



**CAPITAL INNOVATIONS ACADEMY  
STUDENT HANDBOOK  
2023-2024**

# **TABLE OF CONTENTS**

<b>CI Academy Academic Calendar</b>	<b>3</b>
<b>Letter to the Parents</b>	<b>4</b>
<b>CI Academy Purpose &amp; Mission</b>	<b>5</b>
<b>CI Academy ESLRs</b>	<b>6</b>
<b>Graduation Requirements</b>	<b>7</b>
<b>Curriculum</b>	<b>8</b>
<b>Arts &amp; Sciences Majors</b>	<b>12</b>
<b>Life Coaching</b>	<b>14</b>
<b>Advanced Education Program</b>	<b>14</b>
<b>Daily Schedule</b>	<b>15</b>
<b>Student Arrival/Departures</b>	<b>19</b>
<b>Attendance Policy</b>	<b>21</b>
<b>Lunch</b>	<b>23</b>
<b>Registration and Tuition</b>	<b>26</b>
<b>Field Trips</b>	<b>28</b>
<b>Parent Communication</b>	<b>30</b>
<b>Contact Information</b>	<b>32</b>
<b>Health and Safety</b>	<b>33</b>
<b>Student Belongings and Storage Areas</b>	<b>37</b>
<b>Student Supplies</b>	<b>40</b>
<b>Dress Code</b>	<b>42</b>
<b>Homework</b>	<b>43</b>
<b>Grading Policy</b>	<b>44</b>
<b>Honor Roll</b>	<b>44</b>
<b>Academic Integrity</b>	<b>44</b>
<b>School Rules &amp; Discipline Policies</b>	<b>45</b>
<b>Computer &amp; Internet Use</b>	<b>54</b>
<b>Parent/Student Signature Page</b>	<b>56</b>

## Capitol Innovations Academy 2023-24 School Year Calendar

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Start and End School Dates	
Date	Description
August 23	First Day of School
June 7	Last Day of School

Special Dates		
Date	Time	Description
August 21	7:00 PM	Back to School Night
August 22	5:30 PM	CI Annual Family BBQ
October 20	1:00 PM	End Quarter 1 and Fall Festival
TBD	TBD	Winter Art Gallery and Holiday Party
December 20	8:30 AM	Student Fun Trip
January 19	1:00 PM	End Quarter 2 and Winter Festival
March 22	1:00 PM	End Quarter 3 and Spring Festival
TBD	TBD	Spring Play
TBD	TBD	Spring Overnight Camping Trip
June 8	9:30 AM	Extravaganza/Graduation

Early Dismissal Dates (12:20 pm)	
Date	Description
November 3	Parent Conferences
November 9	Teacher Meeting
February 2	Parent Conferences
March 13	Teacher Meeting
April 12	Parent Conferences
May 1	Teacher Meeting

School Closed Dates	
Date	Description
October 27	Quarter 1 Report Cards Issued, Parent Conferences
November 1	Teacher In-Service Day
December 21	Teacher In-Service Day
January 26	Quarter 2 Report Cards Issued, Parent Conferences
April 1	Teacher In-Service Day
April 5	Quarter 3 Report Cards Issued, Parent Conferences

Holidays	
Date	Description
September 4	Labor Day
September 22	Native American Day
November 10	Veteran's Day
January 15	Martin Luther King Day
February 19	President's Day
May 27	Memorial Day

School Breaks		
Start	End	Description
November 18	November 26	Fall Break
December 22	January 7	Winter Holiday
March 23	March 31	Spring Break

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dear Parents and Guardians,

Welcome to Capital Innovations Academy, a small, family-feel, non-sectarian private school where we encourage 6<sup>th</sup> through 12<sup>th</sup> 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 arts and/or STEM 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. New teaching methods and class schedule changes will be put into place throughout each year based on research completed on best practices in the classroom and school environment as well as authentic observation on our CI campus.

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

We appreciate so much the supportive, positive, and productive attitudes of our students and their families. We look forward to enjoying another school year with you!

Sincerely,

Mrs. Sarah Barbulesco-Lamb, Mrs. Danielle Romais, Ms. Sarah Minter, Ms. Joanna Johnson, Ms. Zoe Watson, Mr. Brannon Harris, Ms. Petra Tafoya, Mr. Richard Batres, Ms. Emily San Marco, Ms. Alejandra Iskow, and Ms. Kelly O'Neill

## **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/their current level and provide a rigorous and challenging academic experience that will prepare the student for his/her/their 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/their 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 Academy students will **DREAM!**

**D** - Demonstrate compassion, perseverance, and accountability.

**R** - Reach their life goals through innovation and community building.

**E** – Explore and experience their curriculum, both within the walls of our campus and beyond in the greater Sacramento area.

**A** – Assimilate arts and technology into all aspects of their education.

**M** – Mature into socially conscious, self-aware adults who continually explore and seek new skills and knowledge.

# GRADUATION REQUIREMENTS

## *Middle School (MS)*

### **Units Required**

English	30
Major/Elective	30 (10 units per year at CI Academy)
Math	30
Science	30
World Cultures & Humanities	24 (8 units per year at CI Academy)
History	30
Physical Ed.	30
Community*	15 (5 units per year at CI Academy)

## *High School (HS)*

### **Units Required**

English	40
Major/Elective	40 (10 units per year at CI Academy)
Math	20
Science	20
History	20
Foreign Language	6 (3 units per year at CI Academy)
Cultural Class or Humanities	2 (1 unit per year at CI Academy)
Physical Ed.	20
Government	5
Economics	5
Community*	14 (5 units per year at CI Academy)

\*Community Courses include the required courses of Health, Emotional Development, Philosophy/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: Generally, 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\*

\*When students go beyond the level of Algebra II, they are encouraged to become an Advanced Education college student. See pg14 for details.

History: These classes 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 (HS): 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 (HS): 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.

Science: Science classes aim to guide students in understanding the world around us through the scientific method. By learning scientific facts, natural phenomena and their interactions through physics, chemistry, and biology, students can better understand the world around them. Students use their knowledge to figure out how the world works, solve problems, and affect change. Students learn about science via books, articles, handouts, lectures, experiments, research, field trips, and other real-life experiences. High School students are expected to take at least three years of lab science in the courses of biology, chemistry, and physics. Middle School students cover subjects in Life Science, Earth Science, and Physical Science.



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.

Foreign Language (HS): (3 days per week) 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. Curriculum for this class consists of skits, projects, watching videos, responding to questions in both verbal and written format, tests, etc. in order to develop and assess a student's understanding and application of vocab and grammar. Overall, the purpose of the class is to help students appreciate the culture surrounding the language as well as learn to read, write, speak and listen in that language.

Once students enter high school, they are given the option to take their foreign language requirements as an Advanced Education student through the Los Rios Community College system (see pg14 for more information on how these classes work). These language classes are offered online as an asynchronous learning format in which students learn content while receiving assistance from the foreign language teacher at CI.

Cultural Class\* (HS): (1 day per week) This class builds on students' Foreign Language studies by having students explore the culture of multiple countries. In first semester, they will focus on learning the culture of a single country that speaks the language they are studying. They will demonstrate their understanding of their chosen country by creating a mini project that showcases their knowledge of its history, government, society, culture, religion, language, and environment, among other topics. They will also prepare a 40 minute lesson for the class that teaches about their country and its culture. For this presentation, they will create a lecture, visuals, and an activity for all class members to participate in. In second semester, they will learn about a variety of cultures, with each year of this class focusing on a different time period, country, or group of countries.

Humanities\* (HS): (1 day per week) This class surveys various art forms (painting, music, dance) from different time periods and cultures. Students will be introduced to basic terminology about the arts, then they will proceed to explore specific styles and art pieces ranging from a variety of cultures, countries, and time periods. Students will also reflect on newer art forms from the present day and will make connections about why humanity has always felt the need to express

themselves artistically and how modern day forms of expression are similar to older ones. This class is offered to students of all grades at CI and will alternate every other year with the World Cultures class for middle school and the Cultural Foreign Language class for high school.

\*Cultural Class & Humanities are offered in alternating years and are required curriculum as a part of high school students' foreign language credits.

