



**CAPITAL INNOVATIONS ACADEMY
STUDENT HANDBOOK
2017-2018**

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CI Academic 2017-2018 Calendar

Back-to-School Night: Monday, August 21 at 7pm

Beginning of the Year Celebration BBQ: Tuesday, August 22 at 6pm at McKinley Park

First Day of School: Wednesday, August 23

Labor Day (school closed): Monday, September 4

Native American Day (school closed): Friday, September 22

Teacher In-Service Day(school closed): Monday, October 9

Halloween Party/End Quarter 1: Friday, October 27

Quarter 1 Report Cards issued, Teachers Available for Parent Conferences(school closed for kids): Friday, November 3

Veteran's Day observed (school closed): Friday, November 10

Thanksgiving (school closed): Saturday, November 18 – Sunday, November 26

Professional Actors Show: Dec 8 & 9 at 7pm at The Geery Theater (2130 L Street, Sacramento)

Winter Art Gallery & Holiday Party: December 11 at The Silver Orange (922 57th St, Sacramento)

Student Fun Trip (details to be chosen by attending students): Thursday December 21

Winter Holiday (school closed): Friday, December 22 – Sunday, January 7

Martin Luther King, Jr. Day (school closed): Monday, January 15

End of Quarter 2: Friday, January 19

Quarter 2 Report Cards issued: Friday, January 26

Teachers Available for Parent Conferences(school closed for kids): Friday, February 2 (afternoon)

President's Day (school closed): Monday, February 19

End of Quarter 3: Friday, March 23

Spring Break: Saturday, March 24-Sunday, April 1

Quarter 3 Report Cards issued: Friday, April 6

Teachers Available for Parent Conferences(school closed for kids): Friday, April 13 (afternoon)

Teacher In-service Day (school closed): Monday, April 30

Spring Play 2018: Tech May 8/9, Shows May 10-12 at 7pm at The Geery Theater (2130 L Street, Sacramento)

Memorial Day (school closed): Monday, May 28

Last Day of School: Friday, June 8

Extravaganza/Graduation 2018 (REQUIRED): Saturday, June 9

Dear Parents and Guardians,

Welcome to Capital Innovations Academy, a small, family-feel, non-sectarian private school where we encourage 6th through 12th graders to EXPLORE, INNOVATE, and INSPIRE! Our goal is to provide a strong foundation in a core curriculum that prepares students for college and their chosen career path. At C.I. Academy, students not only have their academics sculpted to their individual pacing and needs but also have the opportunity to explore an artistic or scientific field of their choosing. We believe students are most successful when they are excited about what they are learning and understand how that knowledge can be applied to real life. It is our hope that students will assume ownership over their education by being active participants in the shaping of their academic experience. This year, we will be adding a Young Scientists in Training workshop after school in addition to continuing science major during the school day. Both science experiences will allow students to engage in research, experiments, and other real-life applications in order to explore the option of science as a future career path. We are also working on adding programming and robotics classes to our science mix. Arts-based major classes will continue to offer students an opportunity to explore the visual and performing arts as well as potentially train for a career in one of those fields. Additionally, we hope to spark enough students' interest in dance to bring back our school dance team this year. New practices in teaching as well as in the arrangement of the schedule will be put into place throughout the year based on research completed on best practices in the classroom. We hope to emulate programs that are first in the world in providing a solid, whole-person education that remains with students later in life, such as the Finnish school system.

Your participation in your student's education is invaluable to us. We are so lucky to have an extremely active PTSO and encourage all of our parents and guardians to attend the PTSO meetings so that your voices may be heard on upcoming school initiatives, events, fundraisers, etc. Please also feel welcome to call or email the school or our Head of Education if you have a question or a concern. We want to hear what you have to say!

We are thrilled to have welcomed so many new faces to our school and continue to be inspired by the positive, compassionate, and productive attitudes of our students and their families. We look forward to enjoying this new school year with you!

Sincerely,
Sarah Barbulesco-Lamb,
Jennifer Herman,
Marley Antone,
and Keith Gray

Capital Innovations Academy Statement of Purpose

1. To inspire students to learn and pursue education with vigor by cultivating an environment where teaching methods and curriculum are regularly sculpted and appropriately adjusted to coincide with current research on pedagogy, educational practices, and needed accommodations as well as authentic results with CI Academy students. As the world evolves, educators must continually reinvent ways of educating and incorporate new curriculum in order to best prepare students to succeed in our rapidly changing society.
2. To foster critical thinking and help students to develop the life skills, personal emotional development, and social awareness necessary to promote their ideas and create positive change.
3. To meet each student at his/her current level and provide a rigorous and challenging academic experience that will prepare the student for his/her future schooling, career, and life.
4. To infuse the arts into academic curriculum as well as provide a stimulating and inspiring environment where students can create and experience art, both visual and performing.

Capital Innovations Academy Mission & Philosophy

At CI Academy, we value new perspectives and constant self-assessment, as a school and as individuals within that school. As the world evolves, educators must continually reinvent ways of educating and incorporate new curriculum in order to best prepare students to succeed in our rapidly changing society.

Our philosophy is that students are most successful and work toward becoming their finest selves when information is delivered to them in a way that they can understand and enjoy the learning process. We value each student as an individual with unique abilities, desires, and learning styles. It is our mission to provide personalized meaningful and challenging instruction that applies to each student and serves his/her lifelong goals. Arts are an essential piece in our learning philosophy and we find that our students experience greater success in all subjects when they are allowed to ingest material and/or prove understanding of subjects via artistic expression.

A complete CI education includes emotional development, communication skills courses, discussions about social consciousness, as well as training in the fine & performing arts and technology. We place great value on maintaining a safe family-feel environment where students learn to be active participants in the betterment of the community.

