

Community Youth Center Academic Excellence Program

A. GENERAL INTRODUCTION:

- i.* Welcome to the Academic Excellence room. We hope that you develop discipline, dedication, and desire to better yourselves in all aspects of life with the CYC's programs and services. CYC serves a variety of students; although sports related classes are separated by ages, the AE room is open for all ages. There are rules that students must follow at all times (See section B). If at any time a student fails to follow the rules, they may lose computer privileges, parents may be called or they will be asked not to return to the classroom.
- ii.* The AE program is here to better your education. There are tutors available for any assistance you may need. If there is one subject that you need help in or just some extra practice please feel free to let CYC staff know.
- iii.* In this handbook is also a student information sheet. The purpose of the sheet is for you to share your child's academic strengths and weaknesses. If there is any other additional information we should be aware of, please make note of it. Please return to the instructor before students can be admitted into the AE program.

B. ROOM HOURS:

- i.* **TIMES:** The classroom is available 3:00 p.m. to 8:00 p.m. Monday through Friday*. We encourage all athletes to take advantage of this room. The room is designed for athletes to do homework around their sports classes. With the classroom open for five hours, the AE room allows students to fulfill their academic needs while taking breaks for their other CYC sports programs.

*Note: Extended hours for high school students occur as necessary based on need, schedule and staff availability.

- ii.* **RULES:** We expect all of our students to follow the rules and procedures of the AE room, as well as, behave in a respectful and courteous manner in order to maintain a safe and fun learning environment:
 - 1) All students **must** sign in prior to using the room.
 - 2) Students ages 3-5 must be accompanied by an adult.
 - 3) Cell phones are **not** to be used in this room at anytime. Cell phones must be on silent. When a call must be made (including texts), please leave the room.
 - 4) Backpacks, sports bags and other equipment not needed for homework must be put away nicely in the cubbies.
 - 5) Supplies are located in the front of the room (pencil, ruler, glue).
 - a. Students must check out supplies and return them after use.
 - b. Instructor must check out special supplies such as scissors and tape.
 - 6) Students must raise their hand quietly if they need assistance.
 - a. When there are multiple students who need help, students will be acknowledged and must wait their turn patiently.
 - 7) Students must be working quietly at all times. If a student is done with homework, they should find something to do quietly.

- a. Reading
 - b. Research
 - c. Extra course work
 - d. Assignment provided by instructor
- 8) No non-academic conversations in the room by students.
 - 9) Computers are for academic purposes only!
 - a. Students must always ask permission to print.
 - 10) Food is allowed in the class, however, gum and candy is not permitted at any time.
 - a. No food or drinks near computers.
 - b. Students must be seated while eating
 - 11) Bookshelves must remain neat at all times. Games and books must be put away in the correct areas.
 - a. Students must check out books for long-term use with instructor.
 - b. Games are only available on Friday's, after all homework has been completed.
 - 12) Students who fail to follow the rules are subject to the following:
 - a. Verbal Warning
 - b. Loss of computer or other special privileges.
 - c. Student asked to leave the room.
 - d. Student sent to Campus Manager for further disciplinary action.

C. WHAT TO WEAR: We understand that students must be prepared for their sports classes, however it is essential that students be properly covered and must be wearing shoes at all times. Students who are not wearing shoes will be asked to leave and not return until they are wearing shoes.

D. CLASS PROGRAMS: The AE program would like to encourage students to take part in some of the programs we have.

- i.* Report Card Program: The Academic Excellence program keeps track of students' good grades, outstanding citizenship and improvements. Students will be rewarded quarterly for their good grades and efforts.
- ii.* The Buddy Program: Older students needing to fulfill volunteer hours or students wishing to mentor a younger child will be able to with the Buddy Program. Depending on age and academic level 'Buddies' will tutor in math, science etc. or simply read with a younger student. Hours will be flexible; when students have free time (after their own work and classes) they may inform the instructor they wish to mentor another student. All participants' hours will be tracked.
- iii.* Silence for Snack program: With so many students of a wide age range the classroom can become rather noisy. As a motivation the entire classroom is encouraged to stay silent and keep their peers silent. Points can be earned or lost depending on the noise level in the class. For every quiet day a point is earned. Every time the bell is rung for noisy days a point is lost. The entire class needs to earn 40 points in order to get a mini-party in the classroom
- iv.* CYC bucks: this is a rewards program that runs throughout the center. Students may be rewarded for their efforts and accomplishments in their classes. Children may also be rewarded for helping staff with minor tasks. CYC bucks may be redeemed for prizes in the Academic Excellence store. The Academic Excellence store is open on Wednesday and Thursday at 6:30pm.

E. FUNDRAISING:

- i.* Recycling: The Academic Excellence program runs a recycling program in order to fundraise for the classroom. We recycle plastic, aluminum, glass as well as ink cartridges and cell phones. Recycling bins are located throughout CYC.

Student Information

Name: _____

School: _____ Grade: _____

Parent's name: _____ Email: _____

Phone: _____ Work/Cell: _____

Subject(s) students needs assistance : _____

Subject(s) student excels in: _____

CYC Athletic/Extra curricular Activities: _____

Is your student enrolled in any special needs classes? _____

Are there any medical concerns we should be aware of? _____

Is your student taking any medications? _____