World Cultures & Humanities (MS): Foreign Language and Cultural Class are not required courses for middle school students unless they are in I Group. Instead, these students take World Cultures & Humanities, offered in alternating years. Students in World Cultures will explore the relationship between language and culture, identify the features and structures of language, explore the relationship between language and cultural identity, and investigate how culture creates and transforms individual and social experiences. Students will also learn about how history influences societies, and how diverse cultures are born out of those lived experiences and environmental conditions. Middle School in Humanities will follow a curriculum similar to the one described above for high schoolers; however, the course allows for a deeper exploration as middle school students take the course four days per week.

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 PE at the discretion of CI staff members. Please note that any students not participating in PE who remain on campus during the PE period will be required to participate in silent study hall in place of PE.

Archery: Students also have the option to shoot archery one day per week at Discovery Park as a Physical Education alternative. This program requires parent volunteers to help transport students to the archery range at 2:35pm and back to CI at approximately 4:10pm on archery days. Students practice their aim and technique with shooting arrows and build camaraderie by helping other students to learn the sport.

### Community Service

High school students are expected to log at least 20 hours of community service in order to graduate 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 alongside a Community Service Hours form. Please request forms from the Head of Education as needed.

## Community Courses

Health (MS): Middle School Health includes an overview of reproductive biology, extensive information about puberty changes & stages, and a discussion of romantic feelings and how they affect our outlook, interactions, and relationships as we grow and change. Great emphasis will be placed on communication skills, boundaries, and consent. The curriculum comes from a combination of sources such as the book What's Happening to My Body (book for boys and girls) by Lynda Madaras as well as other verified online sources such as the WHO.

Health (HS): High School Health class curriculum includes lessons and discussions on Nutrition, Fitness, Positive Self-Image, CPR/First Aid, Future Planning, Communication Skills, Relationship Abuse & Sexual Violence, Gender & Sexuality Identity, Drugs/Alcohol, Sexually Transmitted Infections/Diseases, Birth Control & Contraceptives, Reproductive Biology, Puberty, Social Awareness, Conception to Pregnancy to Birth, Parenting, & Stress Management.

Life Skills (HS): The Life Skills course prepares students for making adult decisions by teaching students about making good choices with relationships, texting communication skills, internet safety & communication, parenting (understanding what responsible parenting looks like & laws/systems in CA for adoption/abortion/foster), mental health (eating disorders, anxiety, depression), the media & how it influences our perspective, reading nutrition labels, diet & exercise, check writing, creating a sustainable budget, creating a step-by-step plan, writing a resume, behaving appropriately in an interview, calculating useful percents when shopping, giving a tip, and other daily life situations, etc.

Philosophy & Debate (HS): In this 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. Great emphasis will also be placed on the difference between philosophical discussion & debate.

Emotional Development (HS): Students learn material 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 in order to better understand themselves, their emotions, and how they can live in a manner that is beneficial to themselves and others.

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. The middle school course focuses more on physical geography whereas the high school course focuses on cultural geography.

## ***ARTS & SCIENCES Majors***

All students will choose an ARTS & SCIENCES major which will dictate the type of courses they will take two days per week 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.

On a quarterly basis, students may change their major based on a desire to explore other areas. 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 the student is joining.

**Theater & Film:** (Team Leader: Sarah Barbulesco-Lamb) In Theater & Film Major, we build a community of actors, writers, producers, directors, visionaries, techies, dancers, and singers. Prop building, set design, and producing student films are other exciting areas of focus in this major. 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 Theater & Film. Possible college majors include English, international relations, drama, dance, journalism, linguistics, or film.

**Music:** (Team Leader: Brannon Harris) Students will learn music in both a traditional and non-traditional manner. Emphasis 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 engineering.

**Visual Arts:** (Team Leader: Zoe Watson) Students who choose this focus will explore a wide variety of artistic subjects, styles, and applications. The emphasis for this major is on the 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, sculpting, and more. Possible college majors that might focus on visual arts include art, illustration, photography, architecture, or art history.

**Science & Technology:** (Team Leader: Danielle Romais) Students who choose this focus will have an opportunity to pursue a science discipline not normally taught as part of their regular curriculum (Plant & Animal Biology, Entomology(bugs!), Forensic Science, Astronomy, etc). Students in the science application will focus on interactive studies, research, and experimentation as they explore their area of interest. The technology application includes, but is not limited to, robotics, coding, photoshop, website and video game design. Possible majors that might focus on science include anything in the medical field, astronomy, zoology, biology, chemistry, physics, engineering, mathematics, and computer science.

**Social Sciences:** (Team Leader: Sarah Minter) 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 in 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.

**ELECTIVES vs MAJORS:** Students will take courses in their area of major focus on two days per week and take elective courses on three days per week. These electives are open for enrollment to all students regardless of major emphasis. The options for this school year are as follows: kitchen chemistry (aka cooking), free expression art, creative writing, movie making, computer programming & 3D printing, video game & graphic design, robotics team, GSA club, props/costumes/crafts, sports & fitness, strategy games, myths & legends, yearbook, photography, debate team, rock band, fashion & art history, digital art & animation, and sketching.

***LIFE COACHING:*** (Zoe Watson & Joanna Johnson)

In order to be sure that students have proper assistance to plan for success as well as build important social, communication, self-advocacy, and self-care skills, all students meet with a life coach at least once per month. The purpose of these check-ins is to give students an opportunity to discuss any academic, personal, or social struggles or goals and for the life coach to help the student process and form plans for future success. The life coach is NOT a therapist but rather someone who provides an open ear for students and supports them as they make decisions and plans to help them reach their goals. The check-ins will occur during the normal school day on Mondays, Tuesdays, and Wednesdays after lunch. Sometimes, in shorter months or months when we have a lot of trips/holidays/events, not all students will be seen; however, every effort will be made to ensure that all students are seen an equal number of times per year.

***ADVANCED EDUCATION PROGRAM:***

High School students (who are at least 14 years old) who demonstrate college-level aptitude in a certain 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 their students 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/their 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)

## **C Group Schedule**

### **MONDAY**

8:30-9:00 Geography (History Room)  
9:10-9:50 Humanities (History Room)  
10:00-10:40 Math  
10:50-11:30 English (Theater)  
11:40-12:20 History (History Room)  
12:20-1:00 Lunch  
1:05-1:45 History (History Room)  
1:55-2:35 Majors  
2:35-2:50 Chores/Relax  
2:50-3:30 PE  
3:30 End of Day

### **TUESDAY**

8:30-9:00 Life Skills (History Room)  
9:10-9:50 Science (Science Room)  
10:00-10:40 Math  
10:50-11:30 History (History Room)  
11:40-12:20 English Tracking (History Room)  
12:20-1:00 Lunch  
1:05-1:25 Study Hall  
1:30-2:00 Elective  
2:10-2:40 Elective  
2:40-2:50 Chores/Relax  
2:50-3:30 PE  
3:30 End of Day

### **WEDNESDAY**

8:30-9:00 Geography (History Room)  
9:10-9:50 Humanities (History Room)  
10:00-10:40 Math  
10:50-11:30 Science (Science Room)  
11:40-12:20 English (Theater)

12:20-1:00 Lunch

1:05-1:45 History (History Room)  
1:55-2:35 Majors  
2:35-2:50 Chores/Relax  
2:50-3:30 PE  
3:30 End of Day

### **THURSDAY**

8:30-9:00 Life Skills (History Room)  
9:10-9:50 Humanities (History Room)  
10:00-10:40 Math  
10:50-11:30 History (History Room)  
11:40-12:20 Science (Science Room)  
12:20-1:00 Lunch  
1:05-1:45 English (Theater)  
1:55-2:35 Elective  
2:35-2:50 Chores/Relax  
2:50-3:30 PE  
3:30 End of Day

### **FRIDAY**

8:30-9:00 Life Skills (History Room)  
9:10-9:50 Humanities (History Room)  
10:00-10:40 Math  
10:50-11:30 Science (Science Room)  
11:40-12:20 Science (Science Room)  
12:20-1:00 Lunch  
1:05-1:45 English (Theater)  
1:55-2:35 Elective  
2:35-2:50 Chores/Relax  
2:50-3:30 PE  
3:30 End of Day