CI Academy Expected Student Learning Results (ESLRs)

Capital Innovations students will:

1. Demonstrate compassion, perseverance, and accountability.

- Provide support or seek other people or resources that will help others when they are in need
- Strive to do their best in all tasks, academic and personal, even when challenges or obstacles arise
- Accept personal responsibility for their actions and lack of actions

2. Reach their life goals through innovation and community building.

- Demonstrate mastery of material as well as be able to express their unique perspectives via the arts and other creative means
- Be prepared for the next stage in their life plan, be it college or a particular career path
- Network with classmates, teachers, family members, and community members to build a community of people they can rely on and, in turn, assist towards reaching life goals

3. Develop into socially conscious, self-aware adults who continually explore & seek skills and knowledge.

- Listen to & consider the perspectives of others
- Reflect on their own beliefs and the validity of the sources of those beliefs.
- Become lifelong learners and seekers of new ideas and information

GRADUATION REQUIREMENTS

Middle School

Units Required

English	30
Major	30 (10 units per year at CI Academy)
Community*	30 (10 units per year at CI Academy)
Math	30
Science	30
History	30
Physical Ed.	30

High School

Units Required

English	40
Major	40 (10 units per year at CI Academy)
Math	20
Science	20
History	20
Foreign Language	20
Physical Ed.	20
Government	5
Economics	5
Community*	40 (10 units per year at CI Academy)

*Community Courses include the required courses of Health, Emotional Development, Debate, Geography, Life Skills, and Community Service as well as a variety of other courses aimed at preparing students to be positive and successful members of the adult community after graduating from Capital Innovations Academy.

NOTE: 10 units is equivalent to one full school year of instruction; 5 units is equivalent to one semester of instruction.

CURRICULUM

STANDARD CURRICULUM:

Math Levels: Number Theory, Pre-Algebra, Algebra I, Geometry, Algebra II
*Students going beyond Algebra II are encouraged to become an Advanced Education college student. Please see this section of the handbook for details.

History: These classes will focus on History and its relationship to Current Events. Through investigation and examination of original text and artwork, students will be able to recognize vital connections between the present and the past. Students will develop an appreciation of universal historical themes and dilemmas. An understanding of why and how past events transpired, as well as how these events continue to influence society today are key components of these courses. Specific time periods, cultures, and countries addressed vary based on the year. The class alternates between US History and World History every other year.

Government: Government prepares students for their civic responsibilities as American Citizens. It involves the study and analysis of both the local, state, and broader federal government of the United States. It focuses on the operation of government and elections in our society while teaching students how the three branches (Executive, Legislative, and Judicial) work together in a system of democratic checks and balances. This will include comparing systems of government throughout the world, as well as analyzing the Constitution, the Bill of Rights and other historical documents.

Economics: Economics involves the study and analysis of production, consumption, and distribution of goods and services in an economy utilizing graphs, statistics, and equations. The subject specifically focuses on the free market of American society and teaches students how and why the market works. Students will also learn the basic economic principles of micro- and macro-economics, international economics, and comparative economic systems.

English: English class addresses a variety of standards in the following areas: grammar/punctuation; persuasive, expository, & narrative essay writing; creative writing; literature analysis; poetry analysis and composition; research paper composition; discussion & debate; vocabulary building; and the reading/comprehension of novels, plays, short stories, & other texts. The goal of this class is to teach students to analyze and discuss ideas brought forth from literature as well as challenge students to learn the skills of research and fact-checking, the art of persuasion, and the ability to consider and synthesize the opinions of others.

Science: Science classes are about helping understand the world around us through the scientific method. By learning facts and relationships about how things work through physics, chemistry and biology, one can better understand the world around them, and by using that knowledge, one can figure out how things work, how to solve problems, and how to affect change. Students will learn about science via books, articles, handouts, lectures, experiments, research, field trips, and other real-life experiences.

Foreign Language: Students will be required to test out of foreign language by passing (80% minimum score) a test that covers through the end of Level II in their chosen language. Foreign Language is not a required course for middle school students; however, students can choose to start taking a foreign language in middle school in order to finish this requirement early.

Physical Education: During Physical Education, students engage in physical conditioning (strengthening & stretching), recreational sports, and/or physically-active games. Students who bring proof of playing for a minimum of two seasons in a school year on a sports team, dance team, or otherwise qualifying physical activity will be excused from P.E. at the discretion of CI staff members.

Fitness Rock Gym: Students who are at least 14 years old and have filled out the proper forms, may be given permission to attend Fitness Rock Gym (1807 Tribute Rd) in place of regular P.E. Students are responsible for acquiring and paying for their membership fee/s at the gym and for maintaining and turning in their signature sheets as proof of attendance at the gym. Students will be given permission to walk to the gym either alone or with a specified number of other people, as indicated on the Off-Campus form. In order to earn credit for one period of PE, the student must workout at the gym for at least 40 minutes that day. For more information about this option, please email the Head of Education.

Community Courses

Health: Health class curriculum includes lessons and discussions on Nutrition, Hygiene, Fitness, Positive Self-Image, Eating Disorders, Successful and Positive Communication, Relationship Abuse, Sexual Violence, Sexuality/Gender Identity, CPR, Basic First Aid, Drugs/Alcohol, Sexually Transmitted Infections, Birth Control & Contraceptives, Reproductive Biology, Puberty, Social Awareness, Conception to Pregnancy to Birth, Parenting, & Stress Management.

Debate/Speech: In Debate class, students are trained in the art of persuasive argument, learning effective techniques for debating as well as methods for researching evidence to defend a position. This requirement can also be met by taking a theatrical monologue course.

Emotional Development: In this course, students learn material from the book The Emotionally Sensitive Person by Karyn D. Hall in order to develop the techniques of mindfulness, positive & productive communication, healthy exercise/diet/sleep management, and self-awareness as well as learn to better understand themselves, their emotions, and how they can live in a manner that is beneficial to themselves and those around them.

Geography: Geography class requires students to demonstrate an understanding of both American and World Geography as well as how the location and proximity of certain countries and cultures has influenced and continues to influence the development of the world.

Community Service: Students are expected to log at least 25 hours of community service upon graduating from high school. These hours can be logged by participating in CI community service events or events the students participate in outside of the school. Adequate proof must be presented to the Head of Education for these hours, and it is up to her sole discretion as to whether these hours will be counted towards graduation.

