



## SCHOOL-STUDENT COMPACT / SCHOOL LAUNCH INFORMATION OVERVIEW

2025/2026 SCHOOL YEAR

Updated: 08/28/25

Welcome students to the 2025/26 school year. CPEC's staff and school leadership continually strive to support you in achieving your academic goals.

With the new school year scheduled to launch on Tuesday, September 2<sup>nd</sup>, we ask that you carefully review the information below:

### SECTION 1 - GENERAL INFORMATION

### SECTION 2 - THINGS TO DO (FIRST TWO WEEKS OF SCHOOL)

### SECTION 3 - WEEKLY MEETING REQUIREMENTS

### SECTION 4 - EXPECTATIONS FOR INTEGRITY IN ASSESSMENTS/ASSIGNMENTS (PLAGIARISM)

### SECTION 5 - SCHOOL OPENING AND COVID-19 SAFETY PLAN

### SECTION 6 - CHECKLIST

## SECTION 1 - GENERAL INFORMATION

### School Hours

CPEC's hours of daily operation are 8:30 AM to 4:00 PM, Monday through Friday (excluding holidays and minimum days).

### Office Walk-in/Visiting Hours

CPEC's school walk-in/visiting hours are 9:00 AM to 2:00 PM, Tuesday, Wednesday and Thursday (excluding holidays and minimum days).

### Access to School Computer/Learning Lab

CPEC's learning lab will be open for student use between the hours of 9:00 AM and 2:00 PM, Tuesday, Wednesday and Thursday (excluding holidays and minimum days).

### Online Courses

Students may visit CPEC's learning lab and/or work from home to complete assigned coursework online via Canvas (*formerly* PEAK/Fuel Ed).

### Weekly Meetings

It is mandatory that students meet weekly with Mr. Zeiler (your teacher) virtually or in person (on campus). See the section titled "Things to Do: First Two Weeks of School" to learn how to schedule an ongoing weekly appointment.



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### School Email

All students will be assigned a school email account. Given that communication from CPEC staff will also be sent via school email, it is required that students check their school email every school day. With this in mind, we encourage you to ensure that you are able to receive school emails to your phone.

## SECTION 2 - THINGS TO DO (FIRST TWO WEEKS OF SCHOOL)

### MASTER AGREEMENT/REGISTRATION DOCUMENTS

#### *What you will receive...*

*Registration Documents (Returning Students): To be forwarded via email on Thursday, August 28<sup>th</sup>.*

*Master agreements: To be forwarded via email by Monday, September 1<sup>st</sup>.*

#### *What to do next....*

*Registration Documents (Returning Students): Complete and return by Monday, September 1<sup>st</sup>.*

*Master agreements (All Students): Sign and return by Monday, September 1<sup>st</sup>.*

### STUDENT ORIENTATION

*Student orientation documents will be emailed to all students on Tuesday, September 2<sup>nd</sup>. It is mandatory that all students (new and returning) review the documents before participating in a virtual/remote student orientation session. The following documents will be included in the packet:*

1. Parent/Student Handbook (for reference)
2. Discipline Policy
3. Internet Safety Policy
4. Stride Code of Conduct (Abbreviated)
5. Guidelines for Integrity in Assessments/Assignments (Plagiarism Policy)
6. School Calendar
7. School/Student Compact and Information Overview
8. School/Student Compact Signature Page

#### ***Student Orientation Session (Virtual/Remote)***

*Participation in a student orientation session is mandatory for all students (new and returning). Two dates are being provided for you to attend the virtual mandatory session (see below). A survey will be forwarded for you to select one of the available dates/times to participate in the student orientation.*

