



Study Center Expectations and Guidelines 2020-2021

By choosing CVA, you are choosing a hybrid model (Fusion program) or a fully online model (PASCAL program). Both models have online days that require parental involvement. All of CVA's Fusion and PASCAL students are welcome to use the Study Center. Students may come in for any reason, such as:

- They don't understand how to do an assignment.
- Parents are not available to help on a particular day or assist with a particular assignment.
- Students feel like they are falling behind
- Students have projects to work on with other students
- Students just want a quiet place to work free of the distractions at home

Guidelines and Expectations for Use of the Study Center

- Parents will need to be able to answer "no" to a series of standard COVID-19 related questions (provided to all families) and students will have their temperature taken upon arrival.
- Students may only be dropped off for study center between 8:00 and 8:30am or 12:00 and 12:30pm.
- Students must be picked up from Study Center at 3:30pm or before unless they are registered for the after school program.
- Students will follow the schedule and room assignment for Study Center work time that is provided. The schedule includes lunch, recess and breaks.
- Recess and breaks will be outdoors unless the weather prevents it, so students should bring appropriate clothing and outerwear.
- Students should come to Study Center with a specific list of work they need to complete. Students should plan on getting picked up when their work for the day is complete. If students cannot be picked up early from the Study Center they should bring a book or another quiet academic activity. **If work is completed, students are to remain focused on academic activities. Gaming and other non-academic activities are not permitted.**
- Once at CVA, students must stay until they are ready to leave for the day. Students may not repeatedly leave and return during the day.
- For security purposes, if picking up elementary or middle school students prior to 3:30, a parent must call the front office WHEN THEY ARRIVE AT SCHOOL. The front office will have the student then come out the main doors..
 - High school students are allowed to sign themselves out and leave campus without a parent. Only in the case of an exceptional circumstance (medical appointment) will a high school student be allowed to return back to campus. CVA must receive written consent from a parent/guardian to allow the return back on campus after a high school student signs themselves out.
- CVA does not offer hot lunch on online days, so if a student is going to be at CVA over the lunch hour they will need to bring a bag lunch.



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- **Study Center is a privilege, meaning there is no loss of educational access if students do not attend study center.** All assignments are designed to be completed off-campus.
 - Students are expected to follow handbook expectations and be respectful of others who are also working. All relevant aspects of the handbook apply equally on Study Center days, and Study Center staff will enforce school rules accordingly.
 - If a student misbehaves and is unable to correct the misbehavior, the student will be sent home.
 - If a student has been sent home from study center 3 times in a term, they will have lost their privilege to study center for remainder of the term.
 - Students are expected to complete their online assignments even if they lost their study center privilege.

High School Study Center

- High school study center is open from 8:30-3:30 on Monday - Friday. Students can sign up for specific face-to-face teacher office hours on Thursdays and Fridays.
 - Students will need to **work independently** without large amounts of direct adult supervision.
 - Staff will work with students to learn the skills of managing time, prioritizing work and requesting an appointment.

Middle School Study Center

- Middle school study center is open from 8:30-3:30 on Monday - Friday. Students can sign up for specific face-to-face teacher office hours on Thursdays and Fridays.
 - Middle school students should be able to **work independently** while at the study center. Staff will work with students to guide and answer questions, but the program is not designed for tutoring or 1:1 support.

Elementary Study Center

- Elementary study center is open from 8:30-3:30 on Monday - Friday. Direct teacher instruction will be from 8:30-11:30 Monday - Wednesday.
 - Elementary students should be able to **work independently** for periods of time appropriate for their age-level, including frequent check-ins with the staff.

I acknowledge and agree to the guidelines and expectations of the study center option.

Printed Parent Name

Printed Student Name

Parent Signature

Student Signature

Date