## I Group Schedule

### **MONDAY**

8:30-9:00 Life Skills (Theater)  
9:10-9:50 Math  
10:00-10:40 History (History Room)  
10:50-11:30 Science (Science Room)  
11:40-12:20 English (Theater)  
12:20-1:00 Lunch  
1:05-1:45 English (Theater)  
1:55-2:35 Majors  
2:35-2:50 Chores/Relax  
2:50-3:30 PE  
3:30 End of Day

### **TUESDAY**

8:30-9:00 Geography (Theater)  
9:10-9:50 FL  
10:00-10:40 Humanities (Theater)  
10:50-11:30 Math Tracking (Theater)  
11:40-12:20 Science (Science Room)  
12:20-1:00 Lunch  
1:05-1:25 Study Hall  
1:30-2:00 Elective  
2:10-2:40 Elective  
2:40-2:50 Chores/Relax  
2:50-3:30 PE  
3:30 End of Day

### **WEDNESDAY**

8:30-9:00 Life Skills (Theater)  
9:10-9:50 Math  
10:00-10:40 History (History Room)  
10:50-11:30 FL  
11:40-12:20 Science (Science Room)

12:20 - 1:00 Lunch

1:05-1:45 English (Theater Room)  
1:55-2:35 Major  
2:35-2:50 Chores/Relax  
2:50-3:30 PE  
3:30 End of Day

### **THURSDAY**

8:30-9:00 Geography (Theater)  
9:10-9:50 Math  
10:00-10:40 English (Theater)  
10:50-11:30 Science (Science Room)  
11:40-12:20 History (History Room)  
12:20-1:00 Lunch  
1:05-1:45 History (History Room)  
1:55-2:35 Elective  
2:35-2:50 Chores/Relax  
2:50-3:30 PE  
3:30 End of Day

### **FRIDAY**

8:30-9:00 Life Skills (Theater)  
9:10-9:50 Math  
10:00-10:40 History (History Room)  
10:50-11:30 FL  
11:40-12:20 English (Theater Room)  
12:20-1:00 Lunch  
1:05-1:45 Science (Science Room)  
1:55-2:35 Elective  
2:35-2:50 Chores/Relax  
2:50-3:30 PE  
3:30 End of Day



## **A Group Schedule**

### **MONDAY**

8:30-9:00 Life Skills (Theatre)  
9:10-9:50 Math  
10:00-10:40 English (Theatre)  
10:50-11:30 History (History Room)  
11:40-12:20 Science (Science Room)  
12:20-1:00 Lunch  
1:05-1:45 Science (Science Room)  
1:55-2:35 Majors  
2:35-2:50 Chores/Relax  
2:50-3:30 PE  
3:30 End of Day

### **TUESDAY**

8:30-9:00 Geography (Theatre)  
9:10-9:50 FL  
10:00-10:40 Humanities (Theatre)  
10:50-11:30 Science (Science Room)  
11:40-12:20 Math Tracking (Theatre)  
12:20-1:00 Lunch  
1:05-1:25 Study Hall  
1:30-2:00 Elective  
2:10-2:40 Elective  
2:40-2:50 Chores/Relax  
2:50-3:30 PE  
3:30 End of Day

### **WEDNESDAY**

8:30-9:00 Life Skills (Theatre)  
9:10-9:50 Math  
10:00-10:40 English (Theatre)  
10:50-11:30 FL  
11:40-12:20 History (History Room)

12:20 - 1:00 Lunch

1:05-1:45 Science (Science Room)  
1:55-2:35 Majors  
2:35-2:50 Chores/Relax  
2:50-3:30 PE  
3:30 End of Day

### **THURSDAY**

8:30-9:00 Geography (Theatre)  
9:10-9:50 Math  
10:00-10:40 History (History Room)  
10:50-11:30 English (Theatre)  
11:40-12:20 English (Theatre)  
12:20-1:00 Lunch  
1:05-1:45 Science (Science Room)  
1:55-2:35 Elective  
2:35-2:50 Chores/Relax  
2:50-3:30 PE  
3:30 End of Day

### **FRIDAY**

8:30-9:00 Life Skills (Theatre)  
9:10-9:50 Math  
10:00-10:40 English (Theatre)  
10:50-11:30 FL  
11:40-12:20 History (History Room)  
12:20-1:00 Lunch  
1:05-1:45 History (History Room)  
1:55-2:35 Elective  
2:35-2:50 Chores/Relax  
2:50-3:30 PE  
3:30 End of Day

#### **\*Physical Education**

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

## **Chores/Relax**

All students are assigned a chore that is completed either at lunch or during the Chores/Relax period after Major/Elective period and before PE. Based on the intensity of the chore, it will be completed either weekly or daily.

During Chores/Relax period, students are to first complete any end of day or specific day chores that are assigned to them and then find a room to engage in a quiet activity before PE. Students may calmly chat with friends, draw/doodle, write/journal, listen to music in headphones, read, or engage in other teacher-approved relaxing activities.

\*Students who do not complete their chores or do not properly honor the rules of the Chores/Relax period will be warned the first time in a quarter, and thereafter will need to complete an additional chore before leaving that day.

# **Student Arrival and Departure**

Students may be dropped off between 7:30am and 8:30am. All people should enter the school solely using the STEAM lab entrance. Upon arrival, all students must write their name and time of arrival on the Sign-In/Out Sheet by the bathrooms.

## **MORNING RITUAL**

After signing in, students will visit the Morning Ritual Board. On the board, each student has a pocket with their name and a set of color-coded cards:

- Green: Good/Happy
- Yellow: Okay but not great
- Orange: Bad - I would like support
- Red: Bad - I need space

**Students are expected to flip to the color that best represents their mood at the beginning of each day.** The purpose of the Morning Ritual is to inform the CI community of each student's mood and needs so that we know how best to be supportive community members. Students are permitted to change their status on the Morning Ritual Board at anytime during the day; however, **they are NEVER to touch anyone's card but their own. Doing so will result in a lunch detention.**

## **BEFORE CLASSES COMMENCE**

I and A group students are expected to place all of their personal/school/lunch items on the shelves and hooks in the locker room. C group students are expected to place all of their personal/school/lunch items on the black wire shelf or on the hooks near the history room in the rear of the school. Students who have lockers may also place items inside these; however, perishable and/or liquid items should NEVER be placed in lockers. Only items that require refrigeration and that have a spill-proof lid should be placed in the school refrigerator. **Student names should be written on all personal belongings.**

Students arriving at or after 8:31am will be considered tardy which will go on the students' record and transcript. Students arriving at or after 8:35 will not be permitted to attend the community class period, instead remaining in the STEAM Lab until 9am. They will be responsible for filling out a tardy form to describe their reason for tardiness which will be filed in their student record. Inappropriate/incomplete tardy forms will result in a student not being able to makeup the work missed. See the Attendance Policy **on pg21** for more details.

## **END OF DAY**

**Students not participating in PE will need to be picked up at 2:50 or participate in silent PE study hall from 2:50 to 3:30.** Silent study hall will be observed in the room assigned by the adult in charge. Students choosing not to silently work on homework or read a book (if homework is complete) during this PE study hall period will be given the following consequences on a quarterly basis: (1<sup>st</sup> offense) warning; (2<sup>nd</sup> offense) given a

chore; (3<sup>rd</sup> offense) given a chore and lunch detention the next day; and (4<sup>th</sup> offense) **no longer allowed to be on campus past 2:50 for the rest of the quarter when not attending PE**. This system applies to students who are not taking PE at all for the term as well as students who may be excused from PE on a certain day.

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 AND sign out on the Sign-In/Out Sheet by the bathrooms before leaving the building.**

All students remaining after 4:00 will participate in study hall and after school tutoring. Students should pull up their Thinkwave account to show the after school staff member their homework assignments and then choose one to begin. Students should work on tasks that don't involve electronics first, followed by those that do. If a student has completed all homework and can show evidence of this via Thinkwave to the adult-in-charge, he or she can read a book (either hard copy or on an e-reader) or draw/write on paper until the end of study hall at 5:00. They are NOT permitted to use their computers/electronics for recreation. **Students refusing to participate appropriately or who are being disruptive during study hall will be on a four strikes policy that follows the same progression as silent PE study hall, 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 any time 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.**

#### **LATE PICK UP FEE**

Students must be picked up by 5:30pm. Families will be charged a late pick up fee of \$10 if their student is still on campus at 5:45pm and an additional \$10 per 15 minutes thereafter. These fees should be paid at the time of pick up or, at the latest, the following day after the late pick up occurred. Picking students up routinely after 5:30pm, if even at 5:35 or later may result in fines as the campus is officially closed at 5:30pm.

