

CAPITAL CITY SCHOOL
K-12 Independent Study
STUDENT/PARENT HANDBOOK



Soar with the Eagles

Darrell Amerine, Principal
7222 24th Street
Sacramento, CA 95822
Phone: (916) 395-5020
Fax: (916) 433-5195
Web Site: <https://capitalcity.scusd.edu>



Phone Use

Students should not use school phones for personal use except to call parents or guardians on an emergency basis only. To use a school phone, students must first get permission from school staff. While in class, cell phones can be used to play music with head phones. Students may call parents while on campus in hallways or in front of school, but should not use their cell phones to make personal calls during the school day. If a cell phone disrupts a classroom, the student will be asked to step outside.

Loitering

Students are not permitted to stand in the front of the school unless the student's ride is nearby. If waiting for a parent/guardian, please wait in the office.

Student Admission Agreement

- 1) I understand the basic requirements of the school and I want to be here of my own choosing.
- 2) I understand that Capital City's mission is to prepare students for college, career or vocation.
- 3) I understand that I will need a high degree of self-discipline and time management skills to succeed at Capital City. If I do not have those skills, I will make the effort to develop them.
- 4) I understand that Capital City is more than a one-day-a-week school. Students may be required to attend classes, tutoring, or study sessions, on one or more of the remaining days. Students should be actively engaged in school-related activities on every scheduled school day (most week days). I will follow all school rules when on campus.
- 5) I understand that attendance of scheduled class meetings is crucial, and that if I am absent, I am responsible for making up all assignments and exams. I understand that it is also my responsibility to obtain the homework assignment from the teacher prior to the next class and have the assignment completed by the next class meeting.
- 6) I understand that tardiness hinders my opportunities for learning. I agree to be on time to every appointment with the teacher.
- 7) I understand that a significant portion of each course is independent study. I agree to complete all assignments given by the teacher. Each teacher will provide a written weekly assignment sheet. I understand that homework assignments will make up a significant portion of my grade. I also understand that assignments turned in after the due date may receive lower grades.
- 8) I understand that if I have more than two missing assignments in a class, I will be evaluated for continuation in the independent study program at Capital City.
- 9) I understand the school's policy requiring high school students to have at least 20 credits each semester. Students who are not making adequate progress will be referred to the Student Success Team who will decide whether Capital City School is the right learning environment for the student.
- 10) I understand the high school graduation requirements, including the requirement that students must have four (4) years each of English and history and two (2) years each of math and science.
- 11) If I am having difficulty in class, I will take advantage of any tutoring that is available from CSUS between 9 a.m. and 12 p.m. Monday through Friday.
- 12) I understand that some courses use resources other than textbooks, such as the internet, teacher-produced materials or supplemental texts. I also understand that presentations, projects, and research may be required in some classes.
- 13) I understand that having a computer with internet available to me during non-school hours is required and that some classes may require the submission of assignments by e-mail. Other assignments may require access to a website. In the event that there is no computer at home, I may need to make extra visits to the school or a local library.

- 14) I understand that two (2) years of physical education is required to graduate, which is the responsibility of the student to complete at home. An average of at least 200 minutes per week of PE is required and must be reflected on a monthly PE log.
- 15) I have read and will follow the Student Code of Conduct.
- 16) I have read and understand the school's sexual harassment, suspension and expulsion policies.
- 17) I understand that, as a student, I will have access to the internet at CCS. Although a filtering system is in place, inappropriate sites may still be found from time to time. Students may not intentionally visit any pornographic, racist, gaming or otherwise offensive or inappropriate website. If such a site is unintentionally visited, the student should immediately leave the site without calling attention to it. I understand that failure to follow these guidelines will result in the loss of computer privilege, and may result in suspension from school.
- 18) I agree to take good care of any textbooks, calculator or supplies loaned to me while at CCS. I will reimburse the school for any lost or damaged books or calculators.
- 19) I agree to sign a Master Agreement for independent study at the beginning of each school year.

