Creative Connections Arts Academy

ARUTAS Campus
Grades K-6th
7201 Arutas Drive
N. Highlands, CA 95660
phone (916) 566-1870
FAX (916) 566-1871

WALERGA Campus
grades 7th-12th
6444 Walerga Road
N. Highlands, CA 95660
(916) 566-3470
(916) 566-3505

School website = www.ccaa.trusd.net

WELCOME!

Creative Connections Arts Academy (CCAA) K-12 staff welcomes you to the 2026-2027 school year. In choosing CCAA, you have committed to working in partnership with us to provide an alternative to the traditional school experience. To accomplish our vision and mission, we must hold students accountable to appropriate behavior. The success of our program rests on the partnership between parents, students, and teachers. If you have questions not answered in this planner, please call the school or speak to a staff member. **Remember all visitors on campus MUST check in at the office first using the new Hall Pass System (see page 46)!**

ADMINISTRATION TEAM (BOTH CAMPUSES):

Brian Emerson, Principal; Erika Rawlins, Vice Principal;
Desire Deane-Hanson, Guidance Learning Specialist

CCAA's Vision

Creative Connections Arts Academy is a safe environment where we support life-long learning in a creative arts-based community.

CCAA's Mission

Through a commitment to nurture the whole child, we offer high quality arts integration; we achieve growth and confidence in academic knowledge, leadership, and social action.

Communication

Our website, **ccaa.trusd.net**, your Aeries Parent Portal's posts/emails (see CCAA page 6 for directions) and our school Facebook page, **www.facebook.com/CreativeConnectionsArtsAcademy** are the main vehicles of communication for school events and needs. Checking the website frequently will keep you the most up to date! Our Instagram page is **www.instagram.com/creativeconnectionsartsacademy.**

NOTE TO FAMILIES AND STUDENTS:

It is important for our community to know what our handbook contains. Students must carry these pages with them at all times. **This is your contract with CCAA**, the rules/procedures that we follow, and any staff member may ask you to refer to it at any time. Please initial each page so that staff knows you have reviewed them.

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Disclaimer: These planner handbook pages were due to the publisher last May. We completed as much as possible, but please be aware that many things will change as other information is gained. Check our website, Aeries/Parent Square posts/emails for the most recent updates!

CCAA Staff @ Arutas Campus

916-566-1870

Name	Position	Email address	Extension
Mrs. Julia Gordon	6th	julia.gordon@trusd.net	20423
Mr. Thuy Pham	6th	thuy.pham@trusd.net	20421
Mrs. Jenika Sheldon	5th	jenika.sheldon@trusd.net	20418
Ms. Debra Williams	5th	debra.williams@trusd.net	20419
Mrs. Deanna Hankin	4th	deanna.hankin@trusd.net	20410
Ms. Nichole Morey	4th	nichole.morey@trusd.net	20409
Mr. Gary Brooks	3rd	gary.brooks@trusd.net	20408
Mrs. Jennifer Bourgeois	3rd	jennifer.bourgeois@trusd.net	20407
Mrs. Terri Evans	2nd	terri.evans@trusd.net	20402
Ms. Kirsten Gothold	2nd	kirsten.gothold@trusd.net	20403
Mrs. Tami Van Gerpen	1st	tamara.vangerpen@trusd.net	20405
Ms. Wendy Fergusson	1st	wendy.fergusson@trusd.net	20404
Ms. Tracey Lilley	Kindergarten	tracey.lilley@trusd.net	20401
Mrs. Amanda Borman	Kindergarten	amanda.borman@trusd.net	20406
Ms. Brittanie Hatt	Elem Counselor	brittanie.hatt@trusd.net	20413
Mr. Alberto Becerra	K-12 Social Worker	alberto.becerra@trusd.net	20453
Ms. Marcia McClain	Dance/both sites	marcia.mcclain@trusd.net	20414
Mr. David Evans	Music	david.evans@trusd.net	20412
Ms. Lauren “Boyer” Mizutani	Speech/Lang path	lauren.mizutani@trusd.net	20415
Ms. Kara Dahl-Trujillo	Student Support	Kara.dahltrujillo@trusd.net	
Ms. Kelly Carter	Resource prog	kelly.carter@trusd.net	20420
Ms. Anna Rath	Paraprofessional	anna.rath@trusd.net	
Ms. Kylie Scroggins	ASES Coordinator	kylie.scroggins@trusd.net	20411
Ms. Heidi Tomlin	Health Assistant	heidi.tomlin@trusd.net	20450
Ms. Jenny Koons	Secretary	jenny.koons@trusd.net	20454
Ms. Stephanie Rutledge	Office Assistant	stephanie.rutledge@trusd.net	20455
Mrs. Juanita Reyes	Cafeteria	juanita.reyes@trusd.net	20452
Ms. Courtney Rodriguez	Library	courtney.rodriguez@trusd.net	20451
Mr. Tony Fagalnifin	Day Custodian	tony.fagalnifin@trusd.net	20449

CCAA Staff @ Walerga Campus

Entrance on Keema Road, 916-566-3470

Name	Position	Email address	Extension
Ms. Sarah Zare	Counselor	sarah.zaresereshthagh@trusd.net	
Ms. Kimberly Rivera	7th Room A1	kimberly.rivera@trusd.net	20501
Mrs. Tina Hughes-Corben	7th Room A2	tina.hughescorben@trusd.net	9165735151
Mr. Avinay Karan	7th Room A3	avinay.karan@trusd.net	20503
Teacher TJ Harrington	7th Room A4	tj.harrington@trusd.net	20504
Mr. Dustin Carlson	8th Room B3	dustin.carlson@trusd.net	20509
Mrs. Shanti Hayes	8th Room B4	shanti.hayes@trusd.net	20510
		_____@trusd.net	
		_____@trusd.net	
Mr. Eric Follestad	HS Sci/Math	eric.follestad.trusd.net	20517
Mrs. Kara Rivera	HS English	kara.rivera@trusd.net	20520
Mrs. Renee Casstevens	HS English/Drama	renee.casstevens@trusd.net	20518
	HS ELA/Social St	_____@trusd.net	
Ms. Jacqueline Lewis	HS Social Sci	jacqueline.lewis@trusd.net	20519
Mrs. Hannah Woodward	HS Math	hannah.woodward@trusd.net	20515
Mrs. Michelle Spencer	HS Math	michelle.spencer@trusd.net	20512
Ms. Ines Anuncibay-Childs	HS Science	ines.anuncibaychilds@trusd.net	20516
Miss Halle Uhl	HS PE/Athletic Dir	halle.uhl@trusd.net	20509
Mr. Raul Murillo	HS Spanish	raul.murillo@trusd.net	20507
	HS Media	_____@trusd.net	20529
Ms. Joleen Vincent	HS Art	joleen.vincent@trusd.net	
	HS ECE	_____@trusd.net	
Mr. Thomas Seaton	HS/JH Music	thomas.seaton@trusd.net	20521
	HS Counselor	_____@trusd.net	9168904758
Ms. Erin Hixon	RSP both sites	erin.hixon@trusd.net	20505
Mrs. Jackie Johnson	RSP room C3	jacqueline.caldwell-johnson@trusd.net	
Ms. Rose Giudicessi	Nurse, both sites	rose.giudicessi@trusd.net	9168262337
Ms. Isela Mendez	Health Assistant	isela.mendez@trusd.net	20556
Mr. Kyle Bolds	Cafeteria	kyle.bolds@trusd.net	20558
Mrs. Kim Cwiok	Admin Clerk Sr	kim.cwiok@trusd.net	20565
Mrs. Wendy Hatt	Office Manager	wendy.hatt@trusd.net	20566
Mrs. Kris Ward	Attendance Clerk	kristina.ward@trusd.net	20564
Mrs. Shannon Pegar	Library Tech	shannon.pegar@trusd.net	20557
Mr. Nicolae Burcatii	Campus Security	nicolae.burcatii@trusd.net	

FAMILY INVOLVEMENT

A core tenet of our charter school's educational program is parent participation. Parent participation is an asset that enriches the school and helps ensure the success of its students. When families apply for CCAA, they acknowledge that they are strongly encouraged to volunteer at school or school related activities with **a goal of 30 hours of their time per year per family**. We annually celebrate those families who fulfill or exceed this commitment! These hours can be acquired by volunteering at school, at school functions, or at home doing school related work. Earn TIME AND A HALF for cleaning litter/orchard work on campuses on weekends (schedule with office to ensure campus is open) and WORKING an event earns TIME AND A HALF versus JUST ATTENDING an event.

Thank you for honoring our school community by helping at and/or donating to our school events! Thank you for being **role models of INTEGRITY** and follow-through for your children! We believe that "many hands make lighter work." **ALL ADULTS MUST SIGN IN AT THE OFFICE BEFORE COMING ON CAMPUS AND MUST WEAR A VISITOR BADGE.**

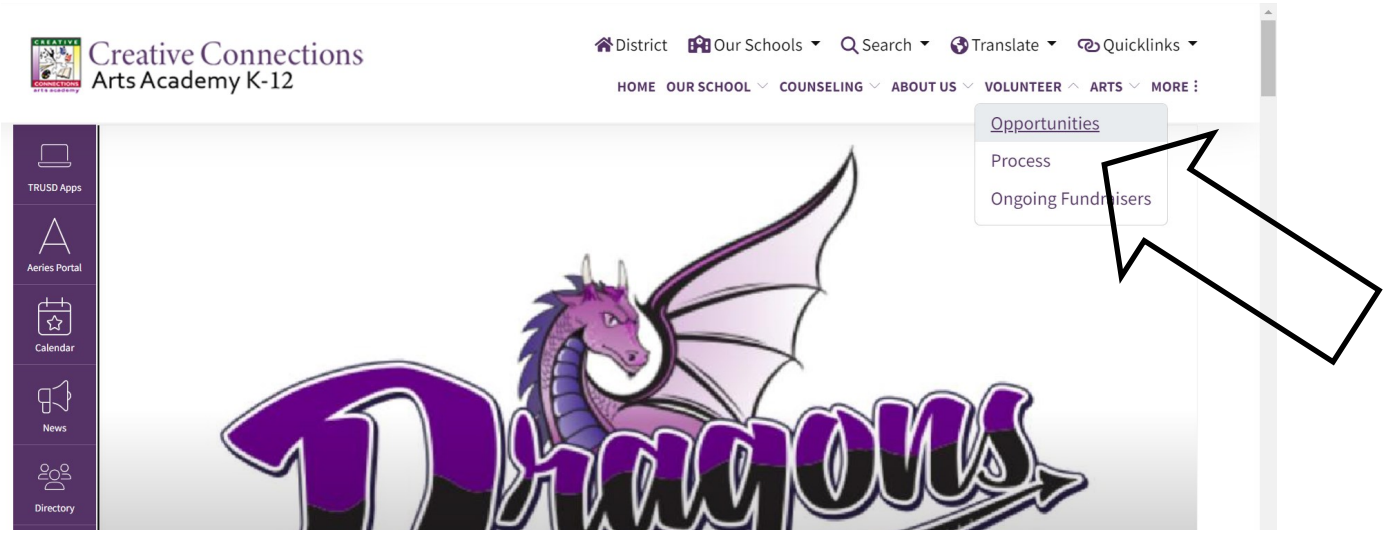
Way to be involved: This description/activity would count! YES! IT COUNTS!	**This description or activity would NOT COUNT**
Chaperoning a group of CCAA students at a school/ community service event, helping to maintain proper behavior and appreciation for serving the community	Making cards on a field study day with only your child
Donating time to purchase and deliver supplies needed for a CCAA school or class event	Providing or buying school supplies for your own child
Being a job shadow mentor for ANOTHER CCAA student, spending the day broadening their education	Being a job shadow mentor for your own children
Physically contributing to cleaning, planting, beautifying our campus with your child and others on a field study day or on another work day	Sitting in a chair watching your child clean the campus
Helping other CCAA students to earn their community service hours at events like marathons, fundraisers, etc. where they help/volunteer time	Running with your child in a fundraising marathon (exception Race for the Arts because it benefits CCAA)
Working the snack bar, serving at dinners, selling tickets, handing out programs, set up or clean up for CCAA events or CCAA sponsored events off campus	Driving or carpooling NON-CCAA students to another school
Donating time and efforts to support CCAA fundraisers, distributing flyers for CCAA events (for example: carnival, haunted house, craft fair, crab feed, family dance, HS dances, international food night, fireworks booth and more!)	Passing out flyers or work for a church
Volunteering as a team coach, room parent, leading a club, participating in committee work, serving on SSC or PTO or ELAC	Attending just your child's performance and then leaving
Working in the orchard on either campus	Doing personal work/daycare on campus

Please see website or child's teacher for additional opportunities.