## 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.

### **TARDIES**

Students are expected to be to school and in class on time with the items they need to begin class. Being late to class has an academic impact as students may miss out on the opportunity to turn in or complete assignments as well as any participation points given in their absence.

Students are tardy if they arrive past the minute that class begins. For instance, if class starts at 9:10am, a student who arrives at 9:11am is considered late. It is a small school with ten minute breaks. Everyone should be capable of being on time.

Students will also be counted as tardy if they show up to class on time but then need to fetch forgotten supplies after class has begun. However, during a student's first week or if there is a schedule change, there will naturally be confusion and so no tardies will be issued for a lack of preparedness.

As mentioned in the Student Arrivals and Departures section, **students arriving at or after 8:35 will not be permitted to attend the community period class, instead remaining in the STEAM Lab until 9am. They will be responsible for filling out a tardy form to describe their reason for tardiness which will be filed in their student record.**

If the reason for the tardy was due to a medical appointment, illness, unusual and extreme traffic conditions, or a family emergency which we are able to verify with a parent/guardian, the tardy will be considered excused and the student will be excused from any participation points missed as well as given an opportunity to makeup the work missed in class that day; however, the student is responsible for emailing the community teacher to find out how points can be recovered. **The work must be emailed or handed in to the teacher no later than 9pm on the day of the tardy unless there is reason for extension.**

If the tardy is not excused, the student is still responsible for ascertaining what can be done to make up points for work completed in the community class missed; however, the student will receive a zero for any participation points awarded

during that class period. Please note that students who are repeatedly tardy and/or excessively late may lose the privilege of making up the work that was missed.

In order to avoid tardiness, we recommend that students place their items into the classroom of their upcoming class immediately at the start of break and then relax with friends. Similarly, when students arrive to school at the start of the day, they should immediately put needed supplies for class in their first period classroom. This way, at the start of class, they only need to show up.

If students are regularly tardy to class without telling the teacher at the start of the period that they have a legitimate reason to be late, or if their reason for being late is not adequate, they will receive a warning on two occasions per class per quarter. Once a student is late for a third time to the same class, they will lose the privilege to have any breaks outside of the upcoming class for the quarter. They must instead go directly to their next class and have break there.

If students are late to class due to using their phone or another electronic entertainment device, they will lose their phone or the other device for the day. Students will lose their privilege to have their phone or other electronic entertainment devices on campus at all on the third tardy due to use of electronics.

Students are allowed to take a short break due to emotional overwhelm. However, students must inform their teacher before class starts that they need a break. If students are late without properly informing the teacher, their reason for needing a break is not adequate, or their break is for an unreasonable amount of time given the circumstance, the student will receive a tardy.

### **EXTENDED VACATIONS AND ABSENCES**

Vacations and holidays are listed in 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 a student's ability to perform and achieve at school. However, if your student will be missing multiple days of school for any reason, please arrange a meeting with CI Academy so that we can do our best to 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. Please note that discussion/participation points cannot be recovered and will be recorded as zeroes for all days missed due to vacations or other unexcused absences. 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.

## **Lunch**

At the start of lunch, students are expected to collect their lunches and water bottles, head to the front of the school, and wait for a staff member to escort them to the grassy area at the front of the complex. If the weather is inhospitable, students are to follow staff instructions regarding where to eat (plans may differ based on specific weather conditions).

Students must bring their lunch and personal water bottle marked with their name to school daily. No technology use is allowed while students are having lunch.

### **TUESDAY HANGOUTS**

Tuesday Hangouts occur during lunch each Tuesday and are a time for students to make new friends during conversations with 2-4 fellow students assigned to be a part of their pod. The purpose of this weekly activity is for students to get to know one another on a more personal level and to help students develop better social and communication skills. Tuesday Hangout pod assignments will be rotated approximately every 6-8 weeks.

### **LUNCH DETENTION**

Students will be held in lunch detention if they have overdue work to complete on all days except Tuesdays. A staff member will be available to assist students in completing their work. If students are able to complete their overdue work before lunch is over, they may be excused to join the other students for lunch.

On Tuesdays, there is not lunch detention in order to allow all students to participate in Tuesday Hangouts; however, there is a study hall period immediately after lunch for all students. This twenty minute period will be the only time that students will have to work on overdue assignments on Tuesdays.

Students who do not complete their overdue work by the end of lunch detention or, on Tuesdays by the end of post-lunch study hall, will need to complete the rest of their overdue work during elective or major period.

Please note that it is up to the discretion of each teacher as to whether or not they will accept late work and the amount of point penalty that will be removed from a student's grade for late submission.

## FOOD & DRINK

During science & tech lab courses, students are NOT allowed to have any food or drinks in the STEAM lab. When attending other classes in the STEAM lab, students may drink from a water bottle with a spill-proof lid in class with teacher permission, but NO other food or drinks are permitted. Students may also bring a water bottle with a spill-proof lid into the Calm room or Music room but NO other food or drinks. In other classrooms, students are allowed to drink other drinks as long as they have a spill-proof lid; however, ***NO eating is allowed inside any of the classrooms***. Students are asked to plan their eating times accordingly so that they can be properly nourished without snacking during class. If a student has a specific health-related reason why they need to be allowed to eat during class, parents should inform the administration so that proper accommodations can be made. **Please see pg36 regarding Allergies for our policies on sharing food & homemade items.**

## KITCHEN

Sometimes, we will have leftover food and/or drinks from parties, events, or trips that students are allowed to take from the kitchen. **However, students should ask if they can consume any food or drink that is in the refrigerator or kitchen that is not theirs.**

Students may access the kitchen to fill up their personal water bottle with water from the Brita filter in the sink or to retrieve food that requires refrigeration before/after school, at the start of lunch, or during breaks (not during class time). Students should store all lunch items that do not require refrigeration in the designated area for their group's belongings, but not in lockers (see pg37). Students should only put items that have a sealed, spill-proof lid in the refrigerator.

No student is allowed to prepare or heat up food during break or class time. If a student needs to heat up food at lunch time, the item must require three minutes or less of heating. Students bringing items that have longer than a three minute cook time will have to cook their food after all others are finished. This may result in the student not having time to heat up their item before the school heads down to lunch which means the student may have to stay back with students in lunch detention.

Students are responsible for cleaning up after themselves in the kitchen 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 repeatedly due to kitchen use, they may lose their privilege to use any of the items/appliances in the kitchen for the quarter.



## **RESPONSIBLE INDEPENDENT YOUNG ADULTS (RIYA)**

Responsible Independent Young Adults (RIYA) is a program to foster independence and responsibility in our older students. As our 10<sup>th</sup>-12<sup>th</sup> grade students will soon be living on their own, we want to give these students an opportunity to develop the essential skills to become autonomous. Thus, with parent permission, students in 10<sup>th</sup>-12<sup>th</sup> grade will be permitted to leave campus in groups of no smaller than three\*, as long as one of them has a charged cell phone with the ringer on, during the lunch period. Students can walk the complex or travel to the Starbucks/Subway complex near Costco during this time. Students are expected to be back on campus no later than 1:00 each day. Students returning late will be given one warning and then, on the second offense, will not be able to participate in RIYA for the rest of the quarter. Students who behave in a manner that reflects poorly on them and/or CI Academy will lose the privilege to participate in RIYA for the rest of the quarter or possibly for the school year. Please note that students cannot participate in RIYA on Tuesdays, as they are expected to participate in Tuesday Hangouts with their peers.

\*Students who have a drivers license may participate in RIYA by leaving the campus alone (if parent permission was granted on the RIYA form). Students with a drivers license, regardless of age or driving experience, are NEVER permitted to drive another CI student unless the person is a sibling and parent/guardian permission has been granted.