ARTS & SCIENCES Majors

All students will choose an ARTS & SCIENCES Major which will dictate the type of courses they will take in addition to their academics. Students will be given the opportunity to earn certificates as they master a variety of skills in their selected area of study which can then be included on college transcripts and/or occupational resumes.

Students may change their Major based on a desire to explore other areas (typically at the start of a semester). CI Academy faculty may also suggest or mandate a change in a student's area of emphasis based on observation of a student's lack of adequate performance and effort and/or a student's obvious aptitude in another area of study. While students will be given the opportunity to try out and change their Major when necessary, and we expect a higher level of indecisiveness from middle school students, all students will be encouraged to find a Major that befits their interests and goals as soon as possible so as to maximize the benefits of that area of study. All changes in one's Major must be approved by the lead teacher from both the Major the student is leaving as well as the one he/she is joining.

Communications: (Team Leaders: Sarah Barbulesco-Lamb & Keith Gray) Students who choose this focus can expect to take more written, oral, and dramatic performance based courses. If you have a love for being on stage or in front of the camera, or if you are someone who wants to be a part of that creative process from behind the scenes, this is the C.I. Major for you! Also, anyone who desires to work in any career in writing should definitely join us in Communications. Possible college majors that might focus on communications include English, international relations, drama/theater, dance, journalism, linguistics, or film.

Visual Arts: (Team Leaders: Jennifer Herman & Marley Antone) Students who choose this focus will explore a wide variety of artistic subjects, styles, and applications. The emphasis for this major is on exploration of techniques and history in fine arts and the practical applications of design. Students in this major will practice drawing, cartooning, painting, photography, illustration, and sculpting. Possible college majors that might focus on fine arts include art, illustration, photography, architecture, or art history.

Music: (Team Leaders: Marley Antone & Keith Gray) Students who choose this focus will learn music in both a traditional and non-traditional manner. For one, they will learn the craft behind making, maintaining and repairing instruments. Heavy focus will be placed on learning how to play and compose songs. Students will learn how to read tablatures and sheet music which will allow them to play other artists' songs with the end goal of being able to write their own music. Students will also learn the craft behind making an instrument work. From simple strings changes and set up issues to minor repair work, all of these are essential in making the difference between an instrument that you can't play into an instrument you want to play. Possible college majors that might focus on music include music, music theory, music composition, math, and sound engineer.

Science & Technology: (Team Leaders: Danielle & Jeff Romais) Students who choose this focus will have an opportunity to pursue a science discipline not normally taught as part of their regular curriculum (Marine Biology, Astronomy, Computer Engineering, etc). Students in the science application will focus on interactive studies, research, and experimentation as they explore their interest. The technology application includes, but is not limited to, photo shop, website building, and programming. Possible majors that might focus on science include anything in the medical field, astronomy, zoology, biology, chemistry, physics, mathematics, and computer science.

Social Sciences: (Team Leader: Jennifer Herman) Students who choose this focus will have the opportunity to pursue various disciplines of Social Studies, such as Anthropology, Criminology, Psychology, Economics, Philosophy, etc. These students will pursue their interests through research, observation, discussion/debate, and interactive activities that help them explore different careers in these fields. Progress for this major will be measured on presentations, research assignments, formal papers, and field work. Possible majors that might focus on social studies include anthropology, sociology, psychology, economics, political science, international relations, and human development.

ADVANCED EDUCATION PROGRAM:

Students who demonstrate college-level aptitude in a certain area of subject will be encouraged to enroll in the Advanced Education program. With parent permission, CI Academy staff will assist advanced students and their families in enrolling the student in a Community College course which will be taken concurrently with high school level courses at CI Academy. We will provide any student who takes a class through a Community College with tutoring and assistance with work from that college course during the school day's time for that subject. For instance, if a student is enrolled in a college English course, during English time at CI Academy, the student would have an opportunity to have his/her college papers read and edited as well as ask questions to better understand reading assignments and how best to study for upcoming midterms and final exams.

DAILY SCHEDULE

(subject to change to best serve the students' needs)

MONDAYS, WEDNESDAYS- FRIDAYS

7:30 School Opens
8:30 Start of School Day / First Period
9:05 Second Period
10:35 Third Period
12:00 Lunch
12:55 Fourth Period
2:25 Fifth Period
2:45 Physical Education*
3:30 End of School Day
5:30 School Closes

TUESDAYS

7:30 School Opens
8:30 Start of School Day / First Period
9:05 Second Period
9:55 Third Period
10:45 Fourth Period
11:30 Lunch
12:15 Fifth Period
12:55 Sixth Period
2:45 Physical Education*
3:30 End of School Day
5:30 School Closes

***Physical Education**

Physical Education is required for students in the 6th-10th grade and is optional for 11th/12th graders who have completed two years of high school PE.

Students who join the Fitness Rock gym, may attend the gym for 40 min per day in lieu of attending PE. See Physical Education in the Curriculum section for details.

Registration and Tuition

To officially register, you must be sure to turn in the following:

- Completed Application
- Registration Fee of \$225
- First Month's Tuition
- Off-Campus Form
- Medicine/CPR Form
- Climbing Waiver
- Media Waiver
- Proof of TDAP Vaccine if 12 years old or older
- Student's Health Insurance Card copy

TUITION DUE DATES

Every month, tuition is due on the first (1st) day of the month to pay for that month's tuition. If tuition is not paid, on the seventh (7th) day after the due date, a Late Fee of \$25 will be applied to the late tuition and both the late tuition and Late Fee will need to be paid immediately. If tuition and any other outstanding charges are not paid within ten days of the due date (or within five banking days of notification to you, in the case of a returned check), your student will not be permitted to attend Capital Innovations until all outstanding and current charges are paid. Any charges incurred by Capital Innovations due to a returned check will be added to the late tuition and must be paid in full. If tuition is not paid on time for a second time, a Late Fee of \$35 will be applied to the late tuition and both the late tuition and Late Fee will need to be paid immediately. You agree to pay all CI costs of collection, including (but not limited to) attorneys' fees, if CI Academy deems it necessary to refer your student's account for collection.