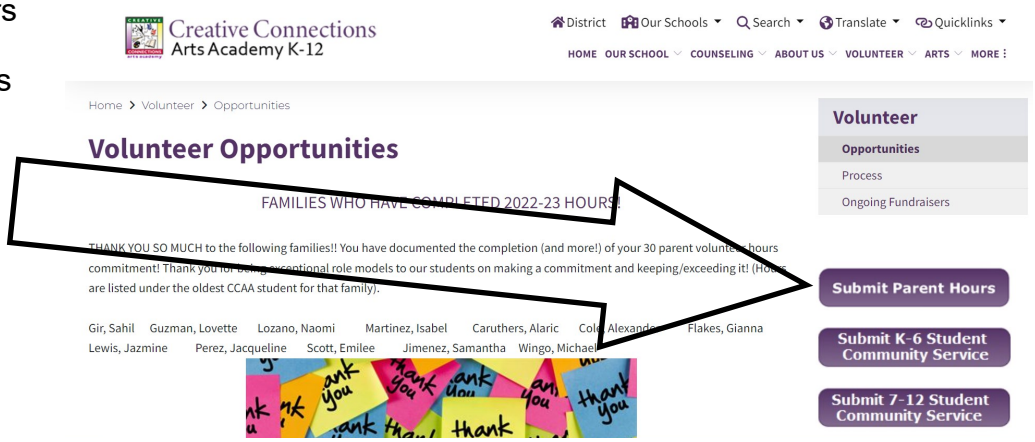
ONLINE RECORDING OF HOURS

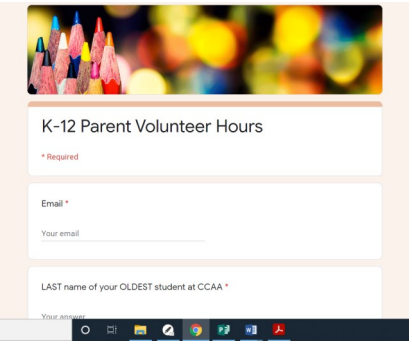
Please document your hours using our ONLINE FORM! It is the families' responsibility to keep track. In order for us to properly celebrate our families and document hours completed at report card time, please submit your hours by the dates shown in the planner calendar pages for each site.

To submit online, click on the large **"VOLUNTEER" link** on our school website, then Opportunities link. There is another link towards the bottom of the front page that says "submit hours" that will also go to the volunteer page. Or use the **QUICKLINKS** at top of screen.



Anyone can submit hours online at any time! We suggest submitting hours all year long as they are completed—you do not have to wait until all 30 parent hours are complete. A copy of your submission will be sent to the email you provide. **Please keep this for your records!**



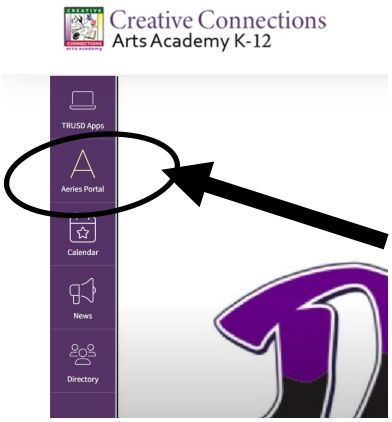


On the Google form, you will need to enter a working email address and the first and last name of your oldest child attending CCAA. Then please provide the date of your task, a description of the task and the time spent volunteering on this date - please use FULL hour and/or QUARTER hour increments (i.e. 1.75 = 1 hour, 45 minutes). Please submit a different form for different tasks.

Direct website address
ccaa.trusd.net/volunteeropportunities

Aeries Parent Portal

CCAA uses Aeries for parent and student portal accounts (website and app versions) to improve school-to-home communication. You can view grades and assignments, view attendance, view/receive announcements and information, and send messages to teachers (through Parent Square—which is a separate app). All parents/guardians have agreed to set up and maintain their Aeries Parent Portal as part of their enrollment agreement. Each parent can have their own account associated with their own email address. Please use your Parent Portal to update changes to address, phone numbers, or contacts at any time during the school year.



How do I create an Aeries Parent Portal?

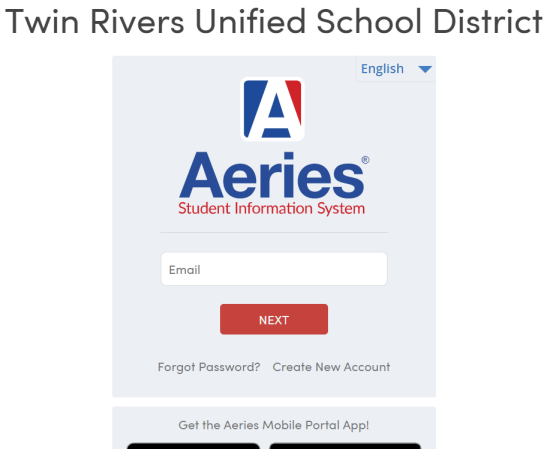
Using the email address you provided to the school, create your Aeries Parent Portal by using this link **parent.trusd.net** and following the prompts. If your email address has changed or you have not yet provided one, please call the school office.

How do I access Aeries Parent Portal?

Visit **parent.trusd.net** or click on the link at the **left side** of the CCAA website. You can also download the mobile app. You can select your language preference on the app.

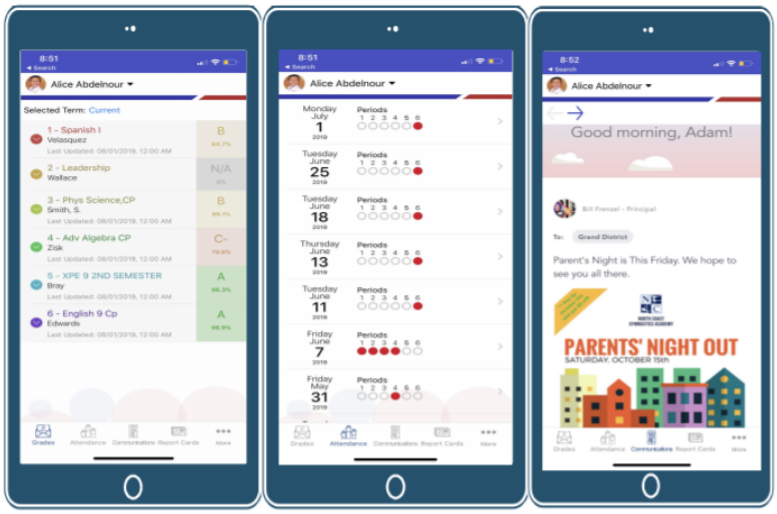
Registering for Aeries only happens once; however you will need to complete the Data Confirmation process at the beginning of each school year. Only one account is needed per family, once logged in, click on “add additional student.”

Please check email regularly as many announcements about school events and teacher communication will arrive via the email address you have on file. **Emergency Cards are now updated electronically in your Aeries Parent Portal** so it is important to keep updated numbers and addresses in the portal settings.



Need additional help with technology?

Contact TRUSD IT Help Desk
techsupport@trusd.net
or by calling 916.566.7802
Monday-Friday 7am-5pm.



Parent Teacher Organization
CCAA PTO

The CCAA PTO is an active part of CCAA, serving the students, teachers, and staff of the K– 6th grades on the Arutas Campus and the 7th-12th grades on the Walerga Campus. We are a non-profit organization, and we actively fundraise and organize several events throughout the school year, in order to provide financial support to ALL students at CCAA.

Unlike a PTA, there are no membership dues required. If your child is enrolled at CCAA, you are an automatic member of PTO. Every year we plan family events and encourage all families to come out and have some fun. Check the calendar pages for PTO event dates, Facebook, emails or the school website for updates and additional information on each event. PTO uses SIGNUPGENIUS (formerly VOLUNTEER SPOT) for major volunteering needs; see the links on the website.

Funds raised from these events directly benefit **YOUR CHILD**! Fundraising helps PTO meet our goals of providing support for the following CCAA programs: Direct Support to Teachers and Staff for Necessary Supplies, Drama Productions, Choir and Band Performances, Dance Productions, Library Media Center, School Beautification, 8th Grade Promotion, High School Graduation, Living History Day (offered every other year), Prizes and Parties for Contest Winners, Monthly Student Awards, Staff Appreciation, and PTO Operational Costs. Additionally, PTO Support-the-Arts funds are used to fund large and expensive purchases such as sound, lighting and stage equipment. To reach as many families with various schedules and needs, to give everyone an opportunity to volunteer and serve, please know that PTO does not expect families to give to or participate in any more than they are physically and financially able to do so. For example, we plan our “food-raisers” (raising funds by having dinner out at a local establishment) each month and would love if everyone could attend every one, but we certainly do not expect everyone to attend everything!

The PTO Board can be contacted at **ccaaboardpto@gmail.com**. We encourage families to contact us with feedback and to share new ideas. We also encourage families to attend the monthly PTO Board Meetings which will be posted on the calendars, sent out weekly by email and on Facebook. They can also be found on the school website under “Clubs/Organizations” tab.

Remember, events are also published on our school Facebook page and Aeries.

Your 2026-2027 PTO Board Members*

PRESIDENT	Ashley Campos	president.ccaapto@gmail.com
1ST VICE PRESIDENT	Clair Chandler	ccaapto.vp@gmail.com
2ND VICE PRES	Andrea Valle	vp2.ccaapto@gmail.com
TREASURER	Thamara Williams	treasurer.ccaapto@gmail.com
SECRETARY	Anhelica Trujillo	secretary.ccaapto@gmail.com
PARENT VOLUNTEER COORDINATOR	Ana McCaw	volunteer.ccaapto@gmail.com
PARLIAMENTARIAN	Ashley Lane	parliamentarian.ccaa@gmail.com

*Nominations/elections occur March. See website and Aeries posts for specific dates.

STUDENT COMMUNITY SERVICE

The educational program as described in the CCAA charter states that part of the admission process is a commitment by students to provide community service. For the school year, CCAA expects each K-12 student to provide and document a minimum of 15 hours of community service (with a goal of 5 per trimester or 7.5 per semester). Service may be provided at community events or for non-profit organizations. Students should be careful that their community service **benefits the community at large** and NOT personal family members, neighbors, or businesses.

To encourage working with our many local service organizations, students in grades 6-12 should partner with a local organization for Field Study Day community service hour assignments. All other community service would just count towards the 15 hour commitment.

REMEMBER: **How** you describe the activity goes a long way towards making it count. It is the family's responsibility to record hours earned. Include names, dates, number of hours, and description. See samples below:

Ideas and how this description/activity would count! YES! IT COUNTS!	WOULD NOT COUNT
Worked at a homeless shelter washing dishes on 9/20 for 2 hours from 4:00 to 6:00.	Helping my mom with dishes
Worked in Mrs. Smith's classroom from 8:00 to 2:30 helping students, correcting papers, making copies, etc on the second field study day,10/15.	Field Study Day
Volunteered at the park district pulling weeds and mowing lawns on 9/06 for 3 hours with the Girl Scout Troup.	Mowed a lawn
Worked at a day care helping children with projects, served lunch, etc. on 8/30 for 2 hours	Baby sitting
Worked at CCAA Showcase night serving drinks, handing out flyers, for 1 hour from 7-8pm.	Showcase Night
Participated in "Race for the Arts" from 8am to 12pm on Saturday, August (or another awareness run like JDRF, Walk for Autism, Walk for the Cure, etc.) and raised money for CCAA by getting pledges	Went to a race
Passed out flyers to neighbors and handed them out at local store to help advertise for CCAA Carnival and Craft Fair and other events for 3 hours total (30 minutes x 6 days after school)	
Created homemade holiday cards and visited a local nursing home to pass them out	Made cards for family members
Submitting box tops digitally to raise funds for the school	
Cleaned batter's box and raked infield after each little league game (15 minutes x 10 games)	
Collected items and put together care packages for youth in hospitals, donated to Ronald MacDonald House (3 hours)	
Attending/helping at CCAA Athletic games or performances as an appropriate audience member	Went to a game, stared at my phone all night

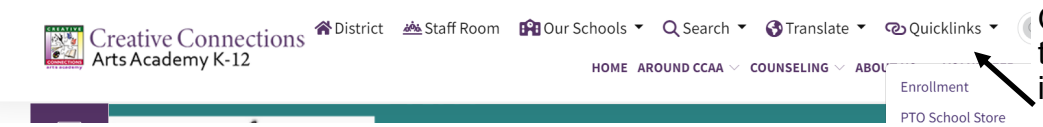
DO NOT TEAR THIS PAGE OUT!