#### **Orientation Session Dates/Times**

*Date: Monday, September 8<sup>th</sup>*

*Time: 1:00 PM – 2:30 PM*

*Date: Tuesday, September 9<sup>th</sup>*

*Time: 10:00 AM – 11:30 AM*



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### LAPTOP DISTRIBUTION\*

*A survey will be forwarded to all students by Tuesday, September 2<sup>nd</sup> to determine who may be in need of a laptop for use. In order to be considered to receive a laptop, you must complete and return the survey. Once your completed survey is submitted, a school representative will follow-up with you to provide information regarding current laptop availability. Also, a laptop agreement will be emailed to you (and your parent if you are a minor). The agreement must be signed and returned prior to being approved to receive a school laptop. Once approved the school will contact you to schedule delivery.*

*\*It is required that you review CPEC's Internet Safety/Technology Usage policy in the orientation documents.*

### SCHOOL PASSWORDS AND LOG-IN INFORMATION

*All students will receive their passwords and log-in information via email. Please keep your logins confidential.*

### READING AND MATH DIAGNOSTIC ASSESSMENTS (STAR 360)

*STAR 360 testing in the areas of Reading and Math is mandatory. Students will not be enrolled in any courses prior to completing the initial Star Reading and Math assessments. Testing will take place three times per year. Initial testing will be conducted during the first two weeks of school. Students will have the option of taking the assessments remotely or onsite. A survey will be forwarded for you to select one of the available dates/times to complete the Reading and Math assessments.*

### TRAINING ON SCHOOL CURRICULUM (CANVAS formerly PEAK/Fuel Ed )

*Additional information regarding training on Canvas will be forwarded..*

*All students must complete Canvas training prior to beginning their courses.*

### ADVISORY PACKET

*All students will receive an advisory packet via email. The advisory study guide (included in the packet) must be completed and submitted by Monday, September 8<sup>th</sup>.*

### REMIND ACCESS

*If you have not signed up for access to REMIND (a free school messaging app that will provide you with ongoing school updates), a link will be forwarded to you via text message by Tuesday, September 2<sup>nd</sup>. **Please note that it is required that you sign up for REMIND.***

### NEW COURSE ACCESS

*You will be notified via email that you have been enrolled in a new course. Please check your school email daily.*

## **SECTION 3 - WEEKLY MEETING REQUIREMENTS**

All students are required to meet with their teacher once a week to continue to make satisfactory academic progress (and remain in the school program). CPEC teachers have limited ability to reschedule meetings due to prior commitments with other students, so it is critical that students honor their scheduled meeting time. Failure to participate in weekly meetings will result in removal from CPEC.

### **Student Expectations**

- **Meet once a week with Mr. Zeiler either remotely or in person. This is required.**
- **Complete coursework/assignments daily. This is required.**



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- Take advantage of academic support services.
- Take responsibility for your learning and personal conduct.

A link will be forwarded to you via email to schedule a weekly appointment (re: Google Meet). Please check your school email daily. Mr. Zeiler (your teacher) may also contact you directly to schedule your appointment. Mr. Zeiler's phone number is 562-584-0377.

\*Please Note: If you have not received any of the links by Wednesday, September 3<sup>rd</sup> please contact Ms. Trujillo at (562) 270-6052.

### **SECTION 4 - REQUIREMENTS FOR TAKING NEW COURSES - INTEGRITY IN ASSESSMENTS/ASSIGNMENTS**

#### **Requirements for Taking New Courses (Monthly Maximum)**

Students will be allowed to take no more than two courses per month.

#### **Guidelines for Integrity in Assessments/Assignments**

The following Guidelines for Integrity in Assessments and Assignments is Canvas/Stride's (abbreviated) policy. **Please note that Clear Passage Educational Center also recognizes copying sentences, paragraphs, or an entire paper from a computer-generated/artificial intelligence source and/or app as plagiarism.** Unless otherwise instructed by your teacher or by a specific assessment, you are expected to honor the following principles while taking assessments and completing assignments:

##### **Assessments**

- You and you alone will take the assessment.
- You will not copy or redistribute any part of the assessment in any way—electronically, verbally, or on paper.
- You will treat the assessment as "closed book"—meaning that you may not use any textbooks, references, or other materials (printed or electronic) during the assessment—unless your teacher or the specific assessment otherwise instructs (for example, you are specifically told to refer to certain pages in a book as part of the assessment).
- You will treat the assessment as "single browser"—meaning that during the assessment you may not log in a second time to your course or open your course or related materials on another browser on another computer/device.
- Your answers will represent your work, free of any outside assistance. You will not plagiarize in any way.
- You will not confer with other students, family members, or acquaintances, either in person or through electronic communication, during the assessment.