EARLY WITHDRAWAL

Families who withdraw their students before June 8, 2018, must provide a thirty-day written notice to Capital Innovations Academy. If a student leaves in the middle of a tuition month, the student's family will owe a pro-rated amount of the next month's tuition to meet the full thirty days of tuition owed from the time of written notice. All registration & trip fees (even if the student will no longer attend the trip) paid before withdrawal are non-refundable. Discounts are provided for early enrollment registration fees, and as such, are also non-refundable.

Student Arrival and Departure

Students may be dropped off between 7:30am and 8:30am. *Students arriving at or after 8:35am will be considered tardy.*

The school day officially ends at 3:30pm, and students may be picked up at/after this time. Parents may park and enter the building when picking up their children or they may call the school to have us send their students out. With a parent written approval (see Off-Campus form), students may leave the campus after school by themselves after informing a teacher. **All students must inform an adult-in-charge before leaving the building.**

All students remaining after 4:00 will participate in study hall and after school tutoring. Students in study hall should be doing homework, addressing all work that does not require a computer first and then work that does. If a student has completed all homework and can show evidence of this to the adult-in-charge, he or she can read a book (either hard copy or on an e-reader that is solely for reading books) until the end of study hall at 5:00. Students refusing to participate in study hall at 4:00 will be on a three strikes policy, after which, they will not be permitted to stay at school past 4:00 for the rest of the quarter.

Students who need to leave the building before 3:30 must be picked up by one of their parents or guardians. If a student needs to leave school at anytime without a parent, or with another student's parent, this request must be made by a parent/guardian in advance on the phone, via the parent/guardian's email, or in person. Students whose parents have given them permission to leave school without a parent at the end of the day do NOT have this permission at anytime before the end of the school day. **Students may not call for a ride, walk off or otherwise depart campus at any time during the school day before the end of the school day without expressed verbal permission from an adult-in-charge on campus as well as a parent/guardian.**

Field Trips

Parents will receive ample notice of field trips and a permission slip as well as any required fee/s will need to be returned before students may attend. Some field trips may require an adequate number of parent chaperones. If appropriate coverage is not available, students may not be able to attend.

While on field trips, students will be required to wear attire that meets dress code standards unless there is a different dress code required by the event (in this case, dress instructions will be included in the parent permission slip).

All students will be required to follow the school rules and regulations while on the trip. If appropriate behavior is not observed, CI Academy reserves the right to send home students or have them picked up at their parents' expense.

Attendance Policy

Regular attendance is essential to the satisfactory completion of the school year's work. Parents are requested not to ask that a student be excused from school except in the case of illness or family emergency. Medical and dental appointments should be scheduled, whenever possible, during vacation or before/after school.

EXTENDED VACATIONS AND ABSENCES

Vacations and holidays are listed on the school calendar. Request for permission for earlier dismissal or later return, as well as other extraordinary vacation time, is discouraged. We want all CI students to succeed and regular absences and/or tardiness will affect your student's ability to perform and achieve at school. However, if your student needs to miss multiple days of school for any reason, please arrange a meeting with CI Academy so that we can ensure academic success for your student. Students will be responsible for collecting information about and making up all work that is missed during their time of absence. CI Academy is not responsible for a student's inability to pass a class, complete work, or graduate based on excessive absences or vacations taken outside of those listed on the school calendar.

Parent Communication Procedures

To create an optimum educational environment, open lines of communication between the school and the parents are a must. It is important for parents and teachers to share the responsibility for creating a working relationship that fosters students' learning and development. Students need to know that their teachers and parents/guardians have formed an alliance in order to ensure that their learning experience is positive and supportive and that the rules and expectations that govern the classroom will be reinforced at home.

We have put into place a structured system of access to information relating to your student. Please follow these guidelines to garner more information:

1. Check the school website (www.ourciacademy.com) for upcoming assignments under the “Current Students” drop down menu in the "Schedules & Homework" tab.
2. Check the grading website (www.thinkwave.com) for current grades/progress.
3. Check emails sent via our school-wide and parent google groups for important upcoming events & deadlines as well as essential information.
4. If you have a concern or your student has a question while off-campus, email is always the best way to contact us. Please understand that, if you call or email the Head of Education or one of the teachers during school hours, we may be in a meeting or teaching a class and will need to respond to you when available. If you call or email the Head of Education or one of the teachers outside of school hours, the staff is currently not on duty and may not be able to respond at that time. While your concern may not be addressed immediately, it is still important to us, and we will respond within 48 hours at the most.

Contact Information

Capital Innovations Academy:	1828 Tribute Rd, Suite H, Sacramento, CA 95815 www.ourciacademy.com	(916) 514-1613
Sarah Barbulesco-Lamb:	sbarbulesco@ourciacademy.com	(530) 400-7619
Jennifer Herman:	jldherman@gmail.com	
Marley Antone:	mkae85@gmail.com	
Keith Gray:	keithgraybusiness@gmail.com	

CLASSROOM ACCESS

The school is open to families between the hours of 7:30am to 5:30 pm. Please feel free to visit the classroom and check on your child's accomplishments. We encourage you to see what is going on at school. However, please respect classroom instructional time and keep your visits general and brief between these hours.

PARENT-TEACHER CONFERENCES

Formal conferences will be held at the end of each quarter. The conference at the end of first quarter is mandatory. At least one parent/guardian per student must attend a conference. Parents may request additional conferences throughout the year by contacting the teachers.

Your ideas, concerns, and questions are important to us. **In order to make sure you can voice your concerns and propose questions in a private, one-on-one atmosphere, it is necessary to schedule all conferences in advance.** Please keep in mind that although a teacher may not be actively teaching, he/she may not have time at the moment to meet with you if you arrive at the school without a scheduled appointment time. Our staff and teachers work very hard to put the success of all students first and thus require time to prepare for classes, grade, counsel students, and administrate when not teaching. We appreciate you respecting each student's privacy and the teachers' and students' learning time by making an appointment when you feel a conference is necessary.

Health and Safety

For the safety of all students, faculty, and family, students who are ill will not be allowed to remain at school. If your student becomes ill (*based on our discretion and assessment*), you will be contacted and you must pick your student up as soon as possible. Until pick up, your student may be required to wait in the office or another designated area away from other students.