Use this page as **your personal record** of hours worked. Hours not documented correctly will not count! It is the student/families' responsibility to keep track and turn in documentation on time before the grading term ends. In order for us to keep track and celebrate our students,

PLEASE SUBMIT YOUR HOURS ONLINE by dates shown in the planner calendar pages for each site. To submit online, click on the "VOLUNTEER" link on the front of our school website http://ccaa.trusd.net. **See CCAA page 5 for directions**. We suggest submitting hours all year long as they are completed—you do not have to wait until all 15 hours are complete. Also be sure to click "Send me a copy" at the end of the online submission form.

Your Personal Record of Student Community Service

Date	Description of Activity including times worked:	# of hours	Date /check Submitted ONLINE



Or use the QUICKLINKS to the forms on website, in the upper right corner.

Student Wellness & Celebrations

Schools are not to use food items for fundraisers or provide food for any celebration that is prepared by families, or provide snack food to students that is not approved by district food services. All celebrations that plan on serving food must use food items that are prepared by a business, district catering services, or done in conjunction with the school food services staff. All events that plan on having food must be cleared through the principal.

Chewing Gum

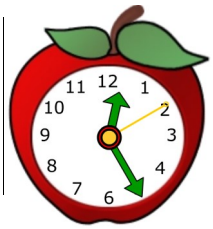
Chewing gum presents numerous issues in a school environment –

- unhygienic
- spread of infections
- costly removal
- damaging to clothing/furniture/belongings
- aesthetically unpleasant.

Consumption of food and drinks other than water in classrooms can also pose issues. Please refer to each classroom teacher for policies regarding gum chewing and possible consequences. NO GUM ALLOWED K-8.

Campus Schedules

@ the ARUTAS CAMPUS, Kinder-6th grades:



EVERYDAY	Monday, Tuesday, Thursday and Friday	On Early out Wed	On Minimum Days	On Shortened Day
Begins at 8:10 AM	End at 2:52 PM	End at 12:52 PM	End at 1:22 PM	End at 1:52 PM

@ the WALERGA CAMPUS (fill in start and end times):

M/T/TH/F Regular Schedule			Early Out Wed		Minimum Days		Rally Schedule	
1st Period	8:30 HS 9:00 JH		8:30 HS 9:00 JH		9:00 HS 9:00 JH		8:30 HS 9:00 JH	
2nd Period								
3rd Period								
4th Period								
9-12 Lunch								
7-8 Lunch								
5th Period								
6th Period		3:37 dismissal		1:37 dismissal		1:52 dismissal		3:37 dismissal

PLEASE NOTE:
All dates/details published as of last May and are subject to change.
Refer to website, emails, Facebook page, flyers for most current info.

August 2026

High School *coed Cross-Country
*Girls Volleyball
*Boys Soccer
PRACTICES BEGIN _____

We are accepting self-nominations for open School Site Council Members and Executive Committee Members. Forms are available in either office or on our website. Self-nominations due August ____ by 3:30pm to either office.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
CCAA HIGH SCHOOL SPORTS OFFERINGS: Fall Season: Girls Volleyball, Boys Soccer, Coed Cross Country Winter Season: Girls Basketball, Boys Basketball. Spring Season: Girls Soccer, Boys Volleyball, Coed Tennis, Track& Field, and Swimming. *Listen to daily announcements for sign up dates.*				Cheer Camp 7/30-8/1 Walerga Gym	01/02 Character Trait this month: RESPECT
03	04 4: Ms. Borman's b-day	05 LINK Leader Training Day 1 8:30-1:30	06 LINK Leader Training Day 2 8:30-1:30	07 Welcome Rally for 7th grade Schedule Pick up (grades 7, 8, 11, 12 only) 7: Ms. Emerson's b-day	08/09
10 LINK Welcome Rally for 9th grade 8-1:30 Schedule Pick –up (grades 9-10 only)	11 K-12 New Family Orientation, Arutas 6pm	12 K-12 Staff Professional Development Days	13	14	15/16 15: Beautification Day @ Walerga. Tentative/time TBD 15:Ms. Morey's b-day 16:Mr. Emerson's b-day
17 Teacher Work Day	18 Senior Sunrise 	19	20	21 **K-12 Purple/ White/Black Spirit Day every Fri unless other theme announced**	22/23 **22: Race for the Arts** @ 8am– Fun Runs & 5K; Starting Line: 15th Ave and Land Park Drive, Sacramento
24 Exploratory I Choices go home (grades 1st-6th) *How to Train Your Dragon* Workshop 1st-12th grades	25 ***PTO Meeting*** *@ 6pm* *Walerga room A2*	26	27 *How to Train Your Dragon* Auditions K-6 Back to School Social @ 5 Cafeteria @ 5:30 Classrooms @ 6-7 @ Arutas	28	29/30 Chalk it Up! Sacramento @ Fremont Park 10-6pm (Sat/Sun/Mon)

National Hispanic-Latin Heritage Month (Sept 15-Oct 15)

September

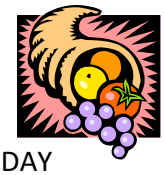
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
Character Trait this month: PATIENCE	01 Exploratory I Choices due (grades 1st-6th) HS Fall Play Auditions	02 **PICTURE DAY BOTH CAMPUSES**	03 7-12 Back to School Social @ 5 Cafeteria @ 5:30 Classrooms @ 6-7 @ Walerga	04 **Arutas Spirit Day NEON** Arutas PBIS Store Open until Wed EC/SSC Self-Nominations due 3:30pm to offices	05/06 5: SF Shakespeare in Park field trip option for 7-12
07 Labor Day—No School	08 Exploratory I Classes begin, grades 1-6 Craft Fair Meeting 6pm Walerga A2 8: Mr. Carlson's & Mrs. Johnson's b-day	09 9: California's B-day	10 10: Ms. Boyer's b-day	11 11: Mr. Pham's b-day	12/13
14 ***PTO Carnival Planning Mtg*** *@ 6pm Walerga A2*	15 WALERGA CAMPUS SPIRIT WEEK (7TH-12TH)	16 HS Club Rush Day	17 Constitution Day	18 **Walerga Spirit Rally 1** Arutas PBIS Store Open until Wed **HS Homecoming Dance**	19/20
21 21: Ms. Hixon's b-day	22 ***PTO Meeting*** *@ 6pm* *Walerga Library*	23 Last Spring Semester Awards Ceremony Junior High	24 Last Spring Semester Awards Ceremony Walerga cafeteria HS 2:40pm	25 **K-12 Field Study Day #1**	26/27
28 ***PTO Carnival Planning Mtg*** *@ 6pm Walerga A2* 28:Ms.Bourgeois's b-day	29 7th-8th Skate Night #1 @ Roller King 6-8pm	30			

October

National Italian American Heritage Month

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
Character Trait this month: INTEGRITY	***PRESALE Begins PTO Carnival/ Haunted House***		01 Kinder Alphabet Fashion Show Reports Due for Field Study Day Attendance Credit	02 **Arutas Spirit Day HATS** Arutas PBIS Store Open until Wed	03/04 4: Ms.Fergusson's b-day
05 ***PTO Carnival Planning Mtg*** *@ 6pm Walerga A2*	06 2027-2028 New/ Interested Applicant Info Night, 6pm	07	08 Craft Fair Meeting 6pm Walerga A2	09 Reminder to submit Records of Parent Involvement and Student Community Service online (7-12)	10/11 10: ***PTO Haunted House Building begins (PENDING we have enough volunteers)***
12 ***PTO Carnival Planning Mtg*** *@ 6pm Walerga A2*	13 **M/UP PICTURES BOTH CAMPUSES** College Info Night Walerga Library Seniors @ 5:30pm Juniors @ 6:30pm	14	15 **HS Blood Drive** 15: Mr. Seaton's b-day	16 Boss's Day End of Quarter 1 grades 7-12 Arutas PBIS Store Open until Wed	17/18 17: ***PTO Carnival & Haunted House (PENDING we have enough volunteers)*** ***18: Haunted House Strike sets***
19	20	21	22 **Walerga Amazing Dragon Race**	23 **K-12 Field Study Day #2**	24/25
26 Exploratory II Choices go home (grades 1st-6th) 26: Mrs. Pegar's b-day	27 Adv Drama "Newsies" 6pm Arutas Stage ***PTO Meeting*** *@ 6pm Walerga room A2*	28 7th-8th Skate Night #2 @ Roller King 6-8pm	29 Reports Due for Field Study Day Attendance Credit Adv Drama "Newsies" 6pm Arutas Stage	30 **K-12 COSTUME Spirit DAY** Arutas PBIS Store Open until Wed	31

ANTI-BULLYING AWARENESS / RED RIBBON WEEK



November

National American Indian Heritage Month

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
Character Trait this month: ORGANIZA-TION			REMINDER TO SUBMIT ONLINE Records of Parent Involvement and Student Community Service (K-6)		01
02 Exploratory II Choices due (grades 1st-6th)	03	04 2027-2028 Applications Due 4: Mr. Follestad's b-day	05 Exploratory Showcase at Arutas	06 End of Trimester 1 grades K-6 Craft Fair set up (gym closed)	07/08 7th: CCAA 15th Annual Craft Fair and Art Show OPEN TO PUBLIC 07: Ms. Child's b-day
09 ***PTO Crab Feed Committee Meeting***	10 *How to Train Your Dragon* Performance	11 No School Veteran's Day	12 *How to Train Your Dragon* Performance	13 Arutas PBIS Store Open until Wed	14/15
16	17 7th-8th WAX MUSEUM	18 18: Mr. Murillo's b-day	19 **K-8 PARENT CONFERENCES** **NO SCHOOL FOR K-12 STUDENTS** **Unless required to attend conference**	20	21/22
23 23: Mr. Evans' b-day	24	25	26	27	28/29 28 Mrs. Corben's b-day

THANKSGIVING BREAK

December

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
November 30	December 01 Exploratory II Classes begin, grades 1-6	02	03	04 Arutas PBIS Store Open until Wed	05/06 Character Trait this month: FAIRNESS
07	08 ***PTO Meeting*** *@ 6pm* *Walerga room A2*	09 2027-2028 Lottery HS Fall Play Performance	10	11 HS Fall Play Performance	12/13
14	15 7-12 Winter Music Concert and Arts Showcase Night @ Walerga 15:Kimberly Rivera's Bday	16	17 K-6 Winter Show 1pm	18 K-6 Winter Show 9am Junior High Winter Variety Show, 9:30AM Minimum Day K-6 Dismiss at 1:22 7-12 Dismiss at 1:52 18: Mrs. Evans' b-day	19/20 19:Ms. Vincent's b-day
21 21:Teacher TJ's b-day	22	23	24	25	26/27
		WINTER BREAK — NO SCHOOL			
28	29	30	31		
		WINTER BREAK — NO SCHOOL			