##### **Assignments**

You will be asked to submit written assignments for teachers to grade. Your written work must be completely free of plagiarism. Plagiarism is copying another person's work without providing direct reference to the author, original print material, or website. Always give credit where it is due. Be sure to ask your teacher if you have questions regarding citing sources. Schools have Web tools available to check for student plagiarism.

You may also be asked to submit oral assignments for teachers to grade. Your oral work must be completely free of plagiarism. Plagiarism in such assignments includes copying another person's work without providing direct reference to the author, having another person provide your recording, and so on. Be sure to ask your teacher if you have questions regarding citing or using other sources. Unless your teacher or specific directions inform you of exceptions, you are expected to follow these principles while taking assessments and completing written or oral assignments.



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### **SECTION 5 – SCHOOL OPENING AND COVID-19 SAFETY PLAN**

*Reducing transmission of COVID-19 remains an essential strategy to help protect those most vulnerable for severe illness, to minimize disruption at schools, and to reduce the chances of experiencing Long COVID. Please note the following key COVID-19 school opening guidelines when visiting our campus:*

Students and adults experiencing symptoms listed (below) are encouraged not to enter the campus:

- Fever of 100.4° F or higher
- Shortness of breath or difficulty breathing.
- Chills, fatigue, cough, sore throat, congestion, nausea, vomiting, diarrhea, or body aches.
- New loss of taste or smell.
- Contact with someone diagnosed with COVID-19.

Students seeking testing due to exposure or symptoms of illness are encouraged to stay home until they receive their results. Families should contact the school office about their child's absence.

#### **Resources**

The following items will be available/accessible on campus:

1. Disposable masks
2. Hand sanitizer
3. Cleaning wipes

#### **Additional Resources**

- For information on current COVID-19 guidelines and requirements in Los Angeles County, please visit LA County Department of Public Health's COVID-19 webpage.



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Please sign and date below to acknowledge that you have read, received, and agree to this School-Student Compact which includes the Integrity in Assessments/Assignments policy. Once signed, please return this page and keep the School-Student Compact as a reminder of your commitment to your educational and social advancement.

I, \_\_\_\_\_, have reviewed Clear Passage Educational Center’s School-Student Compact and agree to adhere to all school guidelines.

Date Signed: \_\_\_\_\_

Student Name: \_\_\_\_\_

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



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### SECTION 6 - CHECKLIST

*Please use the checklist below to keep track of your progress:*

- “Things to Do: First Two Weeks of School”
  - Signed Master Agreement - **DUE MONDAY, SEPTEMBER 1<sup>st</sup>**
  - Completed and Returned Registration Documents - **DUE MONDAY, SEPTEMBER 1<sup>st</sup>**
  - Completed Student Orientation
  - Received Laptop (if applicable)
  - Received School Passwords and Log-In Information
  - Completed Reading and Math Diagnostic Assessments (Star 360)
  - Completed Training on School Curriculum (Canvas *formerly Peak/Fuel Ed*)
  - Submitted Advisory Packet
  - Signed-up for Remind Access
- Signed and Returned School-Student Compact (Signature Page Only) - **DUE TUESDAY, SEPTEMBER 2<sup>nd</sup>**
- Reviewed Requirements For Taking New Courses - Integrity In Assessments and Assignments
- Weekly Meeting Scheduled