



High School Academic Excellence Policies

(Updated November 2019)

- Students may not use inappropriate language, sexual innuendos, use put downs or insult others, or make sexist, racist, misogynistic, or homophobic remarks.
- All students must sign in prior to using the room.
- All students must enter and exit through the main door.
- Parents are not allowed in the High School AE room.
- Students must take all of their belongings when they leave the room, anything left in the room, CYC is not responsible if lost/stolen.
- Students must have something academically to do while in AE.
- Students must be working quietly at all times.
 - Students are only permitted in study rooms under the supervision of a tutor.
- No non-academic conversations in the room by students.
- Computers are for academic purposes only, **no games are allowed.**
- Food is allowed in the classroom; however, gum is not permitted at any time.
 - No food or drinks on or near computer desks.
- Students are responsible for cleaning up after themselves.
- ***Maximum time allowed for each student per day in the AE room is 2 hours.***
- Students who fail to follow the rules are subject to the following:
 - Verbal Warning/Write Up
 - Student asked to leave the room for the day
 - Parental Notification
- Any open wounds, including anything that appears to be an infectious skin disease such as ringworm, must be covered with a bandage at all times to prevent further infection.

We strive to create and maintain incredible opportunities for our young members. We also greatly appreciate feedback. Should you have concerns or comments, please contact the Program Director, Viviana Hernandez, at (925) 671-7070 ext 229 . Thank you for your cooperation.