January 2027

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
Character Trait this month: KINDNESS	WINTER BREAK — NO SCHOOL			01	02/03
04	05	06 6: Ms. Brittanie Hatt and Mr. Brooks' b-day	07 *Seussical Jr.* Auditions (1st-12th) 7: Ms. Juanita's b-day	08 **Arutas Spirit Day WINTER WEAR** Arutas PBIS Store Open until Wed *Seussical Jr.* Auditions (1st-12th) 8::Mr. Karan's b-day	09/10
11 Ms. Lilley's 1/2 b-day ***PTO Crab Feed Committee Meeting***	12 HS Spring Play Auditions	13 REMINDER TO SUBMIT ONLINE Records of Parent Involvement and Student Community Service (7-12)	14 HIGH SCHOOL FINAL EXAMS Minimum Day grades 7-12 only Dismissal at 1:52	15 Fall Semester Ends and Minimum Day grades 7-12 only Dismissal at 1:52	16/17 16:Mrs.Casstevens' b-day
18 No School— MLK Jr. B-day 18: Mrs. Ward's b-day	19 Arutas PBIS Store Open until Wed	20	21	22 Arutas PBIS Store Open until Wed	23/24 ***24: PTO Car Show Social (tentative)***
25	26 ***PTO Meeting*** *@ 6pm Walerga room A2* 26: Mrs. Lewis' b-day	27 7th-8th Skate Night #3 @ Roller King 6-8pm	28	29 **Walerga Spirit Rally 2** **HS Winter Dance**	30/31

WALERGA CAMPUS SPIRIT WEEK (7TH-12TH)

GREAT KINDNESS CHALLENGE WEEK(GRADES K-6)

CCAA 16

February

African American History Month

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
		Character Trait this month: EMPATHY		High School *Coed Swimming *Coed Tennis *Boys Volleyball *Girls Soccer PRACTICES BEGIN _____	
01 School Counselor's Week	02 Kinder's 100th Day of School	03 Fall Semester Awards Ceremony Walerga gym JH @ _____	04 Walerga 7-12 Talent Show Auditions	05 **Arutas Spirit Day ANIMAL** Arutas PBIS Store Open until Wed Fall Semester Awards Ceremony Walerga HS @ 2:40pm	06/07 7:Mrs. Sheldon's b-day
08 President's Day—No School	09 ***PTO Easter See's Candy Order forms go home***	10	11	12	13/14 14:CCAA's 22nd b-day!
15 President's Day—No School	16 Walerga 7-12 Talent Show Closed Rehearsal 3:45pm ***PTO Meeting*** *@ 6pm* *Walerga room A2*	17	18	19 Arutas PBIS Store Open until Wed 7-12 Talent Show Performance @ 2:30	20/21 20: Black History Month Parade @ CCAA Walerga 20: Miss Uhl's b-day
22 Exploratory III Choices go home (grades 1st-6th) ***PTO Crab Feed Committee Meeting***	23 24:Kara Rivera's b-day	24	25 Exploratory II Showcase at Arutas	26 Trimester 2 ends Grade K-6 ***PTO Family Social @ Walerga***	27/28

March

National Women's History / Irish American Heritage Month

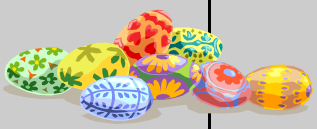
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
01 Exploratory III Choices due (grades 1st-6th) ***PTO See's Candy Orders due*** ***PTO Crab Feed Committee Meeting***	02 7th-8th Skate Night #4 @ Roller King 6-8pm	03	04 REMINDER TO SUBMIT ONLINE Records of Parent Involvement and Student Community Service (K-6)	05 **Arutas Spirit Day BOOK CHAR or SUPERHERO** Arutas PBIS Store Open until Wed Shortened Day K-6 only	06/07 ***6th or 13th: PTO Crab Feed (tentative)***
08 **K-12 Field Study Day #3** ***PTO Crab Feed Committee Meeting***	09 Exploratory III Classes begin, grades 1-6	10 *Addams Family* Performance	11 *Addams Family* Performance	12 Reports Due for Field Study Day 3 Attendance Credit	13/14 *Pi* (π) Day
15	16 REMINDER TO SUBMIT ONLINE Records of Parent Involvement and Student Community Service (7-12) ***PTO Meeting*** *@ 6pm* *Walerga room A2*	17	18 Kinder Nursery Rhyme Living Gallery, 6pm performance	19 End of Quarter 3 grades 7-12 Kinder Nursery Rhyme Living Gallery (students only)	20/21
22	23	24	25	26	27/28
SPRING BREAK					
29 **SPRING BREAK**	30	31	*April 1*	*April 2*	Character Trait this month: PERSEVER-ANCE

PTO Board Nomination forms go home March 1, due back by March 12 for March 31 electronic vote

Character Trait this month: GENEROSITY

April

Autism Awareness Month

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
March 29 	*March 30*	*March 31*	01	02 **Arutas Spirit Day DISNEY**	03/04 3rd: CETA Middle Stage Drama Fest (tentative)
05	06	07 7: Ms. Dawn's b-day	08 8: Mr. Kyle's b-day	09 Arutas PBIS Store Open until Wed HS Spring Play Performance	10/11
12	13	14	15	16	17/18 18: Junior/Senior PROM (tentative)
19	20	21 Administrative Professional's Day	22	23 Arutas PBIS Store Open until Wed Dance Showcase (tentative) 7pm	24/25 25: Dance Showcase (tentative) 2pm
26	27 ***PTO Meeting*** *@ 6pm* *Walerga room A2*	28 *Seussical Jr.* Performance 7th-8th Skate Night #5 @ Roller King 6-8pm	29 *Seussical Jr.* Performance	30 30:Ms. Rawlins' b-day	

Character Trait:
SELF-REGULATION

May

Teacher Appreciation Week — May 3-7
CA Classified Staff Appreciation week — May 17-21

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
Asian Pacific American Heritage, Older Americans and Jewish American Heritage Month		REMINDER TO SUBMIT ONLINE Records of Parent Involvement and Student Community Service Hours			01/02 1:Mrs.VanGerpen's bday
03 **6TH GRADE WESTMINSTER WOODS SCIENCE CAMP TRIP** Collection week for ALL library books @ Arutas Teacher Appreciation Week	04	05	06 **Arutas Spirit Day SPORTS**	07 **K-12 Field Study Day #4**	08/09 08: Beautification Day @ Walerga. Tentative/time TBD
10	11	12 WALERGA OPEN HOUSE & HS Art Show 6pm	13 Reports Due for Field Study Day 4 Attendance Credit Spring Music Concert, 6pm Walerga 13: Mrs. Gordon's and Mrs. Rath's b-days	14 Arutas PBIS Store Open until Wed HS Sports Banquet 6pm	15/16 15: Beautification Day @ Arutas. Tentative/time TBD
17 **Walerga Battle of the Dragons** Senior Awards Night 6pm Walerga	18	19 ARUTAS OPEN HOUSE 6-7pm	20 **Walerga Spirit Rally 3**	21 Arutas Renaissance Day *Something Rotten* Performance Arutas PBIS Store Open until Wed Junior High Spring Fling Dance 6-8pm Walerga Cafeteria 21 Ms. Williams' b-day	22/23 23: Mrs. Woodward's b-day
24 24: Mrs. Spencer's b-day	25 **CLASS OF 2027 GRADUATION (TENTATIVE)**	26 ***PTO Meeting*** *@ 6pm* *Walerga room A2*	27 K-6 Spring Show 1pm	28 K-6 Spring Show 9am HS Cabaret Showcase 28 Ms. Mikah's b-day	29/30

Pride Month

June

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
7TH-8TH EXTRA-CURR. EAST COAST TRIP TENTATIVE DATES: JUNE 2028		Summer Staff birthdays: Mrs. Koons & Mrs. Hankin (6/11), Ms. Hanson (7/7), Ms. Lilley (7/11), Ms. Rutledge (7/29)			***May 30: PTO Parent Volunteer Appreciation Event (tentative)***
May 31 No School Memorial Day Holiday	01 Turn in Textbooks and Library books at Walerga	02 **HS FINAL EXAMS**	03 8th Promotion 8:30AM Walerga Minimum Day 7-12 only Senior Sunset 7pm Walerga blacktop 3: Mrs. Wendy's b-day	04 **Arutas Spirit Day HAWAIIAN** Kinder Promotion K-6 End of Tri 3 7-12 Semester Ends Last Day of School Minimum Day K-12 Pick up meds from Health office	05/06 **SUMMER BREAK BEGINS**

Master list of CCAA EVENTS

Check calendars and website for specific details/dates of each item. This list and its details are subject to change, meant to help explain traditional events, some may not happen each year.

Month Affected	Event *Description, notes, etc. (always subject to change depending on staff)*	Coordinated by/ Contact	Grades affected
Several	Fundraising work (Golden One Arena) *A great opportunity for students 16+ and adults to raise money for CCAA events and trips! Sign up to work, worker signs contract indicating to which PTO account money raised is deposited.*	Tina Corben PTO	K-12
Aug	Senior Sunrise *Walerga campus, celebrating the dawn of their Senior year with CCAA staff*	Desire Hanson Senior advisors	12th
Aug	Back to School Nights *Usually 6-7pm, in classrooms following a meeting in the cafeteria with administration covers back to school procedures, academic focus, teacher presentations in their rooms, different night on each campus*	Staff Admin Team	K-12
Aug	Race for the Arts *100% donations made here go to CCAA PTO! Fundraiser and arts awareness, fun-runs and 5K community event full of local arts organizations, William Land Park, www.raceforthearts.com*	Staff PTO	K-12
varied	PTO Auction Night *-MAJOR evening fundraising event, Silent Auction and/or raffle style to raise money for school, items collected throughout the year, auctions may also occur during other evening school events.*	PTO	K-12

Month Affected	Event *Description, notes, etc. (please realize some events change/do not occur each year — check website for more details)*	Coordinated by/ Contact	Grades affected
every	Spirit Days (or spirit week at Walerga) *End of the week, (usually one per month) throughout year, sometimes with rally/event/contest*	Staff Student Leadership class	K-12
several	Jr. High TEEN Skate Nights *5 throughout year, in conjunction with Westside, Eastside, Regency Park, and Frontier charters, social fundraiser, extra curricular: may not be on Academic Probation or Behavior Levels to attend, permission slip required to staff member on duty by 4 pm that day, 6-8pm @ Roller King, Roseville. Funds raised go to 8th grade promotion ceremony needs*	Jr High Staff	7-8
Fall Spring	PTO Movie Nights *Selected movie shown at school cafeteria as a social event, students must be supervised by adults, or may be FSD opportunity at IMAX depending on content of movie, Horror Movie night for Walerga campus only must have permission slip on file before night of event.*	PTO	K-12
Each month	PTO FOOD-RAISERS *Food-raisers at local restaurants to benefit the Support-the-Arts Fund, a PTO fund dedicated to purchasing big ticket items for the school and items that are used by all, like sound system and lighting equipment.*	PTO	K-12
Oct	PTO Fall Carnival and Haunted House *Community event, fun for all! Committee work meetings listed in calendar, many hands needed to create H H, games, food, and more!*	PTO	K-12
All year	Exploratory Stage Production *Exploratory Class performs shows for family* *All rehearsals during daytime exploratory class*	Staff leading that exploratory	1-6
Nov	Wax Museum *November, 7th and 8th perform for others, day and evening viewings*	7-8 Staff Tina Corben	K-12
Nov	Craft Fair *November Saturday, East Coast Travelers fundraiser (more help @ organizational committee mtgs, more $ earned!), performance opportunity, all helpers welcome for hours even if not going on trip*	Tina/committee Kim Brownell Alicia Stanback	K-12
Nov	Parent Conferences *End of trimester 1 for K-6, but also held for selected 7-12th*	Staff	K-12
several	High School Dances *Homecoming, Winter, Junior/Senior combined Prom, guests invited with permission slips (available on the website or in Walerga office)*	Staff Raul Murillo	9-12
Dec	Winter Concert *Music department performs for families*	David Evans Tom Seaton	Band Choir
Jan	Semester 1 Awards Ceremony *Honor Roll, Perfect Attendance, Principal's List, AR, etc.*	Staff	7-12
Dec	Winter Program *One song/performance per class, one dress rehearsal with student audience, two performances for families at each campus*	Staff	K-12
Dec	CA International Marathon *First Sunday morning in Dec, culmination of Marathon Club (voluntary student club starting in Sept to accumulate miles each day as an extension of PE program –goal being 26.2 miles by CIM), downtown Sac*	Julia Gordon	4-8