Parent Admission Agreement

- 1) My child understands the basic requirements of the school and wants to be here of his/her own choosing.
- 2) I understand that Capital City's mission is to prepare students for college, career or vocation.
- 3) I understand that students will need a high degree of self-discipline and/or parent monitoring to succeed at Capital City.
- 4) I understand that Capital City is more than a one-day-a-week school. Students may be required to attend classes, tutoring or study session, on one or more of the remaining days. Students should be actively engaged in school related activities on every scheduled school day (most week days). Students must follow all school rules whenever they are on campus.
- 5) I understand that I must provide transportation to school for my child. I also understand that field trips are an important aspect of the school's program and that, although the school will make every effort to find transportation for students (through volunteers), the ultimate responsibility for getting my child to the field trip will be mine. I agree to transport my student to school when extra tutoring sessions or group study sessions are requested by the teacher.
- 6) I understand that attendance of scheduled class meetings is crucial, and that if absent, my student is responsible for making up all assignment and exams.
- 7) I understand that tardiness hinders my student's and other students' opportunities for learning and I agree to make sure that my child arrives early or on time to his/her class appointment(s).
- 8) I understand that a significant portion of each course is independent study and that it is extremely important for my student to complete all homework assignments given by the teacher.
- 9) As a parent, my job is to monitor the independent study of my student, insuring that all assignments are completed to the best of his/her ability in a timely manner. I understand that homework assignments will make up a significant portion of my student's grade. I understand that assignments turned in after the due date may only receive partial credit.
- 10) With the exception of certain medical circumstances, assignments will not be accepted for credit after ten days.
- 11) I understand the school's policy requiring high school students to earn at least 20 credits each semester. Students who are not making adequate progress will be referred to the Student Success Team who will decide whether Capital City School is the right learning environment for the student.
- 12) I understand the high school graduation requirements, including the requirement that students must have four (4) years each of English and history and two (2) years each of math and science.

- 13) I understand that some courses do not use textbooks. Other sources of information such as the internet, teacher-produced materials and supplemental texts will be used. I also understand that presentations, projects, and research may be required in some classes.
- 14) I understand that having an internet-linked computer at home is strongly recommended and that some classes may require the submission of assignments by e-mail. Other assignments may require access to a website. In the event that there is no computer at home, the student may need to make extra visits to the public library. I agree to provide transportation.
- 15) I understand that 2 years of physical education is required to graduate which is the responsibility of the student to complete at home. An average of at least 200 minutes per week of PE is required and must be reflected on a monthly PE log. All ninth grade students must pass a fitness exam.
- 16) I understand that the educational process at CCS is a partnership among students, parents and school staff members. As a partner in the process, I will try to volunteer on at least one (1) committee each year. A list of opportunities for committees is available in the school office.
- 17) I understand that parents have the opportunity to participate in school governance via the School Board and Site Council Meetings of the School Board are held every month. Any parent is welcome to attend.
- 18) I understand that a student's misbehavior is the parent's responsibility. The school will monitor the behavior and counsel the student, but the parent must ensure that the misbehavior does not continue. I agree to attend any behavior conference requested by the principal, counselor or teacher and to counsel and provide consequences for the misbehavior. If requested, I will attend school with my child for a period to be determined by the principal.
- 19) I understand that my student will have access to the internet at CCS. Although a filtering system is in place, inappropriate sites may still be found from time to time. Students may not intentionally visit any pornographic, racist, gaming or otherwise offensive or inappropriate website. If such a site is unintentionally visited, the student should immediately leave the site without calling attention to it. I will not hold the school responsible for my student accessing such a site as long as these rules are effectively maintained. I understand that failure to follow these guidelines will result in the loss of computer privileges.
- 20) I agree to be responsible for textbooks and/or calculators loaned to my student while at Capital City. I will reimburse the school for any lost or damaged books or calculators.
- 21) I agree to sign a Master Agreement for independent study at the beginning of the school year.

Attendance

You are required to meet with your teacher every week. Your attendance for the whole week is based on meeting with your teacher and turning in your work. You are expected to have all assigned work completed when you come to your appointment. **YOU MUST BE ON TIME.** Because attendance credit in independent study is earned in a non-traditional manner, the usual principles of excused and unexcused absences DO NOT apply.

If the student has a REAL EMERGENCY and cannot keep the appointment, the parent agrees to email or call the teacher at 916-395-5020 plus the teacher's six (6) digit extension listed on page 15. You **MAY** be able to reschedule the appointment for a different day that week, but there are no guarantees. If the student misses the appointment (even for a legitimate reason) and the teacher is not available at another time, the student will be considered truant.