## **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
- Lab Safety Contract
- Major/Elective Form
- Vaccination Record (including the required TDAP/Varicella shots)
- Student's Health Insurance Card copy
- Most Recent Report Card
- Principal/Counselor Evaluation (filled out by previous school)

### **TURNING IN TUITION & FEES**

To pay tuition or other payments, parents can pay electronically, with cash, or by check.

- **To pay electronically**, please send payment via Zelle (we do NOT accept PayPal or Venmo) to [sbarbulesco@ourciacademy.com](mailto:sbarbulesco@ourciacademy.com).
- **If the payment is in cash**, the cash should be placed in a clearly labeled envelope\* and then inserted into the black lockbox on top of the beige filing cabinets in the main office.
- **If the payment is via check**, the check should be placed in a clearly labeled envelope\* and then left in the large manila envelope in the inbox attached to the outside of the main office door.

\*ALL envelopes with payments inside should be labeled with the name of the student, the amount enclosed, the reason for payment (tuition, field trip, etc), and the date delivered written on the outside.

## **TUITION DUE DATES**

Every month, tuition is due on the first (1<sup>st</sup>) day of the month to pay for that month's tuition. If tuition is not paid on the seventh (7<sup>th</sup>) 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 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. Any charges incurred by Capital Innovations due to a returned check must be paid in full. If a student's tuition and/or any other outstanding charges are not paid within ten days of the due date (or within five banking days of notification, in the case of a returned check), that student will not be permitted to attend Capital Innovations until all outstanding and current charges are paid. By the tuition agreement signed upon enrollment, students' parents/guardians agree to pay all CI costs of collection, small claims court, or other legal action, including (but not limited to) attorneys' fees, if CI Academy deems it necessary to refer a student's account for collection, small claims court, or other legal action.

## **DAMAGES**

Minor damages in a school are to be expected; however, we hope that our students will be honest and inform an adult if they break something, intentionally or not. When we find damages and do not know who caused them, we will need to pay for repairs out of the school Damages budget. Any repair costs that go above our Damages budget of \$100/school year will be divided evenly amongst the families (on a ratio of one unit per student). You agree to pay your student's portion of these damages by June 30, 2024.

## **EARLY WITHDRAWAL**

Families who withdraw their students before June 7, 2024, 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, tuition, & trip fees (even if the student will no longer attend the trip) paid before withdrawal are non-refundable. Discounts are provided for early registration fees, and as such, are also non-refundable.

\*All of the information listed on this page is also listed on the Tuition Agreement signed by all families upon enrollment.

## Field Trips

Parents will receive ample notice for field trips and a permission slip as well as any required fee/s will need to be returned before students may attend. If required student forms and fees are not paid by the deadline, that student will not be able to attend.

While on field trips, students will be required to bring all required items to attend the trip (items will be listed on or with the permission slip) as well as wear attire that meets CI dress code standards unless there is a different dress code required by the event (in this case, dress instructions will be included on or with the permission slip). Students will also need to bring a lunch and water bottle or money for lunch if the trip will overlap lunchtime. **Parents should allow for time at drop off on trip days for a teacher or staff member to confirm that the student has all required items before the parent leaves the premises.**

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

## **Citizenship Awards**

While on campus as well as while attending school events off-campus, students are expected to demonstrate good citizenship. Students can do this by volunteering to clean up messes regardless of whether they contributed to making them, completing work on time and with full effort, maintaining a positive attitude, asking questions when clarification is needed, seeking out information about work missed when absent, taking responsibility for their own actions, helping others when they need academic assistance or emotional support, welcoming new students or just being overall friendly, talking in a polite and professional manner, etc.

Throughout each quarter, teachers will observe students for these qualities of citizenship. At the end of each quarter, teachers will discuss what they have seen with student behavior and award one, two, or three homework passes for students to use in the next quarter based on their citizenship. These homework passes will be given to students at the honor roll ceremony at the end of each quarter.

## **Parent Communication Procedures**

To create an optimum educational environment, open lines of communication between the school and students' parents are a must. It is important for parents/guardians 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. **(ESSENTIAL)** Check emails sent via our school-wide and parent google groups for important upcoming events & deadlines as well as essential information. Keep an eye out for “Mrs. B’s Monday Emails” and our Newsletter, sent every other Friday. Both of these emails contain important information, updates, as well as tidbits from the classroom and school environment for your enjoyment.
2. **(ESSENTIAL)** Check the grading & homework website ([www.Thinkwave.com](http://www.Thinkwave.com)) for current grades/progress and homework assignment deadlines and descriptions.
3. Check the school website ([www.ourClacademy.com](http://www.ourClacademy.com)) for general school information and specific information about classes, programs, & the PTSO.
4. If you or your student have/has a question while off-campus, email is always the best way to contact us. Please understand that, if you call, text, or email us during school hours, we may be in a meeting or teaching a class and will need to respond when available. Your request/message is important to us and we will reply to you as soon as possible. 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. However, we will respond within 48 hours at the most unless it is a weekend or holiday, in which case, we may not respond until the next day that school is in session.

## CLASSROOM ACCESS

The school is open to students and their parents/guardians between the hours of 7:30am to 5:30 pm. Please feel welcome 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. Teachers and students will not be able to answer questions or have discussions with visitors during class unless this is arranged in advance. Also, keep in mind that only the parents/guardians listed on your child's application paperwork should be visiting the school unless arrangements have been made through the Head of Education and the student's official parents/guardians for another party to observe or assist at CI. Parents/guardians who wish to visit the campus frequently and/or for more than one class period per visit must have CI Academy approval as well as submit to a background check in order to ensure the safety of our campus.

## PARENT-TEACHER CONFERENCES

Formal conferences will be held at the end of each quarter. The conference at the end of first quarter is mandatory for all students. At least one parent/guardian per student must attend this first quarter 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/they 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 as well as the teachers' teaching and students' learning time by making an appointment when you feel a conference is necessary.

## Contact Information

Capital Innovations Academy: 1828 Tribute Rd, Suite H, Sacramento, CA 95815  
[www.ourciacademy.com](http://www.ourciacademy.com)

Sarah Barbulesco-Lamb: [blamb@ourciacademy.com](mailto:blamb@ourciacademy.com) (530) 400-7619

Danielle Romais: [romais@ourciacademy.com](mailto:romais@ourciacademy.com) (916) 300-1554

Sarah Minter: [minter@ourciacademy.com](mailto:minter@ourciacademy.com) (916) 347-2655

Joanna Johnson: [joeysno88@ourciacademy.com](mailto:joeysno88@ourciacademy.com)

Zoe Watson: [zoewatsonart@gmail.com](mailto:zoewatsonart@gmail.com)

Landline Phone: (916) 514-1613  
(for outgoing calls ONLY; not answered by staff)

### PTSO Officers

President Chris Fluetsch: [chris\\_fluetsch@yahoo.com](mailto:chris_fluetsch@yahoo.com)

Vice-President Deborah Hadwen [deborahhadwen@gmail.com](mailto:deborahhadwen@gmail.com)

Treasurer, Jessica Sawko, [jessica.sawko@gmail.com](mailto:jessica.sawko@gmail.com)

Secretary, Triel Lindstrom, [triel7@hotmail.com](mailto:triel7@hotmail.com)

## TELEPHONE CALLS

If you need to contact your student, please call/text Mrs. B's cell phone, Mrs. Romais' cell phone, or Ms. Minter's cell phone (listed above).

While your student may use the landline phone to call you during the day, and thus, **you should add the above listed number to your phone's contacts**, this line is not regularly answered and so it is best to call or text one of the administrator's cell phones if you need to contact us.



## 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. **Please note: We adhere to stricter standards than other schools when it comes to illness due to our smaller size.** See details below.

CI Academy reserves the right to provide and/or seek medical or dental 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 by signing the handbook signature page.