Month Affected	Event *Description, notes, etc. (please realize some events change/do not occur each year — check website for more details)*	Coordinated by/ Contact	Grades affected
Jan	PTO Talent and Art Show/Dinner *Talent show for parent/student teams/acts to perform or showcase collaborations on visual art pieces, spaghetti dinner, jr/hs helpers*	PTO	K-12
various	Main Stage Productions *After school auditions and all rehearsals after school*	Staff	1-5
Feb	CCAA Family Dance *Organized by PTO, open to all K-12*	PTO	K-12
varied	CCAA Adult Social Fundraisers *-PTO sponsored evening event for adults only to raise money for school events. Theme to change each year such as "Prom Night," "Casino Night," "Beach Party," Carnival" "Dios los Muertos," Crab feed or Comedy Nights at Laughs Unlimited*	PTO	
March	Pi Day *Celebrating everything math on 3.14 (March 14th)*	staff	K-12
April/ May	International Food Festival *For the foodies of CCAA, Fundraiser for field trip fund, Parent Involvement Opp, FSD Opp, Walerga cafeteria, 6-8pm*	Tina Corben	K-12
March	Women in History Day *Staff present various women, students rotate through 10 min presentations, March morning*	Staff	K-6
March	Nursery Rhyme Museum Living Portrait *March, Kindergarten performance for others, day and evening viewing,*	Staff Tracey Lilley	K-12
May	K-6 Field Day or Battle of the Dragons 7-12th *Fundraiser, penny drive competitions among class levels, medals and trophies awarded,*	Staff and Leadership	K-12
April/ May	Dance Showcase *Dance Companies and classes perform for families*		Dance Dept
May	Spring Concert *Music department performs for families*	David/Tom	Band Choir
April	Student Talent Show *Student creations, not connected to ANY class or teacher led numbers/ songs. After school auditions, not all acts accepted , especially if not ready, After school rehearsals, Evening Performance*	Tom Seaton	7-12
every	Second Saturday Public Art Shows *FSD opportunity, on the second Saturday evening of each month, Sacramento art galleries hold open receptions, see http://2nd-sat.com/*		K-12
May	Living History Day (started as Renaissance Day) *Since 2006, every other year (day of costumes, parade, royalty, crafts, games typical of that time period (period chosen by staff coordinator of that year), huge parent involvement opportunity, End of year celebration*	Staff	K-8
May	HS Reunion Alumni Social *all CCAA Alumni invited for reunion get-together*	Staff	9-12th
May	Open House *Individual classrooms on display, Some exploratory showcasing*	Staff	K-12

Month Affected	Event *Description, notes, etc. (please realize some events change/do not occur each year — check website for more details)*	Coordinated by/ Contact	Grades affected
various	Junior High Dances *student social event, extra-curricular, must not be on Levels or academic probation to attend, approximately 6-8pm*	7-8 Staff, parent dance committee	7-8
May	Westminster Woods/Alliance Redwoods *Week long overnight science camp trip for 6th grade*	6th grade staff	6th
June	East Coast Extra-Curricular Trip *Every other year (even #s), August meetings, deposits due in Nov. Final payment due April, mandatory meeting in April, ~8 day trip (usually leave day or two after last day of school)*	Tina Corben	7-8
Last week	Senior Breakfast and awards night *Celebrating our seniors*	Staff	12th
Last week	Kindergarten Promotion Ceremony and Celebration *Celebrating our students exiting kindergarten, Arutas cafeteria*	Staff	K
Last week	8th grade Promotion Trip *Celebrating our students entering High School*	Staff	8th
Last week	High School GRADUATION !!! *Off site (TBD: Highlands HS Stadium, Crest or Roseville Theater), guest speakers, open to everyone space available*	Staff	12th

Arts Integration Defined

In 2015, CCAA was officially named an affiliate of the John F. Kennedy Center, the leading Performing Arts Center in Washington DC. There are three ways the arts are taught in schools: Arts as Curriculum, Arts-Enhanced Curriculum, and Arts-Integrated Curriculum. CCAA focuses on the latter using the following Kennedy Center definition:

Arts Integration is
an **APPROACH** to **TEACHING**
in which students
construct and demonstrate
UNDERSTANDING
through an **ART FORM**
Students engage in a **CREATIVE PROCESS**
which **CONNECTS**
an art form and another subject area and meets
EVOLVING OBJECTIVES
in both.

1st-6th EXPLORATORY CHOICES

Each trimester during the school year, students in grades 1-6 will receive a paper flyer or google form to rank their exploratory choices. **Check the calendar pages for those dates and deadlines.**

Choices must be submitted ON TIME for your rankings to be considered when staff forms the exploratory classes. Please remember that not all students can be placed in their first choice class every time. **If a student does not turn a form in, they will be placed in a class that needs more students.**

To help plan your selections, refer to the flyer given each trimester for more details on each class offered. Some classes have various requirements, and all classes are subject to change from this list per teacher discretion. This list is provided only as a sample of some of the classes that may be offered throughout the year. Some classes may last two trimesters and only be offered to certain grade level based on the content/skills taught.

Sample Exploratory Classes offered		
Animal Crafts	**Watercolor Fun**	**Signing to Songs**
Drawing Disney	**Art Mediums**	**iPad Movie Magic**
Art Mediums	**Stage Craft**	**Directed Drawing (1st-3rd)**
Easy Cross Stitch	**Jewelry Crafts**	**Beginning Piano**
Recorders	**Culinary Arts**	**Dancing for Fun/Fitness**
Clay Character Building	**Mask Making**	**Crochet**
Art of Chess	**Puppetry**	**Nature Journal Drawing**
Fall Theater Production	**Winter Theater Production**	**Hogwarts Magical Art**
		Express Self through Poetry and Spoken Word
Intro to Movie Making	**Award-winning SEVA videos**	**Stop Motion Animation with Google Slides**
Photography	**Yearbook/Graphic Design (two trimester class)**	

K-8 FIELD STUDY DAY PROGRAM

Field Study Days (FSD) have been developed and are a part of our charter to give students an opportunity to design their own meaningful experience for the day. The day should be spent on an activity that extends the learning environment from the classroom into the home and community. **Four** days during the school year have been set aside for this purpose. These are not DAYS OFF for students or staff! The program consists of three strands: job shadowing, field trips, and community service at K-8.

Students will receive an **"Advance Preparation" worksheet** to help them plan for each FSD. Completed forms need to be turned in prior to the FSD no matter what the activity is (at 6th-12th grade, forms must be submitted at least one week prior for full credit). Students must return an accounting of the educational experiences they had on the FSD. Staff will guide students through this process as each teacher may add to or adjust these requirements. Failure to complete the requirements may result in the student being considered truant. After FIVE days (first day is the FSD) ADA (attendance credit) cannot be earned if a report is not received. DUE DATES ARE LISTED IN CALENDAR PAGES OF PLANNER.

K-8 Strand 1 — Job Shadowing

WHAT: This experience is provided for students so they can learn about a variety of careers, the world of work, and how their education can help prepare them for the future.

EXPECTATIONS: Students must spend a minimum of four hours "shadowing" their adult mentor. One student shadows one mentor at a time (two students may not "shadow" the same mentor.) Transportation is the responsibility of the parent, and it's important to arrive on time. During the day, students will complete their "Shadow Day Questionnaire" and give the mentor an evaluation to complete. The student is responsible for obtaining this before the shadow day.

ON THE DAY OF JOB SHADOWING: Dress for the kind of position you will be shadowing. In general, clothing must be appropriate for what you are doing that day. Walk in confidently and proudly. Remember to show a positive attitude and respectfully S.O.A.R (Self control, On task, Accepting, Responsible).

K-8 Strand 2 — Field Trips

WHAT: This experience is provided to enable the students to explore something outside of the school environment with the family. Transportation is the responsibility of the parent. These days could be used for exploration of local organizations (science centers, zoos, theaters, museums, etc). Other ideas include but are not limited to seeing a play, attending the symphony or ballet, or to travel to non-local points of historical/economical/agricultural/etc. interest.

EXPECTATIONS: Students must spend a minimum of four hours exploring the point of interest on a Field Study Day. Students should be careful that their destination is educational. See the staff or website for more ideas.

K-8 Strand 3 — Community Service

WHAT: This experience is provided to enable the students to care about the community around them and work toward its betterment. According to our charter, each student must complete a minimum of 15 hours of community service each year, most of which can be accomplished on Field Study Days. You may use Field Study Days to complete your community service although your FSD activities are not automatically community service.

EXPECTATIONS: Students must spend a minimum of four hours helping the community on a Field Study Day. Students should be careful that their activity benefits the community at large and not personal family members, or businesses (i.e. babysitting, cleaning yards, working in family owned businesses). At junior high community service should be sponsored/organized by an organization not just parent. See the staff for ideas and how to keep track of your community service requirement. Be polite, prompt, and serious as you represent CCAA in the community. Enjoy helping others.

Follow-up assignment to your Field Study Day

K-3 Posters and Presentations

Field Study Day (FSD) projects are due on the date to be arranged by each teacher. Students will be given prepared poster boards for each FSD, so that they are uniform in size to be displayed on the wall. The poster boards will be sent home the day before each FSD. The posters should be completed by the student (not parent) and include typed or neatly handwritten descriptions of the day's events and what they learned. The length and format of the writing will vary by grade level expectations and is explained at Back to School Night. For example, Kindergarten does not require written paragraphs but the use of pictures and drawings add to their oral presentation. The posters should also include drawn pictures or photographs of the FSD. Students will present their reports to the class orally. In general, reports that earn the highest possible score/grade are the reports that have complete paragraphs with good content and details on the front of the poster, along with visuals that are displayed neatly, and with some time taken to add interest by adding borders, design, and/or decoration. The grading of the oral portion of the report is generally based on good eye contact, speaking volume, and voice inflection.

4-5-6 Papers

After each FSD, 4th, 5th, and 6th grade students are expected to write a written report about their FSD experience. The report is due back within 5 school days after the FSD date and should be 3-5 paragraphs in length. Students may be asked to submit a hand-written rough draft, as well as a typed (or neatly handwritten) final copy. The final copy, if typed, may be printed out and turned in, or submitted electronically via email or Google docs (each teacher will give more specifics on this format). Fourth, fifth and sixth grade students DO NOT need to create a poster.

7-8 Papers and Presentations with a visual (proof of attendance)

IF JOB SHADOWING: Students will complete a written essay and oral presentation based on the packet that should be turned in (date to be arranged with the ELA teacher - ASSIGNMENT COUNTS IN ELA GRADE.) For students who are unable to meet with their mentor or unable to arrange for transportation, they may write an essay investigating a specific career. Writing prompt for 7th-8th grade: Exploring various jobs now can lead to knowing what we want and don't want for our future. Write a 3-5 paragraph Informational/Explanatory essay in which you reflect on your activity and connect it to the research you did prior to the activity. See support rubrics and examples given at beginning of year.

IF GOING ON A FIELD TRIP: Students will complete an essay and oral presentation on their learning (date to be arranged with ELA teacher - ASSIGNMENT COUNTS IN ELA GRADE) that communicates to the class what was learned during the experience. Writing prompt for 7th-8th grade: Much can be learned from taking field trips and traveling. Write a 5 paragraph Narrative in which you reflect on the trip you took, what you learned, and connect it to the research you did prior to the activity. See support rubrics and examples given at beginning of year.

IF SERVING THE COMMUNITY: Students will complete a written essay describing their day (due date to be arranged by ELA teacher - ASSIGNMENT COUNTS IN ELA GRADE.) An evaluation form from the adult supervisor is also required. Writing prompt for 7th-8th grade: Members of society should be involved in their community as much as possible. Write a 3-5 paragraph essay in which you make a claim and provide evidence from the research you did prior to the activity as you also reflect on the community service you performed. See support rubrics and examples given at beginning of year.

All grades:

ATTENDANCE REQUIREMENT: If the activity is not completed or the follow-up assignment is not turned in or completed within 5 school days, the student will be marked absent for that school day. Therefore, if reports are LATE, STUDENTS WILL BE MARKED AS AN UNEXCUSED ABSENCE. Due dates are listed in the calendar pages of this planner.

PROMOTION REQUIREMENT: In order to participate in promotion ceremonies, all Field Study Day requirements must be met.