Two trancies will result in a note home and a meeting with administration. Three or more trancies may result in your removal from the school.

Work Expectations

You will be assigned approximately 20 - 30 hours of work weekly for each class in which you are enrolled. **Not having your work done is the same thing as being absent!**

Grades

Grading policies will be provided by each teacher. Grades will be entered into Infinite Campus when a course is completed. Students in all grade levels may earn a grade of D to pass an academic class, but will try to maintain a "C" or better.

Transfer Grades

Students who transfer to Capital City within the first four weeks of the semester will earn their grade based on the work completed at Capital City only. Students who transfer after the four week mark will have their transfer grade averaged with the work completed at Capital City.

Transcripts

Transcripts will be updated regularly and can be obtained from the teacher or counselor at any time. For specific transcript needs, see the registrar in the office or call 916-395-5020 x 302056.

Books

Your teachers will tell you which books you need. You will check your books out from the clerk in the front office, and check the books back in after completing the course. Lost or damaged books will need to be paid for or can result in a hold being placed on your transcripts and/or diploma.

Counseling

The counselors are located in the front office. To meet with a counselor, fill out a counselor appointment request form in the office. The counselors provide the following services:

- scheduling classes
- academic planning
- help with college and vocational program applications
- financial aid applications
- work permits
- referrals to a variety of student support services



Tutoring

CSUS tutors are available to work with Capital City students Monday through Friday from 9:00 a.m. to 12:00 p.m. in the multi-purpose room. The tutors work one-on-one with students, allowing them to establish a relationship and move students forward academically as a team. The schedule will be posted in the multi-purpose room. ~~Once they have signed up for a~~ The teacher will assist the student with -signing up. -Students will be expected to keep their weekly tutoring appointment. After two missed appointments, the student will be taken off the schedule.

Dress Code

1. Avoid "The Five B's": no showing breasts, butts, bellies, bras or boxers
2. Do not wear any clothing that advertises or promotes tobacco products, alcohol, drugs, gangs, sex, racism, sexism, bigotry, foul language, intolerance or violence
3. No sagging. No heels higher than three (3) inches
4. Try to be clean and odor-free

Transportation

There is no school-provided transportation at Capital City. Parents and students are responsible for selecting a means for the student to get to school and back home. Many students choose to ride their bikes. If so, please provide your student with a sturdy bike lock. The bike rack is inside the gates toward the back of the main hallway. RT is another option. Tickets can be purchased at Sacramento Accelerated Academy <https://www.scusd.edu/school/sacramento-accelerated-academy> ~~Sacramento Accelerated Academy~~ or any other RT location. Students can get monthly student bus passes at the district office in the Serna Center. Other students drive themselves or get a ride from their parents. It is okay to wait for your child in the parking lot, but please do not block traffic, play your music too loudly, or engage in noisy behaviors in general. CCS does have a parent resource room located in the front office for parents. The room provides coffee, access to the internet and informational literature for parents.

Technology Etiquette

In order to access technology at Capital City School, students must follow the SCUSD acceptable use guidelines. Students who do not follow these policies (including using proxy sites or blocked sites) can lose their access to computers and technology at school. Remember that while use of technology is critical for students to be successful, it is a privilege. ***The staff at Capital City School reserves the right to, at any time, add, delete or modify the above policies and restrictions. We reserve the right to examine and confiscate any device used inappropriately on campus.***

Drugs, Alcohol, Tobacco

Capital City School and all other school sites within the district are drug-free zones. Any student under the influence or in possession of alcohol or nonprescription drugs will be suspended from school or placed on a contract. The incident will be reported to the Sacramento Police Department. Students selling or attempting to sell any controlled substance will be recommended for expulsion. Students who use nicotine in any form within 1000 feet of campus or at any school function will meet with the principal to discuss consequences/disciplinary actions.