CI Academy reserves the right to provide and/or seek medical, dental, or nursing care as directed by a physician or dentist, be it in the school or in a hospital/medical facility, and emergency treatment, including surgery, as may be deemed necessary. If there is not sufficient time, we may need to obtain care from a physician or hospital other than your student's and you authorize us to obtain this care.

Medical Policies

If your student has medical needs that require regular administration of a medicine, we require one of the following (depending on the type of medicine):

1. A doctor's note that verifies a need and describes the details of when and how to administer the medicine.
2. A current prescription that verifies a need and describes the details of when and how to administer the medicine.
3. A parent/guardian note that verifies a need and describes the details of when and how to administer the medicine.

Medicine will be kept with the teachers and administered at the proper time. Students are not to carry any medicine on their person unless previously discussed and approved by Capital Innovations Academy. Capital Innovations Academy assumes no liability in the case that the written directions given to CI staff were incorrect and thus medication is administered incorrectly. Parents who authorize their students to take medicine of any sort over the phone or authorize their students to carry and take their own medicine do so at their own liability and risk.

Student Belongings & Storage Areas

LOCKERS

Each student who pays a locker fee and deposit is assigned a locker for clothing, personal items, and school supplies. Students are not to store food, drink, or any perishable, toxic, or potentially dangerous items in their lockers. Locker deposits will be returned when a student graduates or leaves CI Academy permanently only if the student's locker is in the same condition it was when the student was assigned it. Lockers must be emptied each year at the end of the school year and when the student graduates or leaves CI permanently. Students who leave a lock on their lockers during the summer or after permanent departure run the risk of being charged for CI Academy having to cut the lock in addition to the loss of their locker deposit. Students are permitted to leave their backpacks in the student hang out area outside of a locker; however, CI Academy will not be held responsible for any damaged or stolen student belongings. Please note that backpacks are not allowed in the classrooms at CI. Students may use a totebag or small laptop case to bring their items to class but will need to leave their backpacks in the locker room or hallway just outside of the class they are attending.

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

CI Academy provides the use of textbooks and novels to students (students may occasionally be asked to purchase their own books). Reasonable wear and tear is expected as a result of daily use. However, unreasonable damage to CI books must be paid for at the time of damage or loss. ***Graduating eighth graders and seniors as well as any other students who leave the school permanently must return or pay for all texts before their records will be released to their next school.***

MEDIA DEVICES

During class hours, students are allowed to use media devices (such as MP3 players, personal computers, etc) solely to take notes, complete research or other activities as instructed by the teacher, or listen to music. Students may listen to music with teacher permission if it is in headphones (at a low enough volume that no one else can hear it) and is played from a play-list that lasts at least one hour. YouTube and other sites that have video accompanying the music played are prohibited unless the teacher gives permission in a specific instance. A student who shows an inability to follow teacher instruction and rules while using media devices may lose the privilege to use them. Students bring personal items at their own risk. CI Academy assumes no responsibility for items that are lost, stolen, damaged, or destroyed.

TELEPHONE CALLS

If you need to contact your student, please call the school phone number (916) 514-1613 or call/text Mrs. B's cell phone (530) 400-7619.

CELL PHONES

Students are allowed to bring cell phones to the school but they are not to be used between the hours of 8:30am and 3:30pm with the exception of the lunch break and break time between classes unless given expressed verbal permission from an adult-in-charge. **We ask that all parents use the school phone number or teacher cell phone numbers to contact students when necessary during the school day and to keep in mind that classes should only be interrupted for emergency phone calls.** Non-emergency calls can be made during lunch time, before 8:30am, and/or after 3:30pm to student cellphones or the school landline. Students who use their phones at inappropriate times or in inappropriate ways will have their phones confiscated for the day. If the problem persists, the student may have the phone confiscated until a parent can pick up the phone, at which time the parent will be informed that the student no longer has the privilege of carrying a cell phone at CI Academy for the rest of the quarter. In addition, if cell phone use at lunch or break time proves to be a school-wide and/or perpetual issue (as perceived by the CI staff), this privilege will be revoked for the entire campus for a period of time deemed necessary by CI staff.

STUDENT SUPPLIES

Students will need to keep a few items on their person at all times (in class and at home) so they can complete their assignments properly. Most of these items will be used throughout their school career.

Daily "Must haves"

- laptop with wireless internet capability
- laptop charger
- lap desk (to be used under a laptop or tablet on the student's lap)
- a pleasure reading novel or graphic novel (school appropriate)
- a small binder or folder with lined filler paper
- five single subject spiral notebooks for Science, Math, History, Foreign Language, and Geography/Community
- composition book for English
- six folders with pockets for handouts (one for each of the subjects - Science, Math, History, Geography/Community, English, and Foreign Language)
- Academic planner
- deodorant (please avoid the spray type if possible)
- pencil pouch/case with the following in it:
 - pencils
 - hand-held pencil sharpener
 - one large or two small erasers
 - scientific calculator with name written on the back
 - highlighter
- Backpack or other supply carrying satchel (All students will need to leave backpacks in the locker room or hallway outside the class and to only bring the items they need to class. Students may use a small laptop case or shoulder bag if needed to carry their items to class.)

Optional (but nice to have)

- White out
- Writing pens, black or blue
- small scissors
- Ruler
- personal kleenex
- personal hand sanitizer
- Graphing paper, compass & protractor (required for Geometry)
- USB Jump Drive

*Students are advised NOT to bring expensive or otherwise personally important items to school. Students bring ALL items at their own risk. CI Academy assumes no responsibility for lost, stolen, or damaged items, even in the case that we ask a student relocate a bag to the hallway.