### HEALTH & SAFETY PROCEDURE

1. When opening the school each day teachers/staff will:
  1. Wipe down all door handles (inside and out) and microwave/fridge handles with wipes or cleanser and paper towels before students arrive.
2. Teachers/staff will proceed through the following directions when families arrive.
  1. Use the touchless thermometer to take the student's temperature. If the student's temperature is 100° or higher, retest with the oral thermometer and do **not** admit the student to school if the temperature is still 100° or higher. If the student's temperature is less than 100° but above 98.6°, admit the student to the school but inform other staff/teachers so that temperature can be rechecked and symptoms monitored throughout the day.
  2. The school, parents, guardians, visitors, students, teachers, and staff understand that teachers/staff are not trained medical professionals and agree that the school, teachers, and staff will not be held liable for improper screening as listed in the above item. The school, parents, guardians, visitors, students, teachers, and staff understand that teachers/staff will use their best judgment when making these decisions about admitting students to the campus or sending students home.
3. Any students appearing to have a fever, must be checked immediately by teachers/staff. If a student has a 100° fever or higher, they must be quarantined and await pick up. Students who have a persistent cough (that is new, not common for the student due to asthma, allergies, or other known health issues) or are nauseated for more than an hour (not common for the student due to menstrual cycle or known health issues) will also be quarantined and await pick up.
4. Teachers/staff will require any student leaving the bathroom or kitchen or who has just arrived to class to use hand sanitizer (ABHR\* with greater than 60% ethanol or 70% isopropanol), regardless as to whether the student claims to have washed or sanitized their hands. This rule also applies to students who have just sneezed, coughed, eaten, used cleaning products, or touched any potentially contaminated surface, regardless of the use of face coverings.

\*ABHR = alcohol based hand rub
5. Masks will only be **required indoors** and/or inside smaller spaces if the COVID levels in Sacramento County are rated by the CDC or Sacramento Public Health to be in the HIGH

RISK range, another airborne transmissible disease is known to be high risk at the time, or if there is an uptick in cases or virus transmission on the CI Academy campus.

6. When closing the school each day, teachers/staff will sanitize all tables in the main classrooms with cleanser and paper towels.
7. In the case that a student, teacher, staff member, or recent visitor has COVID-19 symptoms and/or is tested positive for COVID-19, the CI Head of Education will be immediately informed so that proper quarantining, testing, and/or contact tracing can be put into place. If the school learns that a significant number of students, teachers, staff members, or recent visitors have tested positive for COVID-19, the entire school will be notified and the school may need to shutdown for a period of up to ten days. During this time, education will be provided online.
8. Students, Staff, & Visitors refusing to follow the rules of the Health and Safety procedures section of this handbook will not be permitted to enter the campus until they agree to comply at all times and demonstrate such behavior.

### **MEDICINE POLICY**

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 are incorrect and thus medication is administered incorrectly. Parents who authorize their students to take medicine of any sort or authorize their students to carry and take medicine without informing CI staff do so at their own liability and risk.

## **SAFETY DRILLS & PROCEDURES**

Student safety is a #1 priority to CI Academy staff and faculty. As such, students will participate in two fire drills, one earthquake drill, and one active-shooter/lock down discussion. During these drills and discussions, students are expected to follow procedure as instructed and as listed in the Emergency Plan distributed to all families.

**Students are not to joke about disaster or emergency situations nor are they ever to falsely claim that there is an emergency situation when there is not nor joke that they will take violent/destructive action towards any person or the school in general.** Doing so will result in an **immediate suspension and possible expulsion** depending on the effects of such claims on our school environment.

## **EMERGENCY LIGHTS & SECURITY CAMERAS**

Emergency lights have been placed in areas of the school where it is most likely to be difficult to see during a power outage. These lights turn on when the electricity turns off, so it is essential that no one unplugs, turns off, or moves these emergency lights. Doing so is a **suspendable offense**.

Similarly, security cameras have been installed in a few locations in the school so that we can monitor the safety of students' and the school's property. Students are never to unplug, turn off, or move/reposition the cameras. Doing so is a **suspendable offense**.

## **BUILDING ADMITTANCE**

Please ring the doorbell in order to be admitted if the front door is not propped open. Until all staff members know the faces and names of all parents/guardians, you may be asked to identify yourself before entering the building. Please understand that this is a matter of security and not meant to be inconvenient or unwelcoming to any person approaching our school.

Students are NEVER to unlock or lock either front door nor permit access to anyone, even someone they know, to the building. They should always get a teacher or staff member. The only exception to this rule is in the case of an emergency when the student needs to unlock the door from the inside in order to escape the building. The back door to the school is locked from the inside & is armed with an alarm at all times. Students should never disable the alarm nor should they, unless it is an emergency situation, unlock the back door. Doing so is a **suspendable offense**.

## **ALLERGIES**

As students may not always be aware of the allergies of their peers, CI Academy discourages students from sharing food or drink of any kind, especially homemade\* items that do not have nutritional labels. If your student has a food allergy or other allergies that may affect your student's 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 if needed.

\*If your student is bringing in homemade items to share with the class or school due to a project or special occasion/event, please be sure to include a list of ingredients so that those with allergies can ensure their safety.

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 under CI authority unless given expressed verbal permission by an adult-in-charge. Air freshener provided in the bathrooms is the only product that should be sprayed in the bathroom when needed. Students spraying the air freshener should only spray one small spurt in the direction of the toilet. Students using chemicals to clean with CI Academy staff permission should use chemicals only in the manner and volume reasonable for the task.

# 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 unlocked and 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. If the cost of damages to a locker exceed the amount of the deposit, families may need to pay an additional replacement or repair fee for their student's locker.

ALL items (with the exception of drinks with spill-proof lids) in the locker room or C Group storage area must be inside a locker, a lunch bag/box, or a backpack at all times. Items left loose on the floor, shelves, or tables will be thrown away, recycled, or put into the lost & found. Items not claimed from the lost & found will be donated or recycled/thrown away, as appropriate. **CI Academy will not be held responsible for any damaged, lost, or stolen student belongings.**

Please note that backpacks are not allowed in the classrooms at CI. Students may use a shoulder bag or small laptop case to bring their items to class but will need to leave their backpacks in their group's designated area for belongings:

I/A group – on the shelves and hooks in the locker room

C group – on the shelf and hooks near the history room

## 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). Each student should keep track of their assigned books and materials. Students will not be allowed to share or exchange books. **Students also should not borrow a book or textbook from the CI Library or elsewhere in the school without asking a teacher or staff member.** Students must return all assigned textbooks and materials by the end of the school year or at the time they leave CI Academy permanently if they leave before the end of the current school year.

Reasonable wear and tear is expected as a result of daily use. However, unreasonable damage to CI property or the loss of CI property must be paid for at the time of damage or loss. Graduating eighth graders and high school seniors as well as any other students who leave the school permanently must return or pay for all lost/damaged CI property before their records will be released to their next school.

## STUDENT CELL PHONES

Students are allowed to bring cell phones to the school; however, they are not to be carried on their person between the hours of 8:30am and 3:30pm with the exception of the break time between classes (lunch time is not considered a break time and student cell phones are not to be used during this time) unless given expressed permission from an adult-in-charge. **We ask that all parents use the administrator/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 urgent phone calls.** Non-urgent calls can be made before 8:30am and/or after 3:30pm to student cellphones. During study hall from 4pm to 5pm, students will be allowed to have their cell phones with them to allow for parents to tell their kids when they arrive to pick them up. This privilege will be removed if students are allowing their phones to distract them during study hall or they are using their phones inappropriately.

Students who use their phones at inappropriate times or in inappropriate ways will be warned once and then will have their phones confiscated for the day. If the student's phone is taken away for the day three times in one quarter, the student's phone will be 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. Please note that depending on the level of inappropriate behavior with a cell phone, the student may not be warned before a phone is confiscated and/or the privilege of carrying a phone for the quarter or school year is removed. In addition, if cell phone use at 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 the following 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" - **put student's name on each item when possible**

- laptop or tablet with wireless internet capability
- laptop/tablet charger (**please be sure students always have their charger!!**)
- Headphones or earbuds
- personal water bottle or other bottled drink
- Lunch
- 2-3" Main binder\* with
  - labeled section dividers that have pockets for handouts. Section dividers are needed for the following classes:
    - C Group(6th-9th grade): Science, History, Math, Humanities, and Community
    - I/A Group (8th-12th grade): Science, History, Math, Foreign Language, World Cultures, and Life Skills
  - College-ruled filler paper (lined, three-hole punched paper) for each section  
*\*Alternatively, you can have separate binders or spiral notebooks (one for each subject listed above) with a pocket for handouts in each binder/notebook*
- composition book for English: example [HERE at Staples](#)
- academic planner\* (please be sure it is an ACADEMIC planner not just a day planner)  
*\*Alternatively, you can use a google calendar or other digital system for writing down homework (must be a system, not just writing hmwk in random places)*
- pencil pouch/case with the following in it:
  - At least 2 pencils or erasable pens at all times, hand-held pencil sharpener, one large or two small erasers, highlighter, and [scientific calculator](#)
- deodorant (please do not use the spray type)
- [lab-coat](#)\* for science labs. Make sure lab-coat is properly labeled with student's name.