Sexual Harassment, Title IX

The policy of the Sacramento City Unified School District is to maintain a learning and working environment that is free from sexual harassment. Sexual harassment is a form of discrimination under Title IX of the Education Amendment of 1972 and is prohibited by both Federal and State laws. This policy pertains to teachers, staff and students. Pursuant to law, unwelcome sexual advances, requests for sexual favors or physical actions of a sexual nature constitute sexual harassment in the educational setting. Sexual harassment may include, but is not limited to:

- Sexually suggestive propositions, advances or obscene letters or invitations
- Vulgar or derogatory remarks, comments, slurs or jokes
- Physical touching, pinching, patting or blocking free movement
- Display of sexually suggestive objects, pictures or cartoons

Complaint Procedure

Any student who wishes to file a complaint of sexual harassment may do so by contacting a counselor or school administrator. All complaints will be kept confidential and will be investigated to determine the validity of the charge and to determine the appropriate remedy for the problem.

Consequences

A substantiated charge against a student in the school district will subject that student to disciplinary actions including suspension and expulsion.

Hate Crimes

Because of the potential seriousness of this crime and the requirements of California Education Code 48900.3, any violation of this rule will result in suspension and may also result in a recommendation for expulsion, restitution and/or a police report.

Stakeholder Communication Policy

All CCS stakeholders – staff, parents, students and board members – will communicate with each other in a respectful manner. Communication shall be positive, supportive, and straightforward. There should be no communication, whether verbal or non-verbal, between stakeholders that might be interpreted as condescending, belittling, or threatening.

Parent Responsibilities

1. Maintain an ongoing awareness of how your student is doing in each core class by:
 - a. Monitoring your student's weekly independent study assignment both for completion and quality of work
 - b. Monitoring on-line grades
 - c. Initialing independent study assignment sheets in each core subject as assignments are completed, if required by teachers
 - d. Contacting teachers whenever progress is in doubt
 - e. Attending scheduled parent-teacher conferences
2. Ensure that your student maintains completed school work in some organized fashion. All work should be saved for possible use in a portfolio and end of the year finals
3. Ensure that your student maintains an orderly school notebook
4. Ensure that your student takes care of school property such as textbooks and calculators
5. Ensure that your student attends tutoring sessions when requested by a teacher
6. Provide a quiet and orderly place in which to study and work at home
7. Provide transportation to any required field trips, or to the school media center or other library whenever your student needs to consult sources or use the computers/internet not available at home
8. Ensure that your student arrives at school on time for his/her first class meeting, and pick up your student in a timely fashion
9. Try to attend at least one (1) School Board meeting during the school year
10. ~~Follow~~ Follow the dispute resolution process whenever an unresolved dispute arises
11. ~~Follow~~ Follow the Communication Policy for Capital City Stakeholders

Academic Policies and Procedures

Capital City is considered an independent study school because we do not meet the threshold of 80% "seat time" on a weekly basis. Currently, Capital City is 80% independent study and 20% seat time. It is critical that all students complete all independent study assignments. If the independent study work is not fully completed, we are required to log absence days for any amount less than 100%.

Another State mandate requires that independent study (IS) schools set a maximum of two (2) missed assignments before a meeting is held to determine if an independent

study program is the best educational option for the student. If the consensus of the team members attending the meeting is that a five day a week comprehensive program would better meet the academic needs of the student, we are required to “dis-enroll” the student and refer them to a comprehensive five day program. The State also requires that IS schools have a parent/guardian sign a “Master Agreement” for each school year. The date of the signatures listed on the Agreement will signify the date the school can legally begin receiving Average Daily Attendance (ADA) funding. For example, if the school year starts on Monday, August 21st and a parent signs the Master Agreement on August 27th, Capital City loses five days of ADA, even if the student had been in attendance for those five days! The third mandate is that all IS schools must specify the time that may elapse between when a class assignment is made and the last date by which the student must complete the assigned work. Any work turned in after the stated deadline (at CCS it is ten days) will not be accepted by the State for funding. Again, this would be a loss of revenue to Capital City. Unless a board approved exception applies, no apportionment credit will be awarded for work turned in after the ten day window of time.

Eighth Grade Promotion Policy

Certificates will be awarded at eighth grade promotion ceremonies to those students who receive a D or better in all their core classes. Students who do not reach these standards may not participate in the eighth grade promotion ceremony. Receiving a certificate does not necessarily mean admission to Capital City High School.

Honor Roll Policy

Students must maintain a GPA of 3.0 to remain on the Principal’s Honor Roll. High School Students must have completed at least 25 credits each semester to qualify.