Dress Code

The following dress code will be enforced during the academic year. The first time a student violates the dress code, the student will be warned and will be given an alternate shirt to wear. The student's family will also be contacted. **Any further violations of the dress code will result in a student being sent home to change or being sent to the office to await a change of clothing from home.**

Typical Dress Code:

- Shirts should not be see-through, have plunging necklines, spaghetti straps, bare-midribs, oversized armholes, or other revealing features.
- Shorts, pants, kilts, and skirts should be worn at the waist and not be excessively short.
- Undergarments should NEVER be visible.
- Hats may be worn; however, teachers reserve the right to require students to remove them during class.
- Students must have athletic style shoes with them daily for P.E.; however, sandals, flip flops, boots, and clogs may be worn during the rest of the day (no high heels unless it is a special dress day)
- Any clothing items or accessories that CI Academy deems dangerous or distracting will not be allowed.

BUSINESS DRESS DAYS

Every Monday, students are requested to come in business dress. Students who come in proper dress on these days will be given a ticket towards earning the privilege to attend fun trips. Students who choose to wear a suit and tie or business blouse, sweater/blazer, and skirt/slacks or a business dress as well as dress shoes, flats, or dress boots will be given two tickets. There is a fun trip once near the end of the first semester and once near the end of the year. Students need to earn at least 10 tickets to attend the 1st fun trip and at least 13 to attend the 2nd fun trip.

Appropriate Business Dress:

- Polo, button-down shirt, or nice blouse
- Optional jacket/blazer and/or Tie
- Slacks, skirt or dress (at least knee length); khaki, navy, or black shorts (non-jean and at least knee length) are permitted on extremely hot days; no leggings or skinny-pants will be counted as “dress pants”; leggings that are mono-chromatic and not of jean material may be worn under a skirt or dress
- Dress shoes, flats, boots, or black/brown/navy clean & intact tennis shoes
- Mono-chromatic/otherwise business-appropriate socks, tights, or stockings
- Clothing should not be torn, falling apart, or have visible holes in it

Grading Policy

Grades are calculated in percentages:

Next to each percentage is a letter grade and GPA equivalent.

90% -100%:	A (4.0)
80% - 89%:	B (3.0)
70% - 79%:	C (2.0)
60% - 69%:	D (1.0)
0% - 59%:	F (0.0)

Honor Roll

Capital Innovations Academy adheres to high academic standards. Scholarship is recognized and encouraged through an academic honor roll compiled at the close of each quarter.

- Gold Honor Roll - GPA 4.0
- Silver Honor Roll - GPA 3.5-3.99
- Bronze Honor Roll - GPA 3.0-3.49

Academic Integrity

It is necessary that all students take their academic responsibilities seriously and be sure they do not act in any way that may be interpreted as cheating. This includes copying work from other students or authors without citing the sources, looking at other students' work when working independently, or talking during an exam.

Copying work from a source and altering a few words per sentence does NOT qualify as unique work and WILL be considered plagiarism. Any students involved with cheating in any way – including students who help others cheat – will be given a 0% grade on the exam/project/paper/etc. and a parent conference may be held to decide further punishment. Students who observe others cheating are expected to report this, either directly or anonymously as part of their agreement of academic integrity.

Homework

We believe that homework serves as a re-enforcer for skills taught in the classroom. Many students need to do homework in certain subjects in order to retain and recall information learned. Due to the fact that we will have many different learning styles and levels at Capital Innovations Academy, some students may receive more or less homework than others. We believe that fair is not all students getting the same, but all students getting what they need. We ask that you trust that we are giving each student what is required for him/her to be successful as an individual. However, if you are ever concerned about the amount of work given to your student or the reasoning behind it, we welcome your questions.

Student Store & Kitchen

Students may purchase burritos and granola bars from the student store during lunch and before/after school. The student store is closed at all other times. Parents are asked to notify the school if they do not want their students to have access to purchasing items from the student store. Students may access the kitchen at break time to retrieve food if time allows and the teacher in charge of that student has given permission. Students are not to prepare or heat food at break time. Students are to clean up after themselves in the kitchen immediately after use and should be sure they manage their time at lunch and break time so that they are not late returning to class due to the need to clean up. If students do not clean up after themselves or are late to class multiple times due to using the kitchen, they may lose their privilege to use the kitchen and will need to store all food items in their backpack.

Allergies

As students may not always be aware of the allergies of their peers, CI Academy advises against students sharing food. Students who share food against our advice do so at their own risk. If your student has a food allergy or other allergies that may affect his/her safety or well being, please be sure you have reported this to our staff as well as provided us with medication and instructions of when and how to use it, so that we can be sure to take necessary precautions as well as administer medication when needed.

Scents and airborne chemicals have been known to cause allergic reactions. No one should spray deodorant, perfume, cologne or other chemicals into the air at the school in any location besides the bathroom with the door shut unless given expressed verbal permission by an adult-in-charge.

School Rules

GENERAL RULES

Behavior must provide a safe and respectful environment for all. By attending CI, our students commit to being compassionate, perseverant, and accountable and to agree to the following standards of respect:

As students, we will...

1. Raise our hands to speak in class unless the authority figure has indicated that students do not need to do so during a specific discussion/activity.
2. Wait our turn to speak and speak in a respectful tone with appropriate language. Racism, sexism, or words &/or gestures that attack or intimidate others will not be tolerated.
3. Use electronics only when a teacher/classmate is not presenting or teaching and when the authority figure has or general school rules have indicated it is an appropriate time.
4. Follow instructions from authority figures and complete work assigned to the best of our ability.
5. Ask genuine clarifying questions and not belittle the questions of others.
6. Respect boundaries set by all members of the school.
7. Ask permission before taking photos or videos of a person in the school. Delete photos or videos of others if they request it.
8. Stop behaviors immediately when told to do so by an authority figure.
9. Not argue authority figures on our own behalf or on the behalf of others. If we want to discuss something or if we feel that the authority figure has misunderstood a situation, we will politely ask for an appointment time to discuss this.
10. Be on time to class with needed supplies at the time class is to begin.
11. Manage our eating so that it doesn't need to happen during classes where eating is not permitted. Eat in areas indicated by authority figures.
12. Keep our school clean and safe. Clean up and put away supplies at the end of the activity/class and help clean up in general when instructed to do so by an authority figure. Use tools in the manner which they are intended and with appropriate and/or required supervision. Handle potentially hazardous or dangerous items with care and as instructed.
13. Complete our chores at the scheduled times without being asked.
14. Take responsibility for our actions. We will not focus on the actions of others when explaining a situation. We will talk about what we did personally and how we feel, not shifting blame to other people or circumstances.

