

CAPITAL CITY SCHOOL
K-12 Independent Study
STUDENT HANDBOOK



Soar with the Eagles

Darrell Amerine, Principal
7222 24th Street
Sacramento, CA 95822
Phone: (916) 433-5187
Fax: (916) 433-5195
Web Site: <https://capitalcity.scusd.edu>



SEVEN KEYS to STUDENT SUCCESS

Every student is responsible for helping to maintain a safe and productive environment at school.

You will discover that the following tips help students experience success at CCS.

1. Attend class and be on time.
2. Resolve differences with others in a positive manner.
3. Remain drug, alcohol and tobacco free.
4. Follow the school dress code.
5. Respect school property and the property of others.
6. Respect fellow students and school staff member.
7. Comply with behavior standards for CCS and SCUSD.



STUDENTS' RIGHTS

As a student, you have the right to:

- Learn in a safe environment;
- Discuss issues, concerns and progress with teachers, the principal, counselors and other SCUSD personnel.

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Our Beliefs

Vision: Our vision is that every student will become a productive citizen who is prepared to succeed in a world where communication, technical skills, and critical thinking are essential.

Purpose: Our purpose is to set high expectations for standards of performance and to provide opportunities that will ensure success in life and work.

Philosophy: Capital City School believes that all students can learn. We provide a positive experience that meets individual student needs and satisfies SCUSD graduation requirements.



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 you have a REAL EMERGENCY and cannot keep your appointment, call your teacher. School Phone # 916-433-5187 or you may go to the school's webpage to locate your teacher and email/call from there. www.capitalcity.scusd.edu You MAY be able to reschedule your appointment for a different day that week, but there are no guarantees. If you miss your appointment (even for a legitimate reason) and your teacher cannot see you at another time, you will be considered truant.

Two trancies will result in a note home and possibly 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.

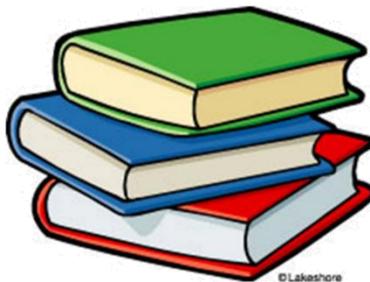
Grades will be entered into Infinite Campus whenever a course is completed.

Transcripts

Transcripts will be updated regularly and can be obtained from your teacher or counselor at any time. For specific transcript needs, see the registrar in the office.

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 them back in with her when your teacher tells you to. Lost or damaged books will need to be paid for and can result in a hold being placed on your transcripts and diploma.



Counseling

Your counselors are Mr. Whitehead at 433-5187 ext. 1050 and Mr. Nguyen at 433-5187 ext. 1053. They 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 every weekday from 9:00 A. M. to 2:00 P. M. in the multi-purpose room. The tutors work one-on-one with students, which allows them to establish a relationship and to move forward academically as a team.

The schedule will be posted in the multi-purpose room. Once they have signed up for a time, students will be expected to keep their weekly tutoring appointment. After two missed appointments, they will be taken off the schedule.

NOTES

Campus Procedures

Capital City campus is open from 8 A.M. to 3 P.M. Sign-in at the office when you arrive. Students may come to campus outside their appointment time for the purpose of studying or getting help. Students causing a disturbance or loitering without legitimate business will be asked to leave.

Lunch

A limited number of sack lunches are distributed in the front office each day, first-come-first-served, starting at 11:30 A.M..

Dress Code

1. Avoid “The Five B’s”: no breasts, butts, bellies, bras or boxers showing.
2. Do not wear any clothing that advertises or promotes tobacco products, alcohol, drugs, gangs, sex, racism, sexism, bigotry, intolerance or violence.
3. No sagging. No heels higher than 3”.
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, and there is a bike rack inside the gates toward the back of the main hallway. RT is another option tickets can be purchased at Sacramento Accelerated Academy or any other RT location. Students can get monthly student bus passes at the district office in 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 stereo too loudly, or engage in noisy behaviors in general. CCS does have a parent resource room located in the front office for parents, we stock it with coffee, access to the internet and informational literature for parents on programs for their children.