9-12 FIELD STUDY DAY PROGRAM

Field Study Day for high school students is an important opportunity to experience or pursue interests related to your future career, education, or personal interests. Each year, four new experiences will be selected and logged.

Potential FSD Experience Options

The Future You
Take a College Tour
Take a Trade School Tour
Meet with a Military Recruiter
Take a Recreational Class (dance, art, gardening, cooking...)
Visit a Bank & Open an Account
Tour Support Services at a College (Tutoring, IEP, EOP)
Take the ASVAB (Military)
Interview a Professional / Explore a Career
Make an educational film for a topic that prepares students for adult life (budgeting, banking, credit issues, renting, insurance, etc.)

Art and Culture
Visit a Museum
Attend a Professional or College Concert
Attend a Professional or College Play
Attend Other Live Performance (Get approval)
Attend a Cultural Street Fest
Take a Dance Class
Take a Cooking Class
Make a Short Film
Perform for an actual/ online audience
Travel to a New Place (75 Miles or Further)
Attend College or Professional Sporting Event
Attend a Film Festival
Host or Attend a Book Club Meeting

Service & Activism
Complete 4 Hours of Community Service / Non-Profit Organization
Attend a March
Attend a Political Event
Research Political Platforms
Attend a Court Trial
Tour the Capitol
Attend a Floor Session of the CA Senate
Watch a teacher-approved Documentary
Watch an Approved Film (list provided each FSD)
Research Media Bias and Report on Bias in the News

STEAM Field Trip to or STEAM Activity:
Sacramento Zoo,
MOSAC, the Museum of Science in Sacramento,
McClellan Aerospace Museum,
CA Railroad Museum, or an Aquarium,
Botanical Garden at UC Davis,
Effie Yeaw Nature Center in Carmichael,
Powerhouse Science Center in Sacramento,
any STEAM Museum, Exhibit, Botanical Garden, or Aquarium in another city

Final Project Options

Poster: Summarizes background/research. Documents experience in pictures, images, and text. Includes personal pictures, not only web photos. Must be completed on poster board larger than 11x17, in full color. Consider font size, style, organization; all elements should work together for a polished presentation of your experience and learning.
Slide Show: Summarizes background/research. Documents experience in pictures, images, and text. Includes personal pictures, not only web photos. Consider font size, style, organization, animations; all elements should work together for a polished presentation of your experience and learning. (Humorous elements must be fitting to your subject and professional audience.)
Object of Inspiration: Displays your own artistic response to your FSD experience. (Drawing, ceramics, sculpture, etc.) Typed documentation (no more than ½ page) gives your piece a title, and explains how your object is inspired by your experience.
Film/Video: A creative film of your performance or experience that is not a school performance – or – a film that you create in narrative or documentary style – or – an educational film about issues related to managing adult life. Must be at least 2 minutes in length, and no more than 5 minutes, as determined by your teacher.
Brochure: Presents your research and related experience for a particular audience. (This is not a brochure about what you did; the brochure should use your experience to create an informational or persuasive brochure for a general audience. Must be completed on 8.5x11 paper, double-sided, in full color, and folded appropriately (no single-sided flyers).
Other: Get approval BEFORE your project is due if you wish to submit a project not listed here.

All FSD work is assigned and evaluated through ELA classes.

IMPORTANT REMINDER: In order to participate in graduation ceremonies, seniors must complete all 4 FSD experiences assigned during grade 12.

A-G Requirements

Even students in elementary grades should be aware of the following coursework that is required in High School in order to be eligible for admission to the University of California (UC Davis, UC Berkeley, UCLA, UCSB, etc.) These are also requirements for our CSU system (CSUS, CSUMB, etc.). The purposes of the "a-g" subject area requirements are to ensure that entering students

- Can participate fully in the first year program at the University in a broad variety of fields of study;
- Have attained the necessary preparation for courses, majors and programs offered at the University;
- Have attained a body of knowledge that will provide breadth and perspective to new, more advanced studies;
- Have attained essential critical thinking and study skills.

a) History/Social Science - 2 years required
Two years of history/social science, including one year of world history, cultures and geography; and one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government.

b) English - 4 years required
Four years of college-preparatory English that include frequent and regular writing, and reading of classic and modern literature. No more than one year of ESL-type courses can be used to meet this requirement.

c) Mathematics - 3 years required, 4 years recommended
Three years of college-preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry. Approved integrated math courses may be used to fulfill part or all of this requirement, as may math courses taken in the seventh and eighth grades that your high school accepts as equivalent to its own math courses.

d) Laboratory Science - 2 years required, 3 years recommended
Two years of laboratory science providing fundamental knowledge in at least two of these three foundational subjects: biology, chemistry, and physics. Advanced laboratory science classes that have biology, chemistry or physics as prerequisites and offer substantial additional material may be used to fulfill this requirement, as may the final two years of an approved three-year integrated science program that provides rigorous coverage of at least two of the three foundational subjects.

e) Language Other than English - 2 years required, 3 years recommended
Two years of the same language other than English. Courses should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading, composition and culture. Courses in languages other than English taken in the seventh and eighth grades may be used to fulfill part of this requirement if your high school accepts them as equivalent to its own courses.

f) Visual and Performing Arts (VAPA) - 1 year required
A single yearlong approved arts course from a single VAPA discipline: dance, drama/theater, music or visual art.

g) College-Preparatory Electives - 1 year required
One year (two semesters), in addition to those required in "a-f" above, chosen from the following areas: visual and performing arts (non-introductory level courses), history, social science, English, advanced mathematics, laboratory science and language other than English (a third year in the language used for the "e" requirement or two years of another language).

POLICIES AND PROCEDURES

Attendance

The attendance goal for students is **90% or better**. If a student's attendance drops below 90%, the student may not be able to participate in extracurricular activities (including dances, sports, cheerleading, field trips, etc.) After the first grading period, attendance data will be analyzed to determine if students have met the goal of 90% or better. K-12 percentages listed on the charter addendum to the report card **include ALL absences, tardies, early dismissals and lates**. Excused or unexcused does not matter when calculating percentages. 100% = PERFECT ATTENDANCE!

If students accrue three unexcused absences or tardies, they will receive a First Notification of Truancy letter from the district. Continued unexcused absences and tardies may result in a meeting.

- It is a parent's responsibility to report all absences. Parents are **required** to report all absences **within 5 days** of the absence before it becomes unexcused (NPR).
- Parents should inform the school regarding prolonged illnesses, family emergencies, and anticipated prolonged absences.
- Independent Study may be an available option for K-12 if the absence meets the district guidelines for Independent Study. Parents must request at least **two weeks' notice** and provide accurate documentation for Independent Study or Home Instruction. Previously incomplete independent study contracts may lead to denial of future requests. Please note that independent study is not available after a certain date each year, check with the office staff for that date.
- If a student accrues more than 10 absences (excused or unexcused) a doctor's note is required to excuse absences thereafter.
- Students are responsible for making up missed assignments. See CCAA pg 42 for guidelines.

Tier 1: All students are provided Tier 1 supports and receive formal warnings within this system when leads identify students that have missed 3 or more school days, have a history of poor attendance, or chronic absentee missing more than 10% of school days.

Tier 2: Students who are not responding to Tier 1 interventions and supports are referred to Tier 2. Tier 2 interventions are more intentional. Students may receive small group supports, phone calls, individual incentives, escalated letters, staff check-ins, mentoring, home visits, etc.

Tier 3: Students who do not respond to the interventions and supports in Tier 2 may escalate as a result of an Attendance SART, lack of improvement from SART date, and/or charter attendance percentage review. If the expectations and supports established in the Attendance Action Plan are not met, the student will be elevated to a Tier Four status.

Tier 4: Students who do not respond to the interventions and supports in Tier 3 will be referred to our charter's Executive Committee for potential Removal from CCAA.

Early Dismissal

We encourage you to try and schedule your child's doctor and dental appointments around school hours. If this is not possible, you must come to the main office first to check your child out. **For your child's safety, the office will not release a child to anyone whose name does not appear on his/her emergency card.** If the office staff doesn't recognize the adult, proper I.D. will be required before the child can leave the school grounds. All students must call parent from the office/clinic and be signed out at the office. Arrangements for an early dismissal may NOT be made between parent and child from cell phones during school hours. Please allow 20 minutes for office staff to process an early dismissal and avoid early dismissals in the last 15 minutes of the school day.

Lates

If a student is late to class because of taking too long during passing periods or is late to school, Behavior Tiers may begin as this does not follow S.O.A.R. (being responsible and on task). When five (5) lates accrue, a student at Walerga will receive **a citation and a detention** (see page CCAA 40). Late is defined as not being in your classroom seat when the final bell rings or when class time begins per schedule at Walerga.

At Arutas: students must be lined up at the bell or will be considered late. Students needing breakfast after 8:00am, but before 8:10am should report to teacher first to avoid being marked absent, and then proceed to eat breakfast with teacher approval.

Closed Campus

- CCAA students are NOT allowed off-campus unless they have an early dismissal cleared through the office or approved field trip form.
- Students are not allowed to pick up anything at the street curb from anyone. Parents must come to the front office to drop off items when necessary. Students/parents may not order deliveries of food or other items.
- Non CCAA students may not be on campus without prior approval and must check in at the office upon arrival, nor should they be congregating or loitering at our fences.
- CA Penal Code Chapter 1.1 Access to School Premises CA Codes (pen:627-627.10) 627.2. No outsider shall enter or remain on school grounds during school hours without having registered with the principal or designee, except to proceed to the office of the principal or designee for the purpose of registering.

Things on Wheels

Students may ride their bicycles/scooters/skateboards/heelies to and from school, obeying all traffic laws. Wheeled items ARE NOT ALLOWED WITHIN THE CAMPUS. Students must park the bikes at the bicycle rack. All students should have a bicycle lock and use it. All wheeled items are to be walked to and from the street. At no time are these to be ridden on the school grounds.

State law requires that all students wear safety helmets. Bicycles and scooters will be held for the parent if a student is seen riding without a helmet. In an effort to accommodate these students who use scooters and skateboards as a mode of transportation, students may drop equipment off in the office or homeroom to be held during school hours. However, we do not assume responsibility for lost or stolen or damaged equipment. Confiscated equipment will be returned to the parent only. The school will not charge electronic bikes/scooters.

Student automobile drivers:

- Drivers must complete necessary paperwork in the office and receive permission from school administration before driving on campus.
- Student vehicles are only allowed to park in designated STUDENT PARKING spots and must display a CCAA Student Driver Placard at all times.
- Permission will be granted based on correct paperwork completion/submission, grade point average, and CCAA behavior standards.

Honesty-Honor Code

Philosophy: Students of Creative Connections Arts Academy have the right to a fair academic learning environment where honesty and integrity is reflected by consistent submission of original academic work, and respect is shared among all members of the educational community.

Student Expectations:

1. Students will refrain from acts of dishonesty, vandalism, etc.
2. Students will refuse to aid others in acts of dishonesty and vandalism, etc.
3. Students will notify staff of any cheating, dishonesty, and/or vandalism by self or others.

Dishonest acts include but are not limited to:

1. lying, stealing, and damaging the work or property of another student
2. plagiarism (copying of information, works of art, or music without giving credit to the author/source/prior-approved AI generation)
3. copying the work of another student or allowing another person (tutor, parent, sibling, peer) to copy or complete one's own work
4. theft or unauthorized access to an exam or assignment
5. use of unauthorized or commercially prepared materials or equipment, including electronic devices, during an exam or assignment
6. changing, altering, or fabricating a grade, score, or any other academic record
7. unauthorized communication with any other person during or about an exam
8. tampering with or damaging school computer files, disks, materials, or other school property
9. unauthorized copying of software or using the data disk of another student.

Definitions:

1. lying – purposefully misrepresenting the truth; this includes the forgery of signatures
2. stealing – taking the property of another without permission
3. academic dishonesty – knowingly taking, giving, or receiving information or assistance on any graded work, including homework, that is assigned to an individual in a manner that defies the Honor Code

Consequences: High School students found in violation of this code may not be eligible for academic honors (i.e. Valedictorian, Salutatorian, etc.) Students may receive a zero on the assignment and/or citation per teacher discretion.