15. Touch only our own personal items and those that teachers have given permission for us to touch. Refrain from damaging the school building, furniture, books, and other people.
16. Not engage in horseplay (hitting, slapping, punching, grabbing, poking, kicking, invading personal space, etc) at anytime while attending school or a school related activity. Refrain from throwing objects in or from the building.
17. Ask for permission from the authority figure before leaving class or the designated area for an activity, even if we believe it is the end of the class period or activity.
18. Stay in the building and/or on-campus unless an authority figure has given permission for you to leave.
19. Treat ALL adults in the building with the same level of respect, kindness, and compassion. Treat ALL students with the same level of respect, kindness, and compassion.
20. Honor the rules and standards set by the adult-in-charge.

OUTDOOR BEHAVIOR

In addition to the rules above that also apply when outdoors, students commit to follow the below listed standards of behavior when engaging in activities outside of the school building.

As students, we will...

1. When engaging in PE or other recreational activities where throwing is involved, only throw objects approved by the adult-in-charge and in the manner indicated.
2. Run and shout only with permission from an authority figure and within the area indicated by that authority figure. Shouting while playing is okay, not out of anger or while being rude.
3. Use crosswalks and follow traffic signals when crossing the street.
4. Stay within sight of an adult-in-charge unless specifically given permission by an adult-in-charge to do otherwise.
5. Only climb structures approved by our Climbing Wavier and the adults-in-charge.

CLASSROOM BEHAVIOR

Students are required to do all assignments given to them by the teachers. They should not disrupt the classroom or disturb/disrespect any person within the class. Since different subjects require different forms of behavior (for example: physical education, science lab, or history lecture), each teacher has the right to set up his/her own classroom rules in addition to the established school rules. Students are required to come to class prepared to study with their school supplies (listed above) and any other materials required by the teacher.

OTHER ADULTS

In addition to following the school's standard expectations, when students are under the care of a guest teacher, aide, or volunteer, they must behave as requested.

AREAS OF AUTHORITY

Assuming the authority granted to it by law, Capital Innovations Academy establishes the following areas of authority:

- While a student is attending school or a school function
- While a student is on-campus
- While a student is in a vehicle driven by a teacher or parent chaperone en-route to or from a school-related event or activity
- While a student is under the jurisdiction of the school
- While a student is at a school-related event or activity

DISCIPLINE POLICY AND PROCEDURES

If discipline problems continue to arise, parents will be informed by means of email, text, or a phone call, and a plan will be designed to work collaboratively in reaching a solution. If the problem cannot be resolved, or (*in our sole discretion*) if the problem is serious, we reserve the right to dismiss a child permanently for unsatisfactory behavior in order to ensure the health and safety of all children. We may also dismiss a child (*in our sole discretion*) for lack of parental assistance in efforts to work with a child and/or repeated/severe parent violations of Capital Innovations Academy rules and policies.

Our goal is to provide all students with a positive learning climate. All students have a responsibility to behave in a manner that allows teachers to teach and students to learn. Each individual deserves to be treated fairly and courteously.

Type One Infractions

Disrespectful	Dishonest	Inappropriate language
Disruptive	Disobedience	Wandering
Abusing electronics/media privilege		Violating Dress Code

*This list is not intended to be all-inclusive.
Type One Infractions not listed are punishable accordingly.*

Students committing Type One infractions will be disciplined either via a warning, being asked to write a letter or apology, a loss of privileges, or being sent out of class (at the sole discretion of the teacher). If a student has multiple Type One Infractions, parents will be asked to come in and meet with the teachers and the student to work on a plan for improving the student's behavior at school. The student may also lose privileges regarding an upcoming field trip, event, or activity, based on the sole discretion of the school.

Type Two Infractions

Willful Disobedience	Cheating/Plagiarizing	Sharing of R-Rated Material
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*This list is not intended to be all-inclusive.
Type Two Infractions not listed are punishable accordingly.*

Any student committing a Type Two Infraction will, based on the sole discretion of the school, either be given an in-school or at-home suspension for the rest of the day. If the instance occurs near the end of the day, the student may be required to serve an in-school or at-home suspension the next day. A parent conference will be required and other consequences such as a formal punishment, loss of privileges, and dismissal may be discussed.

Type Three Infractions

Possession and/or Use of Alcohol, Tobacco, or Illegal Drugs

Possession and/or Use of a Weapon

Leaving Campus Without Expressed Permission from an Adult-in-Charge

Locking oneself in a room & refusing to unlock the door when told to by an Adult-in-Charge

This list is not intended to be all-inclusive.

Type Three Infractions not listed are punishable accordingly.

Any student committing a Type Three Infraction will be sent to the office immediately and parents will be contacted to pick up the student. On the sole discretion of the school, the student will either be:

- Suspended for a day or period of days which counts as 1-2 strikes, depending on the severity of the situation. If a student receives three strikes, he/she will be expelled.
- Immediately expelled.

Please note that all offenses listed as a Type One or Type Two Infraction can be escalated to a higher level of punishment depending upon the severity of the action or behavior, as determined by the school.

Type Four Infractions

Vandalism- Intentional and malicious destruction of or damage to the property of another

Assault- An intentional act that creates an apprehension in another person of an imminent harmful or offensive contact and/or situation

Battery- Any unlawful touching of a person by the aggressor himself or by a substance put in motion by him

Sexual Harassment- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (more details: www.state.gov/s/ocr/c14800.htm)

Bullying- Behavior, typically repeated, that is intended to cause or should be known to cause fear, intimidation, humiliation, distress or other harm to another person's body, feelings, self-esteem, reputation or property, and can be direct or indirect, and includes assisting or encouraging the behavior in any way. Cyber bullying is a form of bullying that occurs through the use of technology, including computers or other electronic devices, social networks, text messaging, chat/instant messaging, websites or e-mail.

Theft- The taking of another person's property without that person's permission or consent with the intent to deprive the rightful owner of it.