Physical Education Requirements

High school students must complete 20 credits in PE in order to graduate. Physical education is done on an independent study basis, but should include at least 200 minutes of California standards-based physical activity each week divided among at least three different occasions. Students must maintain a monthly PE log. Students turn PE logs into their teacher. Acceptable PE activities may include working out at a gym, organized (club) or informal sports activities and any other activity that requires sustained physical effort. All fifth, seventh and ninth grade students will participate in the California Physical Fitness Test (PFT). Failure to turn in PE logs will negatively impact the student’s GPA and/or ability to meet graduation requirements.

Cheating and Plagiarism

Acts of academic dishonesty such as cheating on tests and homework and plagiarism are not allowed at Capital City. Cheating on tests includes allowing someone else to copy answers or the use of unauthorized notes or materials to assist in completing the test. Cheating on homework includes copying someone else’s homework, giving homework to another student or unauthorized collaboration. Collaboration on assignments and projects must be authorized by the instructor on the specific assignment or project. Plagiarism is presenting the ideas or words of another as one’s own. This may occur by taking words from books or the internet. If you wish to use someone else’s ideas, you must summarize in your own words and then make the proper citation. Use of another author’s exact words should be in quotes with a citation. Consequences for cheating and plagiarism:

1st offense: in any subject: parent contacted; student receives “0.” Teachers have the option to allow a student to redo a project, homework assignment or test, which will then be averaged with the “0.”

2nd offense: in any subject: parent contacted; student receives “0.” Student will not have the opportunity to redo project, homework assignment, or test.

3rd offense: in any subject: student fails course.

4th offense: reevaluation of continued enrollment at Capital City.

College Courses

Students who meet eligibility requirements may take up to two courses each semester at an accredited college while still in high school. For some courses, a semester course at a college substitutes for a year course at Capital City. If a student is interested in concurrent enrollment, he/she needs to consult their Capital City counselor.

Valedictorian Policy

The valedictorian is the student who has academically achieved the highest overall ranking according to the following criteria:

- Highest weighted grade point average calculated using grades from 9th, 10th, 11th and the first semester of 12th grade. Multiple valedictorians or salutatorians will be recognized if the GPAs are all within 1/2 point of each other.

College and Career Information

What is the PSAT and SAT?

The SAT Reasoning Test is typically taken in the spring of the junior year or fall of the senior year. The SAT Reasoning test is made up of three sections: critical reading, mathematics and writing. Remember to send your scores to the colleges and universities you are considering. To register for the SAT go to www.collegeboard.org SAT Subject Tests are the only national admissions test where you choose the tests that best showcase your achievements and interests. Some colleges require or recommend one or more SAT Subject Tests as part of the application. PSAT/NMSQT is a preliminary to the SAT and is the National Merit Test.

Scholarship

See the counselor to inquire about scholarships and “FAFSA” (*Free Application for Federal Student Aid*) after completing your sophomore year. At this time, a plan of your student’s next steps following high school can be created. This meeting will lay out what will be needed by the student/family to apply for financial aid and applications to higher learning opportunities including community college.

Testing at Capital City School

The testing window for CAASPP is in the months of April and May. The appointment schedule for meeting with your teachers may be modified if necessary to accommodate the testing schedule.

California Assessment of Student Performance and Progress (CAASPP)
Grades 3-8: Every student is required to take an English/Language Arts and math test
Grades 5, 8 and 10: Every student is required to take a science test
Grade 11: Every student is required to take an English/Language Arts and math test

If you would like more information, please visit the Parent/Student tab of the California Department of Education CAASPP Web page at <http://www.cde.ca.gov/ta/tg/ca/>.

