:

- Wellness newsletter
- Wellness section on CCCS website
- Wellness parent meetings

September 2021

We, the parents of \_\_\_\_\_ have read the student handbook and reviewed all the information in the sections.

We are in agreement with the policies set by the school and understand that it is the school's interest to maximize the students' educational opportunities and will support the standards set forth. We understand that the school has established these guidelines in order to best benefit the students as they prepare for a college education.

Please turn this into your Advisory Teacher.

We agree to abide by the policies set forth in the school handbook.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\*\*\*\*\*The Parent Handbook, including the bullying policy, technology acceptable use policy, CCCS Student Fee Policy, Uniform Complaint Form Brochure Uniform Complaint Form Drug Policy Internet Policy Communication Protocol Admissions Policy Suspension/Expulsion Procedures can all be found on our school website, [www.centurycommunitycharter.weebly.com](http://www.centurycommunitycharter.weebly.com) \*\*\*\*\* **Please inform office personnel if you would like hard copies of these documents.**