*\*You can also rent a used CI lab coat for \$10. You will be refunded \$10 if the coat is returned on the last day of the school year in the condition received.*

- a pleasure reading novel or graphic novel (school appropriate) or ebook reader
- Backpack or other supply carrying satchel

(more on next page)



## **SPECIFIC CLASS SUPPLIES:**

1. Algebra Students (if in Ch4 or later in red book or in Ch9 or later in yellow book):
  1. [graph paper](#)
2. Geometry Students:
  1. [graph paper](#)
  2. [compass](#)
  3. [protractor](#)
3. Art Students: (each item should be labeled with student's name)
  1. paint brush set (example: <https://smile.amazon.com/dp/B072BM21NV>)
  2. drawing pencils set (example: <https://smile.amazon.com/dp/B07RW3TLLJ/>)
  3. Sketchbook (example: [www.amazon.com/dp/B08TLK1ZSV/](http://www.amazon.com/dp/B08TLK1ZSV/))

## **Optional items (but nice to have) - put student's name on each item when possible**

- Personal hand sanitizer (at least 70% isopropanol or 60% ethanol) - labeled with student's name
- Laptop case or other more compact bag for carrying laptop and needed supplies to class (backpacks are to be left in the locker room NOT brought to class)
- Lap desk (used under a laptop or tablet on the student's lap)
- [Safety glasses](#) for science labs - if students prefer to have their own personal safety glasses, they are welcome to purchase it
- Personal stapler
- Personal clear tape
- Personal scissors
- Whiteout
- Writing pens, black or blue
- Ruler
- Personal kleenex

Students should keep all their personal belongings in a shoulder bag with them at their seat in class or in the designated storage area for their group's belongings.

\*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 relocate or ask a student relocate a bag or personal item.

## 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 may be given an over-sized shirt to wear. **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.**

### **Typical Dress Code:**

- Shirts should not be see-through, have plunging necklines, bare-midriiffs, over-sized armholes, or other revealing features.
- Shorts, pants, & skirts should be worn at the waist and not be excessively short.
- **Undergarments should not be obviously visible** with the exception of bra straps.
- Hats may be worn; however, teachers reserve the right to require students to remove them or turn them backwards during class.
- Students **MUST** have closed toe athletic style shoes with them daily for PE and science lab. Students must also have a lab coat with them to wear for science labs.
- **Students who do not have appropriate attire for PE and/or science lab will NOT be allowed to participate and thus will receive a zero for the day.**
- Sandals, flip flops, boots, and clogs may be worn during the rest of the day.
- Any clothing items or accessories that CI Academy deems dangerous or distracting will not be allowed.

## **SPECIAL DRESS DAYS**

Every Wednesday, students may wear either a CI Academy shirt/sweatshirt or a Choose Kind shirt to earn a special dress ticket. Every Monday, students are requested to come in business dress. Students who come in proper dress on these special dress days will be given a ticket towards earning the privilege to attend fun trips. 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 15 tickets to attend the 1st fun trip and at least 20 to attend the 2nd fun trip.

### **Appropriate Business Dress: (earns 1 ticket per dress up day)**

- Polo, button-down shirt, or nice blouse
- Slacks, skirt or dress; 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 slacks”; leggings that are mono-chromatic and not of jean material may be worn under a skirt or dress
- Dress shoes, flats, boots, or clean & intact mono-chromatic tennis shoes
- Mono-chromatic/otherwise business-appropriate socks, tights, or stockings
- Clothing should not be torn, falling apart, or have visible holes in it

Students who choose to wear dress shoes, flats, or dress boots as well as one of the three bracketed options [(1) a suit and tie, (2) a business blouse, sweater/blazer, and skirt/slacks, or (3) a business dress and sweater/blazer] will be given two tickets.

## **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 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 receiving the same, but all students receiving what they need. We ask that you trust that we are giving each student what is required for him/her/them 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.

## 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.

Platinum Honor Roll -	GPA 4.0 for the entire school year!
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 ensure they do not act in any way that may be interpreted as cheating. This includes copying work or notes from other students or authors (including AI) without citing the sources, looking at other students' work when working independently, using AI software to create work, using AI inspire creative works, 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.

# **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 agree to the following standards of respect:

As students, we will...

1. Honor all aspects of rules, regulations, and procedures of the Student Handbook.
2. Be on time to class with needed supplies at the time class is to begin.
3. Attend school every day possible. Participate in class and use class time wisely.
4. Follow instructions from authority figures & complete our work to the best of our ability.
5. Walk, not run.
6. Ask genuine clarifying questions and not belittle the questions of others.
7. Raise a hand to speak in class unless the authority figure has indicated that students do not need to do so during a specific discussion/activity.
8. Wait our turn to speak and speak in a respectful tone with appropriate language. Racism, sexism, and words &/or gestures that attack, demean, or intimidate will not be tolerated.
9. Wear attire appropriate for school and as required for PE, science lab, and field trips.
10. Participate in all forms of study hall and PE appropriately and as instructed.
11. 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.
12. Ask permission before taking photos or videos of others. Delete photos or videos of others if they request it.
13. Respect boundaries set by all members of the school, regardless of age or status. Stop behaviors immediately when told to do so by an authority figure.
14. Not argue with 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.
15. Manage our eating so that it doesn't need to happen during class time. Eat in areas indicated by authority figures and school building rules.
16. 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.

17. Complete our chores at the scheduled times without being asked.
18. 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.
19. 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, as well as other people and their personal items.
20. Not engage in horseplay (hitting, slapping, pushing, 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.
21. Ask for permission from an authority figure before packing up and/or leaving class or the designated area for an activity unless we have been dismissed.
22. Stay in the building and/or on-campus unless an authority figure has given permission for us to leave.
23. 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.

## **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 and to the level of volume indicated by that authority figure. Shouting while playing is okay if permission has been given, but is never okay if done out of anger or while being rude.
3. Walk, use crosswalks, and follow traffic signals when crossing the street.
4. Stay within sight and earshot of an adult-in-charge unless specifically given permission by an adult-in-charge to do otherwise.
5. Only climb structures approved by your Climbing Wavier and the adults-in-charge.

## ZOOM RULES

In addition to the general rules listed above which also apply when on Zoom, students commit to follow the below listed standards of behavior.

1. Students will log in to class on time, regardless as to whether they receive an email invitation. Sometimes internet issues can cause emails to be delayed but all students should know the start time of each class based on their schedule. They can use the Zoom schedule emailed to all families in order to access the permanent links of their teachers as well as the start/end time of each class.
2. If students do not show up to a Zoom meeting and the absence is unexcused, the student will be given a zero for participation points and will NOT be permitted to make up the work missed during that class period. However, the student may email the teacher to find out about homework and long term projects assigned during the class period.
3. If students miss three Zoom meetings in one day, or enough partial meetings to add up to three Zoom meetings, this will count as a half day absence. If students miss more than three Zoom meetings in one day, this will count as a full absence. These absences must be excused by a parent/guardian for the student to have the opportunity to make up work and be excused from the participation points of that class. Otherwise, the rules of #2 listed above apply to all Zoom meetings and/or parts of Zoom meetings missed.
4. Students who show up to a Zoom meeting with the wrong name listed (unless it is a known and CI-approved nickname) will immediately lose a participation point. If this happens repeatedly, the student may be removed from class and no participation points will be awarded. The student may email the teacher to receive the classwork and homework to complete in this case.
5. Students who repeatedly turn off their screens or have their screens on but do not have at least their eyes in view will lose participation points at a ratio of the amount of time they are off-screen to the amount of time they are on-screen. Students will be warned once per class period in the first quarter of Zoom learning and then once per quarter in following quarters. Thereafter, they will begin to lose points. If this happens repeatedly, the student may be removed from class and no participation points will be awarded. Students may email the teacher to find out if they can return to class and/or to receive the classwork and homework to complete.
6. If students are experiencing tech issues that interfere with any aspect of online learning, they are to inform their teachers immediately through any means that they are able to do so. Parent/guardian verification for tech issues is required.