College Entrance & Graduation Requirements

UC/CSU A-G Requirements			SCUSD Graduation Requirements	
Area	Subject	Years of Study	Subject	Years of Study
A	HISTORY/SOCIAL SCIENCE 2 years Required 1 year of U.S. History 1 year of World History	☺ ☺	HISTORY/SOCIAL SCIENCE 4 years Required 1 semester of Ethnic Studies 1 semester of Geography 1 year of World History 1 year of US History 1 semester of Government 1 semester of Economics	☺ ☺ ☺ ☺
B	ENGLISH 4 years required	☺ ☺ ☺ ☺	ENGLISH 4 years required	☺ ☺ ☺ ☺
C	MATHEMATICS 3 years required 4 years recommended	☺ ☺ ☺	MATHEMATICS 2 years required 1 year Integrated Math 1 1 year Integrated Math 2	☺ ☺
D	LAB SCIENCE 2 years required 3 years recommended	☺ ☺	SCIENCE 2 years required 1 year Biological/Life 1 year Physical	☺ ☺
E	LANGUAGE OTHER THAN ENGLISH 2 years required in the same language 3 years recommended	☺ ☺	LANGUAGE OTHER THAN ENGLISH 1 year required	☺
F	VISUAL AND PERFORMING ARTS 1 year required	☺	VISUAL AND PERFORMING ARTS 1 year required	☺
G	COLLEGE PREPATORY ELECTIVES 1 year required 1 year in any A-G coursework	☺	ELECTIVES Sixty five credits	☺ ☺ ☺ ☺ ☺ ☺
			Other Requirements: Physical Education 2 years Proficiency in technology literacy Service learning or senior project	☺ ☺

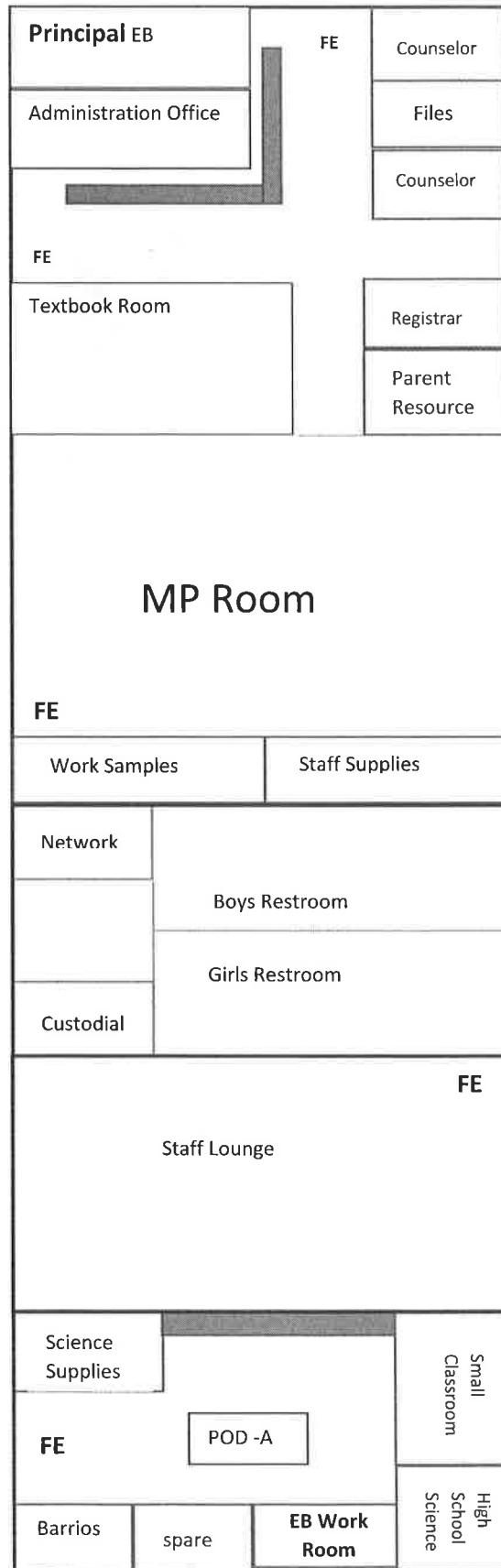
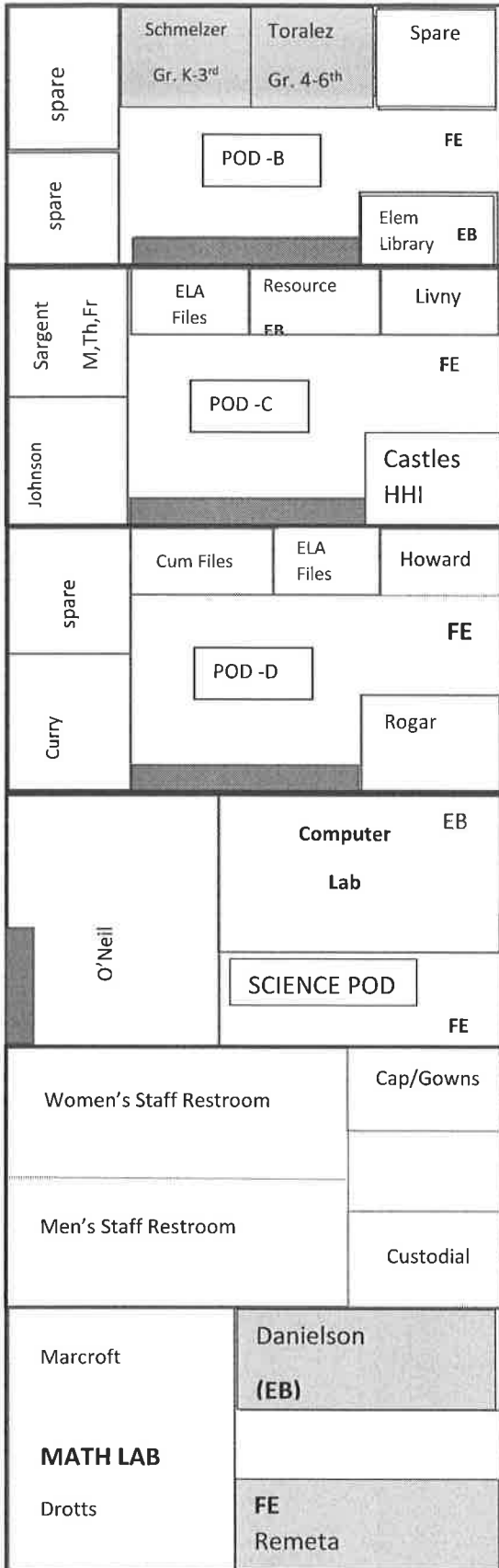
**CAPITAL CITY SCHOOL
NEW PHONE # 916-395-5020 FAX 916-433-5195**