Technology Etiquette

In order to access technology at Capital City School, students must follow the SCUSD acceptable use guidelines that are sent home and must be signed and returned. 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 use of technology is critical for students to be successful, but it is also a privilege. Please refer to the district handbook for specific questions regarding this policy. ***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.***

NOTES

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 Sacramento Police Department. Students selling or attempting to sell any controlled substance will be recommended for expulsion. Students who smoke or chew tobacco on campus, 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 validity of the charge and to determine the appropriate remedy of the problem.

All complaints will be referred to the school’s Administrative Team.

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.

<p><u>NOTES</u></p>

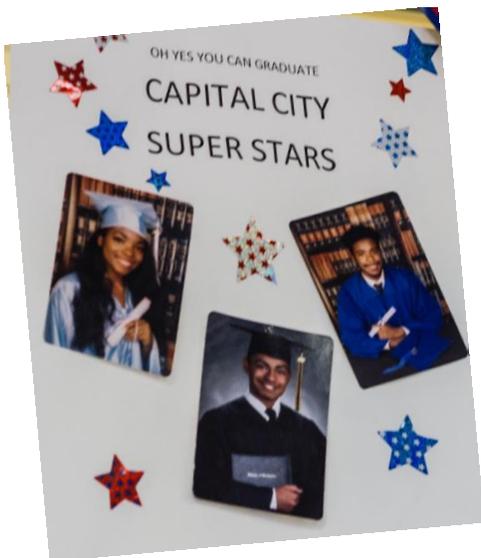
Testing at Capital City School

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

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.

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/cal/>.

SCUSD Graduation Requirements



English: <u>40</u> credits (<u>10</u> credits each in grades 9-12)
Math: <u>20</u> credits (Math I and II, Math III, Pre-Calculus)
Science: <u>20</u> credits (<u>10</u> credits each—Life Science and Physical Science, or Chemistry or Physics)
Social Studies: <u>40</u> credits (<u>10</u> credits each—Geography, World History and U.S. History <u>5</u> credits each—Economics and U.S. Government)
World Language: <u>10</u> credits
Visual and Performing Arts— <u>10</u> credits
Physical Education: <u>20</u> credits
Electives: <u>65</u> credits (a variety of options)
Senior Project (15 hours plus research component)
Technology: (computer applications competence)

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Capital City School Staff Directory

Administrative and Office	
Darrell Amerine, Principal	Tony Whitehead, Counselor
Bruce Nguyen, Counselor	Linda Garland, Registrar
Esther Perez, Office Manager II	Kimberly George, Clerk II
Wai (Idy) Kwong, Clerk III	Brisha Cleveland-Baldwin, Plant Manager
Nicole Castles, Home Hospital Coordinator	Sally Hasseltine, Home Hospital Teacher
Elementary	Middle School
Emre Remeta, K – 3 rd grades	Tim Danielson, Math and Social Science
Keith Schmelzer, Resource & ELPAC	Carlena West-Nawrocki, English and Science
Rudy Toralez, 4-6 th grades	Hue Hang, P.E.
High School	
Norita Barrios, Spanish and Science/Tech	Rick Marcroft, Math
Emelina Emaas, Science	Andrew O’Neil, Science
Lisa Curry, English/Language Arts	Jennifer Rogar, Social Science
Lorrie Drotts, Math	Ritamarie Sargent, English/Language Arts
Ramona Howard, English/Language Arts	Sojeong Stoutamore, Math
Henry Johnson, Social Science	Travis Walker, Social Science
Sharon Livny, English/Language Arts	Kean Yeoh, Social Science

NOTES

CAPITAL CITY SCHOOL MAP