Breakfast and Lunch time

- Breakfast and lunches are free in Twin Rivers USD.
- Each student is responsible for his/her own lunch each day. **Parents/students may not order deliveries of food or other items to the campus.** Delivery drivers will be turned away or products thrown away. Students may also receive a citation.
- At WALERGA: Music, videos, etc. played in the presence of other students must be school appropriate and respectful of those who do not wish to hear it. Keep volume low enough to stay within the group listening to it.
- Federal regulations state that adults cannot eat or drink any items from a student's breakfast or lunch. Parents are not allowed in cafeteria during lunch or breakfast times.
- Children cannot share food with other children. Parents cannot share food with non-custodial students.
- All cafeteria food items must be consumed in the designated area. No food or drink items can be taken out of the designated area.

At WALERGA: This means no food should be consumed on the blacktop, in the hallways or in the orchard area. All food must remain in the cafeteria or on the patio area to the west of the cafeteria during breakfast or lunch times. Exception only if taking to classroom with teacher approval for club or tutoring, etc. Once there, food must be consumed in classroom not in halls.

AI Use Guidelines

1. **Prior Teacher Approval:** All usage of AI programs in this class **requires prior approval from the teacher**. Before incorporating any AI tool into an assignment or activity, you must discuss your intent with the teacher.
2. **Responsible Use:** AI programs should complement learning, not replace it. Use AI as a tool to assist your understanding and creativity, but do not rely on it exclusively for assignments.
3. **Originality and Attribution:** All work generated with the assistance of AI programs must be original. Plagiarism, even if AI-generated, is not acceptable. Properly attribute AI-generated content if it is used in your assignments.
4. **Academic Integrity:** Maintain academic integrity in all AI-assisted work. Any violation of academic honesty will be subject to appropriate consequences.
5. **Privacy and Data Security:** Respect the privacy and data security of yourself and others when using AI programs. Do not share sensitive information or engage in any unethical activities.
6. **Assistance, Not Substitution:** AI programs are tools for assistance. They are not a substitute for your own critical thinking and understanding of the subject matter.
7. **Verbal Review:** Any assignment created with (or supposedly without) the use of AI programs is subject to a verbal review with the teacher. Be prepared to explain and discuss the content of your work, without the contributions or assistance of AI. If you cannot adequately represent your work, it will be assumed AI was utilized as a replacement for your learning, and the consequences will be subject to the teacher's discretion.

Conclusion: We embrace the use of AI programs in our classroom as a means to enhance our learning experiences. However, it is crucial to maintain the integrity of our academic work and follow ethical guidelines. Remember that **prior teacher approval** is necessary for any AI-related activities, and all assignments created with AI assistance are subject to a verbal review. By adhering to these guidelines, we can harness the power of AI to support our educational journey responsibly and effectively.

Drop off and Pick up Directives

BOTH SITES: Do not drop off students before 7:30am. Students must be picked up by 3:10pm (1:10pm on Wednesdays) at Arutas and by 4:00pm (2:00 on Wednesdays) at Walerga. Provide sufficient time to drop off and pick up so that rushing/speeding through driving areas is prevented. Students and adults must use crosswalks in order to get to vehicles across any of the neighboring streets. Do not call students to cross the street in cross traffic. Students should only exit on the passenger side of the car. Double parking and blocking the fire hydrant is illegal and TRPD/CHP will issue tickets.

At ARUTAS: The drive up/drop off lane in front of the school should be the only place used for drive by student drop off and pick up. Pull all the way forward when dropping off and picking up so that we can get students in and out of cars as quickly as possible. Remain in your vehicle. If you have to get out for any reason, then park your car in designated parking spot. The front of the school is designated as a waiting for drive up/pick up area. Do not have students wait behind the cafeteria. If you are parking and waiting to pick up students, the Blackfield side of the school is an appropriate area.

At WALERGA: The Walerga side drive through (the parking lot along the Walerga side of the school) should be used for drive by student drop off and pick up. The curb along the front of the school on Keema is an appropriate place to remain in your vehicle and pick up students. Do not create a double lane and allow students to walk between cars to enter a double parked vehicle.

TRPD may be a called to address violators/violations. Thank you for supporting our staff at each site who are directing drop off or pick up traffic and for helping to keep everyone safe!

Dress Code

All students should be able to dress comfortably for school while being self-aware and practicing self-management and modesty. Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.

Students Must Wear:*

- Shirt: Shirts and/or dresses must have fabric in the front and on the sides (under the arms).
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes: activity-specific shoes requirements are permitted (for example for sports)

*Specialized courses may require specialized attire, such as uniforms or safety gear.

Students May Wear:

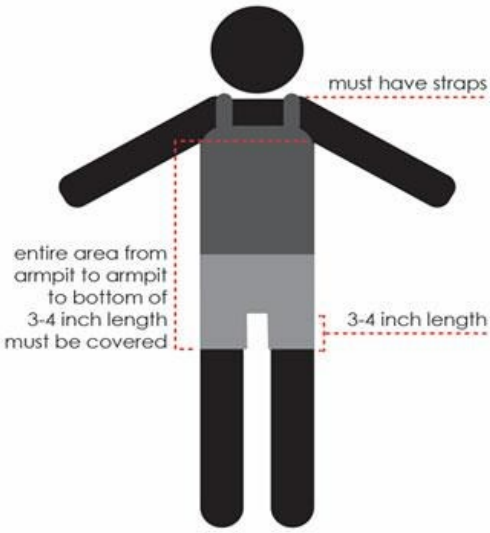
- Hats, including religious headwear: Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Hoodie sweatshirts: Hoodies must allow the face and ears to be visible to school staff.
- Fitted pants, including leggings, yoga pants and “skinny jeans”
- Ripped jeans, as long as underwear is not exposed and falls below the 3-4 inch inseam
- Tank tops
- Athletic attire
- Clothing with commercial or athletic logos provided they do not violate other parts of this code.

Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same.
- Profanity, pornography.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Clothing that does not cover undergarments
- Bathing suits, pajamas, pajama pants, blankets, or slippers (except for approved spirit day activities)
- Helmets or headgear that obscures the face (except as a religious observance).
- Clothing that causes a substantial disruption or with indecent, obscene or lewd messages.
- Full face masks or make-up that obscures the student’s identity
- Shoes or sandals without a strap around the heel at Arutas K-6.

Other dress code considerations:

- Clothing must cover the chest and torso, and must cover buttocks while standing and sitting.
- Clothing must cover undergarments.
- Clothing must not be see-through.
- Dark glasses may not be worn inside buildings unless a documented health problem exists.
- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image).
- Tops must have shoulder straps.
- Rips or tears should fall below the 3-4 inch inseam
- Nails must be kept at a functional length so as not to interfere with school activities or learning at Walerga; at Arutas artificial nails are discouraged.



Cell Phones/Electronic Devices

Cell phones and electronic devices (ipods, ipads, tablets, smart watches, trackers, notebooks, etc.) are allowed on campus at a student's own risk. The school is not liable for any personal devices. <u>All rules below apply to all of these devices.</u>

At Arutas: Devices must be "OFF" and put away as soon as a student arrives at school and must remain off during school hours. They **may not** be on "VIBRATE" or "SILENT." Students may not text message, send or receive messages during school hours. First and second offense will result in confiscation by Administration with parent pick up. Third offense will result in the phone being banned for the year. A citation will be issued for the second offense. Students should store device in backpack unless directed for educational use by the instructor. However, the school/staff does not assume responsibility for lost or stolen or damaged equipment.

At Walerga: Devices must be "OFF" before student enters any classroom during school hours and any time in the bathrooms/locker rooms. Phones should be stored in backpacks at all times unless given permission by an individual teacher for education purposes to use during class. They **may not** be on "VIBRATE" or "SILENT."

Ear buds/head phones must be put away unless directed by teacher.

School and Chromebook calculators are available; therefore cell phones may not be used for this purpose during class.

Students **may not** text message, send or receive messages during classroom time as well. If a device is on in class/bathrooms/locker rooms, the device will be confiscated. A citation and detention will be issued. Parents will be required to come to the school office to retrieve any cell phone/device that is confiscated.

If a student is caught using a cell phone/electronic device again (the second offense), the device is **<u>banned from school for the rest of the school year.</u>**

School and Student Safety

School Safety is a priority and several measures have been put into place that keep campus safety at the forefront of our efforts to educate our students. For example, we have a Safety Committee, our Comprehensive Safety Plan has been presented to our stakeholder groups, we have been practicing a variety of safety drills, and we are implementing **Positive Behavior Intervention and Support (PBIS)** expectations for students across the campus. All students at Creative Connections Arts Academy are expected to respect and show self respect, on task behaviors, accepting attitudes, and responsible behaviors (S.O.A.R).

Tier 1: **All students are provided Tier 1 supports and receive formal warnings** within this system. Teachers use the acronyms **CHAMPS** and **ACHIEVE** to teach common expectations in the classroom.

C *Conversation*
Can students talk to each other?

H *Help*
How do students get their questions answered?
How do they get the teacher's attention?

A *Activity*
What is the task or objective?
What is the end product?

M *Movement*
Can students move about?

P *Participation*
What does the expected student behavior look/sound like?
How do students show they are participating?

S *Success*
If students follow CHAMPS, they will be successful!

A Activity: What is happening in the class?

C Conversation: yes/no, volume, with whom?

H Help: What to do to get it

I Integrity: What is considered cheating?

E Effort: What behaviors demonstrate participation?

V Value: How does active participation benefit students?

E Efficiency: Tips to increase students' productivity?

Tier 2: Students who are not responding to Tier 1 interventions and supports are referred to Tier 2. Tier 2 interventions are more intentional. **Students move to Tier 2 after receiving either a series of minor* citations, major** citations, referral to administration or combination of the three.** The specialized interventions and supports at the Tier 2 level help to resolve at risk behaviors. Tier 2 interventions parse out the hidden causes behind negative behavior and provide support in changing those behaviors.

If a student is **unable to maintain a 2.0 grade point average, academic probation status is used** to continue to identify and work with students who are struggling academically while providing natural consequences (e.g., **potential loss of extracurricular activities**). Articulation meetings are held with staff in which at-risk students are discussed. Staff members mentor and keep track of academically struggling students to provide another point of contact and motivation. An online program for high school credit recovery is also available for those who need it.

***MINOR:** situations with potential to escalate into greater problems
****MAJOR:** More serious misbehavior that endangers safety, well-being, or makes normal class activities difficult or possible.

Tier 3: Students who do not respond to the interventions and supports in Tier 2 receive further individualized supports in Tier 3. These interventions target students who exhibit high-risk behavior. Such interventions might take the form of an individual plan created to address specific academic or behavioral concerns. Targeted students participate in activities that are in addition to Tier 1 and 2, but also include specific short-term interventions designed for individual needs. At this point, extracurricular activities would be suspended.

Administration has discretion to place a student on Tier 2 or Tier 3 based on behavior.

Tier 4*: After all interventions have been exhausted and chronic behavior continues, the principal may refer the case history to an impartial review by the Executive Committee. At this point, a referral may be made to Student Services to seek options for a more suitable placement on behalf of the Executive Committee.

The parent/guardian of the student being involuntarily removed from CCAA must receive written notice in their native language no less than five school days before the effective date of the action. Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing.

Any student who engages in repeated violations of CCAA's behavioral or academic expectations is required to attend a Student Study Team (SST) meeting with CCAA staff and the student's parents or guardian. CCAA prepares a specific, written action plan outlining future student conduct expectations, timelines, and consequences for failure to meet the expectations which may include, but are not limited to, suspension or expulsion. **Students who present an immediate threat to health and safety may also be immediately suspended and later expelled.**

Reasons for Suspension

California Education Code 48900 states that the following **may** be cause for suspension:

- **Physical Injury to Another Person**
  Caused, Threatened, Attempted or aiding/abetting
- **Willful Use of Force/Violence Upon Person**
  Battery, Assault with a Deadly Weapon, Assault on an Employee
- **Weapons** (Possession, Selling, or Furnishing)
- **Controlled Substances (alcohol, intoxicants, Soma, etc.)**
  Unlawful possession, Using, Selling, Furnishing, or Under influence, unlawfully offered, arranged, negotiated to sell
- **Robbery/Extortion** (Committed, or Attempt to commit)
- **Damage** to (or Attempt to damage) School/Private Property
- **Stealing** (or Attempt to steal) School/Private Property including electronic files, etc.
- **Tobacco/Nicotine on School Premises** (Possession or Using)
- **Obscenity***
  Committing an obscene act
  Engaging in habitual profanity or vulgarity
- **Drug Paraphernalia**
  Possession, Offering, Arranging, Negotiating, or Selling
- **Disruption/Willfully defying valid authority**
  Disrupting school activities

*including electronic acts, social media and cyberbullying

- **Knowingly Receiving** Stolen School/Private Property
- **Imitation Firearm Possession**
- **Sexual Harassment/Assault/ Battery***
  Creating an intimidating, hostile, or offensive environment
- **Witness Harassment/threats/ Intimidation***
- **Hate violence/hazing/bullying***
  Attempt to cause
  threaten to cause
  or participate
- **Hostile Educational Environment***
  Intentionally engages in harassment, threats, or intimidation of pupil, or group of pupils

CCAA Expectations Matrix

OUR DRAGONS RESPECTFULLY S.O.A.R.