## **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/their 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.

## **MENTAL HEALTH & SELF-ADVOCACY**

Students are allowed to take a short break due to emotional overwhelm; however, students must inform their teacher that they need to take a break. They cannot simply choose not to show up to class, disappear from class, or not come back from the bathroom. The student should either tell the teacher they need a break or hand the teacher a note. If the student is too upset to communicate directly, they are to send an email/text to the teacher from another room requesting a break. If students take a break without communicating with the teacher or if their break is an unreasonable amount of time given the circumstance, the student may receive a tardy, lose points on a grade, and/or have other consequences, depending on the specifics of the situation. Students who abuse their option to take a break for overwhelm, either by taking breaks more often than needed or for longer periods of time than needed, may have the option to take breaks removed. We want our students to learn to advocate for themselves and their mental health. However, we also want our students to be able to be productive, functional adults upon graduation which means learning the coping methods and cultivating the fortitude necessary to remain in class as often as possible. Students need to learn how to assess their current mental state, decide if their level of upset warrants missing class or if they are capable of pushing through, communicate with their teacher if they need a break, and then engage in a school-appropriate coping method to help them to re-engage in the class as soon as possible.

Students are not to take other kids out of class with them if they are upset unless a teacher has given permission because it is a unique crisis situation requiring immediate peer support. If permission is given, a student can only have a single peer out of class as a support person and only for up to ten minutes. At the end of the ten minutes, the student in crisis must either return to class or an adult must swap in as the support person.



## **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. Please note that it might take up to 24 hours from the incident for consequences to be given if an incident is unique or the incident involves multiple students, thus requiring more time to deescalate and/or interview each student to gather all the facts.

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	Violating Dress Code
Disruptive	Disobedience	Wandering
Abusing electronics/media privilege		Tardiness
Work refusal		

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

A student committing Type One infractions will be disciplined either via a warning, being asked to write a letter, essay, or apology, a loss of privileges, being sent out of class, or a lunch detention (at the sole discretion of the teacher).

The IF/THEN SYSTEM: A student who is disrupting class or not complying to work requirements will first be given a verbal warning/reminder. If behavior persists, the student will be given an IF/THEN warning that they will have to leave the classroom and parents will be notified if behavior continues. On the third strike, the student will be sent out and parents will be contacted. After being sent out, the student will be given the chance to rejoin class. This cycle will repeat if behavior continues. If the student is sent out of class three times cumulatively during one day, they will be sent home. If behavior escalates to other types of infractions, other consequences will apply.

An incident report may or may not be filed for a Type One Infraction. If a student has multiple Type One Infractions, parents will be asked to come in and meet with the teachers and their 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.

<b>Type Two Infractions</b>		
Willful Disobedience	Intentional Cheating/Plagiarizing	Viewing/Sharing/Creating R-Rated Material
<i><b>This list is not intended to be all-inclusive. Type Two Infractions not listed are punishable accordingly.</b></i>		

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. An incident report & parent conference will be required and other consequences such as a formal punishment, loss of privileges, and dismissal may be discussed.

**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.**

<b>Type Three Infractions</b>	
Possession and/or Use of Alcohol, Tobacco, Marijuana, 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	
<i><b>This list is not intended to be all-inclusive. Type Three Infractions not listed are punishable accordingly.</b></i>	

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

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

### **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/an substance or object put in motion by the aggressor

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](http://www.state.gov/s/ocr/c14800.htm))

Bullying- Repeated behavior 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. Bullying 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, phones, 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 and/or frequency 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 and/or frequency 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. Students should also not sit in other student's laps. When engaging in appropriate displays of friendly affection (hugging, high fives, shaking hands, holding hands, etc.), these actions must be consensual on both/all parties.

### **CONSENT**

Consent, as mentioned above, is defined as a POSITIVE response that is:

- (1) clearly expressed in a verbal fashion
- (2) given by a person capable of giving consent at the time
- (3) perpetual throughout the activity
- (4) given freely (not under manipulation or perceived threat; with the option to say "no")
- (5) enthusiastic

## **INAPPROPRIATE LANGUAGE**

Students who use language that is inappropriate for school will be given a warning by the teacher who hears it. If that same teacher hears the student use inappropriate language again during the same academic quarter, the student will be given a list of 10 SAT vocabulary words to learn in order to improve their vocabulary. The student will need to turn in a sentence for each word, properly using each word in context, due a week after the words were assigned. Two weeks after the words were assigned, the student will be given a quiz on those 10 SAT words which will count as part of their English grade.

If a student indicates a swear word with a gesture towards a peer, such as flipping them off (even if it's a joke), a warning will not be given, and their punishment will skip straight to being given an SAT vocabulary list.

Repeated issues with inappropriate language or indications of such language via gesture will result in a more severe punishment and a conference with parents.

An incident report will immediately be written, more serious consequences will be decided by the administration, and parents/guardians will be notified in any of the following cases:

- The swear word is said or the gesture is made as an insult or with the intention to harass/upset another person
- Slurs or derogatory words were used in any context
- A student indicates a swear word with a gesture towards an adult

## COMPUTER/INTERNET/MEDIA USE

*(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.** 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. Alternatively, students may be required to purchase a device dedicated to school-use which will be controlled by CI staff and solely stored on campus.

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 during downtime *with the exception of Discord and Snapchat* before classes begin at the start of the day, at break time, and/or after classes are over at the end of the day. **Students are never allowed on dangerous sites such as Omegle, Tinder, and Tumblr or any dating/meet up sites/apps.** CI Academy reserves the right to remove the privilege of using any app or site while on-campus for any reason in order to ensure a positive, work-oriented environment for all members of the CI community.

## LISTENING TO MUSIC IN CLASS

During independent work time in class, students are allowed to use their laptops to listen to music with teacher permission. The music must be in headphones/earbuds (at a low enough volume that no one else can hear it and they can still hear the teacher) and played from a playlist that lasts at least one hour. **Students must also either shut their laptops or have the screen faced entirely away from them while listening to music.** YouTube and other sites that have video accompanying the music played are prohibited unless the teacher gives permission.

Students should never have earbuds or headphones in their ears during class unless it is independent work time and they have received permission from the teacher. **A student who shows an inability to focus on class while listening to music or to follow the rules of listening to music will be warned twice and then lose the privilege for the quarter on the third offense.**

# **Student Acceptable Technology Use Agreement**

## **When using computers & the internet at school I agree to:**

- Follow the directions of teachers and staff & abide by the rules of the school
- Obey the rules of any computer network I 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, Tumblr, Tinder, Discord, and Snapchat as well as dating/meet up sites and apps
- Only use personal computers and networks for personal activities when given permission by a teacher or during designated free time.
- Not change any software or documents (except those I create).
- Not allow anyone else to use my passwords nor use anyone else's passwords.
- Give only my e-mail address for communication to those I have met online.
- Never give out photos of myself or personal information online that can be used to identify me such as my full name, my family members' and/or friends' full names, home address, name of my school, or telephone number.
- Never give out photos of or personal information (listed above) online 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 the school's systems or network

## **SCHOOL LAPTOP & TABLET USE**

I understand that school laptops and tablets are solely for school-related education and research purposes and are not meant to be loaned to any specific student for an extended period of time. I will seek permission from a teacher or staff member before using a school laptop or tablet. Once finished using a school laptop, I will make sure to put the school laptop & charger back in its designated storage area or give it to a teacher. I understand that if I do not put back a school laptop or tablet (and its accompanying charger & case) after using it three times, I will not be able to use a school laptop or tablet for the rest of the quarter. I understand that if I cause damage to a school device or charger, or if I lose a device or charger, I will need to pay for the repair or replacement of the device/charger as the school sees necessary.

## HANDBOOK 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: \_\_\_\_\_