Type Four Infractions vary greatly depending on the severity of the action or behavior. A student committing a Type Four Infraction may be facing punishment on a Type One, Two, or Three level depending on the severity of the action or behavior.

DISPLAYS OF AFFECTION

There is a proper time and place for the expression of romantic affection and the school campus is not considered a proper place. Students are asked to avoid displays of romantic affection during the school day and at school events. When engaging in appropriate displays of friendly affection (hugging, high fives, shaking hands, holding hands, etc.), these actions must be consensual on both parties.

COMPUTER/INTERNET USE

NOTE: laptops, tablets, and all other devices used for computing are included in the definition of a computer.

Internet Access & use of computers is a privilege & highly necessary for many classes. It is important that all students endeavor to use their computers and the internet in an appropriate manner. We encourage students to use this privilege wisely, as inappropriate use of computers or the internet may result in a temporary or permanent loss of internet and/or computer privileges, thus potentially having an impact on a student's ability to access important classroom resources. We ask that parents & guardians recognize that even proper use of the internet can result in exposing students to dangerous and/or inappropriate material. CI Academy will strive to keep your student from seeing any such material; however, it will not be held liable for any charges or personal damages due to your student's use or misuse of the Internet.

Unless parents have indicated they prefer otherwise, students are allowed on social networking sites (not Omegle or other dating/meet up sites/apps which we have deemed dangerous for students) before classes begin at the start of the day, at lunchtime, and/or after classes are over at the end of the day. However, CI Academy reserves the right to remove the privilege of using these social networking sites while on-campus for any reason in order to ensure a positive, work-oriented environment for all members of the CI community.

Student Acceptable Technology Use Agreement

When you use computers & the internet at school you agree to:

- Follow the directions of teachers and school staff
- Abide by the rules of the school
- Obey the rules of any computer network you access
- Be considerate and respectful of other users
- Not use websites or apps that have been specifically identified as being disruptive to student learning including but not limited to Omegle & Tumbler as well as dating/meet up sites and apps.
- Use computers for school-related education and research when directed by teachers and staff
- Only use computers and networks for personal activities when given permission by teachers and staff
- Not change any software or documents (except those you create)
- Not allow anyone else to use your passwords and not use anyone else's passwords.
- Give only your e-mail address for communication to those you interact with online.
- Never give out photos of yourself or personal information that can be used to identify you such as your full name, home address, name of your school, or telephone number.
- Protect the privacy of others. Never give out personal information about anyone else.

Do not produce, distribute, access, use, or store information, which is:

- a) Unlawful
- b) Private or confidential
- c) Copyright protected
- d) Harmful, threatening, abusive, graphically violent, or denigrates others
- e) Obscene, pornographic, or contains inappropriate language
- f) Interferes with or disrupts the work of others
- g) Causes congestion or damage to systems

Student Acceptable Technology Use Agreement QUIZ

Circle all that apply.

Do not produce, distribute, access, use, or store information, which is:

- | | |
|--|--|
| a. Unlawful | e. Obscene, pornographic, or contains inappropriate language |
| b. Private or confidential | f. Interferes with or disrupts the work of others |
| c. Copyright protected | g. Reminds you to send greeting cards |
| d. Harmful, threatening, abusive, or denigrates others | |

Never give out personal information such as:

- a. your home address
- b. your picture
- c. telephone number
- d. name of your school

True or False?

_____ Use of computers and access to the Internet is a privilege.

_____ Facebook and social media sites and apps are okay to use at anytime.

_____ Dating and meet up sites and apps are not allowed to be accessed during class but lunch time or before/after school is okay.

_____ It is okay to use your friend's password, but only if they give it to you freely.

_____ You should protect the privacy of others.

_____ You should give only your e-mail address for communication with those you interact with online.

_____ You can change any document to suit your purposes of education.

_____ When finished with work in class, you may use your computer however you want.

Capital Innovations Academy Handbook QUIZ

Fill in the blank.

1. Ask permission before taking _____ of a person in the school.
Delete _____ of others if _____.
2. There are _____ types of discipline infractions.
3. A student committing a Type Four Infraction may be facing punishment on a _____ level depending on the severity of the action or behavior.
4. No one should spray deodorant, perfume, cologne or other chemicals into the air at the school in any location besides _____.
5. Students must have _____ with them daily for P.E.

Circle all that apply.

6. Students may be dropped off between _____ and _____ to not be considered tardy.
 - a. 7:30am and 8:30am
 - b. 8:00am and 8:30am
 - c. 8:00pm and 8:30pm
 - d. 8:30am and 9:30am
7. When can cell phones be used?
 - a. during class if your parents are texting you
 - b. during lunch
 - c. after school
 - d. before school
8. "Daily "Must haves":
 - a. laptop
 - b. laptop charger
 - c. MP3 player
 - d. pencil pouch
 - e. academic planner
 - f. scissors
 - g. a pleasure reading novel or graphic novel (school appropriate)

True or False?

9. _____ Students can use lockers to store any personal items they want bring to school.
10. _____ Undergarments should NEVER be visible.
11. _____ Students may eat in any area on campus as long as they clean up their mess.
12. _____ If a student brings a personal device to school, they have the right to use it when and how they choose.
13. _____ Cheating includes copying work from other students or authors but changing a few words.
14. _____ Every Wednesday, students are requested to come in business dress.
15. _____ Students are expected to be respectful to all people and things at CI Academy.
16. _____ Hugging, high fives, shaking hands, and holding hands are ALWAYS permitted.

SIGNATURE PAGE

Parent Agreement

By signing below, I indicate that I have read, understand, and agree to abide by the guidelines, expectations, rules, procedures, and consequences within this handbook. I have discussed the handbook's contents with my student and agree to fully support the guidelines, expectations, rules, procedures, and consequences listed within this handbook and understand that some of the consequences may extend to the home.

Parent Name (printed): _____

Parent Signature: _____

Date: _____

Student Agreement

By signing below, I indicate that I have read, understand, and agree to abide by the guidelines, expectations, rules, procedures, and consequences within this handbook.

Student Name (printed): _____

Student Signature: _____

Date: _____