Administration	Pod#	Title	Ext.	Notes
Amerine, Darrell	Office	Principal	302011	916-893-2132
Whitehead, Tony	Office	Counselor	302050	
Esparza, Shannon	Office	Office Manager II	302001	916-432-0979
Garland, Linda	Office	Registrar	302056	
Perez, Joyce	Office	Clerk II 7:30am - 2:00pm	302002	
Castles, Nicole	C6	Home Hospital Coordinator	302306	
Elementary	Pod #	Subject	Ext	Grades
Schmelzer, Keith	B3	Elementary & ELPAC Resource	302203	K-3rd
Toralez, Rudy	B2	Elementary	302202	4th-6th
Middle School	Pod #	Subject	Ext	Grades
Danielson, Tim	E1	Math/Science	302501	7 th , 8 th
Remeta, Emre	E2	English/History	302502	7 th , 8 th
High School	Pod #	Subject	Ext	Grades
Barrios, Norita	A1	Spanish/Tech/Elective	302101	9 th – 12 th
Curry, Lisa	D5	English	302405	9 th – 12 th
Drotts, Lorrie	E3	Math (Mon, Wed & Fri @ Main) (Tue @ Rosemont)	302503	9 th – 12 th
HS Science	A4	Science Thur-Fri. - @ Rosemont on Wed	305104	9 th – 12 th
Howard, Ramona	D1	English	302401	9 th – 12 th
Johnson, Henry	C5	Social Science	302305	9 th – 12 th
Livny, Sharon	C1	11 th /12 th English/Social Studies	302301	11 th – 12 th
Marcroft, Rick	E3	Math	302503	9 th – 12 th
O'Neil, Andrew	SCI.LAB	Science	302059	9 th – 12 th
Rogar, Jennifer	D6	Social Science	302406	9 th – 12 th
Sargent, Rita Marie	C4	Eng. (Tue & Wed @ Rosemont) Mon, Thu-Fri @ Main	302304	9 th – 12 th
Parent Resource			302052	
Student Phone in			302009	
Cap City @ Rosemont	916-395-5130 x 8066			
Child Development	916-395-5500			

CAPITAL CITY SCHOOL MAP

Elementary
 Middle School
 High School

FE – Fire Extinguisher
EB – Emergency Bag





Capital City School

7222 24th Street * Sacramento, CA 95822

Ph. 916-395-5020 * Fax 916-433-5195