

Cyber Village Academy Study Center Agreement

Students and a parent/guardian must attend a study center orientation prior to students attending study center. Orientations will generally be scheduled the first Thursday of each month. If a student starts mid-month, they may attend study center right away, but the family must attend the next scheduled orientation in order to continue attending.

- Study Center is open from 8:30 - 3:30. Families will be respectful of these times. The gym will be staffed starting at 7:30 for early arrivers.
- Students are expected to follow the general schedule for the study center day as it directly corresponds to teacher office hours.
- There will be a morning and afternoon break each day, as well as a lunch/recess break. These breaks will be outside unless weather dictates, so appropriate outerwear is needed.
- Students should come to Study Center with a specific list of work they need to complete. If the student does not have enough work for the entire day, they should plan on coming only for the amount of time they need or they may bring a book to read. Even if work is completed, students are to remain focused on academics during academic times, or will be sent home.
- Students must sign-in when they arrive at Study Center. They may sign themselves in. Once here, they must stay until they are ready to leave for the day. Students may not repeatedly leave and return during the day.
- For security and efficiency purposes, a parent must come into the building to sign out elementary and middle school students if they are arriving before 3:30.
- CVA does not offer hot lunch on online days, so if a student is going to be at CVA over the lunch hour they should bring a bag lunch.
- Students are expected to follow normal school day expectations and be respectful of others who are also working. At the discretion of the Study Center supervisor, listening to music with headphones is allowed as long as nobody else can hear the music.
- When misbehaviors occur, staff will follow the CVA handbook to help students correct the behavior and move forward. However, students will be sent home if misbehaviors, disruptions and disrespect continue. **Study center is a privilege, meaning there is no loss of access to education if not present at study center.**
 - First incident in a day at study center: verbal warning
 - Second incident in a day at study center: call or email home, an incident log-write up and a behavior improvement plan filled out by student
 - Third incident in a day at study center: a meeting will be set up with a study center staff person, the student and parent/guardian to discuss how to productively move forward and the student may be sent home for the day.

Parent/Guardian Signature/Date

Student Signature/Date

COMING TO STUDY CENTER DOES NOT GUARANTEE THAT ALL WORK WILL BE COMPLETED.