AREA/ SETTING	SELF-CONTROL	ON TASK	ACCEPTING	RESPONSIBLE
Cafeteria and Covered Learning Center	♦Use appropriate voice level ♦Use appropriate language ♦Walk calmly ♦Keep hands and feet to self ♦Respect others' place in line	♦Stay Seated ♦Focus on eating meals or teacher directed task ♦Clean up ♦Use water dispenser only for water bottle refills	♦Be kind and tolerant/respectful/ accepting to people around you ♦Invite people to sit with you ♦Be mindful/aware of others working around you	♦Use kind/appropriate language ♦Eat your food only in appropriate areas ♦Clean up area ♦Use garbage cans and recycle bins
Library	♦Use quiet voices ♦Choose appropriate language ♦Walk calmly ♦Dispose of chewing gum before on campus	♦Check books in and out ♦Use computers appropriately ♦Work quietly ♦Have visible pass	♦Be aware of others working (considerate) ♦Honor different choices	♦Use kind/appropriate language ♦Use and return equipment appropriately ♦Leave area clean
Hallways	♦Walk calmly ♦Be aware of personal space and respect others' space ♦Use appropriate language ♦Yield to adults	♦Walk directly to destination in a calm and orderly manner ♦Use the bathroom during recess or passing periods ♦Have visible pass	♦Be aware and tolerant/ respectful/accepting of others ♦Use appropriate language and volume.	♦Use garbage cans and recycling bins ♦Use kind/appropriate language with others. ♦Allow adults to pass
Office	♦Be calm and kind ♦Enter/wait patiently and calmly ♦Allow others their turn to speak and listen to them	♦Use quiet voices ♦Use materials with permission ♦Have visible pass	♦Be aware and tolerant/ respectful/accepting of others ♦Be supportive of all ideas and perspectives	♦Use kind/appropriate language ♦State your purpose politely ♦Have appropriate pass
Classrooms	♦Enter quietly by walking ♦Use appropriate language ♦Keep hands and feet to self ♦7-12: Be in seat when bell rings	♦Get materials out ♦Listen/Follow directions and procedures ♦Be ready to learn ♦Dispose of chewing gum before arriving on campus	♦Be caring/accepting of ability levels, ideas and needs ♦No put-downs ♦Give appreciation ♦Be fair ♦Include others	♦Try your best ♦Be prepared ♦Be kind ♦Clean up areas ♦Respect the school's and others' property
Restrooms	♦Use quiet voices ♦Wait your turn/one per stall ♦Wash your hands ♦Keep water in sink ♦Throw paper towels away	♦Use time wisely ♦Have visible pass	♦Be aware and accept others ♦Wait for your turn patiently ♦Respect privacy	♦Respect privacy ♦Inform adults of issues ♦Be quick ♦Be patient ♦Keep devices stored away in pocket or backpack, out of site
Playground Blacktop	♦Follow playground rules and boundaries. ♦Use at appropriate times	♦Use Restroom ♦Drink water ♦Relax ♦Get exercise ♦Take a break	♦Invite/accept others to play/interact with you	♦Use kind/appropriate language ♦Inform adults of issues ♦Use bathroom time wisely ♦Check out materials ♦Put equipment away neatly and respectfully.
Front of School	♦Keep hands/feet to self ♦Be kind/tolerant ♦Represent school positively ♦Dispose of chewing gum before on campus	♦Have your ride arranged and watch for them ♦Walk or ride bike home immediately after school	♦Be respectful and tolerant of other students and adults	♦Have all belongings with you ♦Keep area clean ♦Use appropriate language ♦Respect school and others' property

Updated 5/1/2026

Creative Connections Arts Academy — CITATION REFERRAL FORM

S.O.A.R. = Self-Control, On Task, Accepting, Responsible

Parents/Guardians: Please review this infraction of school rules with your child. Sign at the bottom as proof of receipt only and then please return top copy; keep the yellow copy. An accumulation of citations may raise your child to a more serious level of discipline. Please refer to the planner pages for more details.

Student Name: _____

Date: _____ Time: _____ Grade: _____ HR/Advisory/teacher _____

Referring Staff: _____

SOAR VIOLATION: ❒ Self-Control ❒ On Task ❒ Accepting ❒ Responsible

Location: ❒ Bathroom ❒ Hallway ❒ Library ❒ Cafeteria ❒ Office ❒ Front of School
❒ Classroom ❒ Off campus ❒ Parking Lot ❒ Blacktop/Playground ❒ Other _____

Others involved: ❒ None ❒ Teacher ❒ Substitute ❒ Peers ❒ Staff ❒ Unknown ❒ Other: _____

Minor Problem Behavior	OR Major Problem Behavior (choose only one)	Perceived Motivation
❒ Defiance ❒ Disrespect ❒ Disruption ❒ Dress code ❒ Inappropriate display of affection ❒ Inappropriate language ❒ Property misuse ❒ Out of bounds ❒ Technology violation ❒ Cell phone/device violation ❒ Other: ❒ Five lates to class (JH/HS) _____ _____	❒ Defiance ❒ Disrespect ❒ Physical Aggression ❒ Disruption ❒ Dress code ❒ Harassment ❒ Cheating ❒ Bullying ❒ Theft/Plagiarism ❒ Inappropriate display of affection ❒ Racial/Sexual Slurs ❒ Inappropriate/abusive language ❒ Fighting ❒ Property misuse/damage ❒ Elopement (K6) ❒ Gang Display/Affiliation ❒ Tech violation ❒ Use/possession of: __ Alcohol __ Combustibles/fireworks __ Drugs __ Weapons __ Tobacco ❒ Truancy (JH/HS) ___ on campus ___ off campus ❒ Other:	**(choose only one)** **Obtain:** ❒ adult attention ❒ items/activities ❒ peer attention **Or avoid:** ❒ adult ❒ task/activity ❒ peer

Description of Behavior:

Action(s) to be taken or already taken

❒ Conference with student By/date _____	❒ Guardian Contact By/date _____	❒ Community Service ❒ Individualized Instruction ❒ Loss of Privilege: _____	Progressive disciplinary actions potentially taken by administration: ❒ In-School Suspension ❒ Out-of-School Suspension
❒ Time Out (K-6) ❒ Detention (7-12) ❒ Restitution	❒ Restorative Practice ❒ Action Pending: _____		

❒ Other _____

Student Sig./date: _____ Guardian Sig./date: _____

**Guardian, please sign and return the top copy to the office; keep yellow copy.*

Comments: _____

Technology Use
Safety, Etiquette, Privacy

At the beginning of the school year, each family MUST sign an TRUSD Electronic User Agreement form in the Aeries Portal. Use of **personal** equipment is done so at a students' own risk and is treated the same as using school equipment. Some of the district policies are as follows:

A. USE APPROPRIATE LANGUAGE: You are a representative of our school and district. Never swear or use inappropriate language. **This includes playing appropriate music/videos at school.**
B. PRIVACY: Do not reveal your home address or personal phone number or the addresses and phone numbers of students or colleagues. TRUSD issued laptops have no expectation of privacy. Staff can access all student history. The internet is permanent. DO NOT POST ANYTHING CARELESSLY,
C. ELECTRONIC MAIL: Electronic mail (e-mail) is not guaranteed to be private. Messages relating to illegal activities must be reported to the authorities. Send email only to people you know, unless you get permission from that parent, principal, or teacher to send it to someone else. Tell the staff immediately if you receive e-mail you didn't ask for from people you don't know.
D. DISRUPTION: Do not use the network or DEVICES in any way that would disrupt use of the network by others. Keep your volume for your own group. Keep personal speakers at home.
E. Minimize spelling errors and make sure your message is understandable. Forgive the spelling and grammar errors of others.
F. Keep any passwords private and do not reveal your password or anyone else's password to anyone but your teacher. If you know someone's password, do not use it.
G. Circumvention of TR monitoring software will result in consequences.

WALERGA DETENTION

- Detention is a supervised period held for one hour directly after school. Detention can be assigned by any staff member. Staff members assigning the detention may contact the parent via phone, email or a note sent home with student.
- If a student fails to attend an assigned detention, it may result in (per admin discretion)
    1. rescheduling the detention to later date
    2. assigning 3 lunchtime detentions in lieu of 1 afternoon detention session (if available)
    3. repeated absences from assigned detentions may result in a suspension and/or increasing behavior level status
- Students are required to come to detention with study materials prepared to study. This is a silent work period after student completes a form reflecting on reason(s) detention earned. Students must complete the reflection in order to earn credit for time served. Students may not participate in any extra -curricular activities while assigned to detention. Late students may not be admitted unless cleared by staff member.
- The following detention rules, regulations, and expectations are explained to the students:
    - No talking
    - Stay on-task, take out work and/or reading material
    - No use of electronic devices, unless given permission for academics
    - Head up and sitting forward (no sleeping)
    - No disruption of class; i.e., inappropriate questions
    - Bathroom breaks should occur before detentions starts or after it ends
- Violation of detention rules may result in:
    1. Student warned once and/or seat change
    2. Student to call parent and explain that there was a violation of detention rules.
    3. Student sent out of detention for rule violation, which will result in further consequences, including but not limited to additional detention days assigned and/or administration referral/suspension.

Appropriate Display of Affection

As our dress code will be enforced to ensure an appropriate school atmosphere, so shall this policy for appropriate public displays of affection. The guidelines for the appropriate public display of affection are as follows:

- Students cannot be pressed up against each other for extended periods of time, walls or any other objects while hugging. Heads cannot be laying in others' laps.
- Holding hands is acceptable at all grade levels (outside of the classroom).
- Having hands under or in any article of clothing of another person is not permissible.
- Sitting on another person's lap or straddling them is not allowed.
- Showing any form of affection in the classroom and during class time is not allowed.
- Students' bodies may not be pressed against another person in the vertical or prone position or under any materials/blankets together.
- No kissing at any time on any school property or any school trip.
- Students must stop the activity when asked to by any staff member.

Violation of this PDA policy may result in a citation and detention assigned. These rules apply at dances and skate nights and other school functions, as well.

Daily Student Supplies and Fees

All students are expected to have their supplies each day, especially **laptops, chargers, binder paper/notebooks**, **pencils**, **highlighters**, **colored pencils, markers**, **glue stick**, **scissors**, etc. A list is handed out at the beginning of the year by each teacher with specifics. Please replenish supplies when they are low all throughout the year. Junior and high school students must have their **scientific calculator** and an appropriate **silent reading book** with them at all times as well.

Please note: Permanent markers and white out are not allowed at school on a daily basis. Some exploratory classes and projects may require the use of permanent markers for certain art assignments—this does not mean students may use them inappropriately throughout their day.

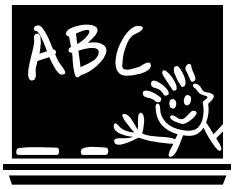
PLEASE KEEP ALL PERSONAL ITEMS AT HOME: toys, recess/PE equipment, trading cards, speakers, money, nail glue, excess accessories, etc. Fireworks, explosives, poppers are prohibited and possibly cause for suspension.

School-wide Student Outcomes

As part of the WASC accreditation process, CCAA has been awarded a 6 year validation/certification as an accredited school focused on our mission and goals. We are providing high-quality learning opportunities and demonstrating continual self improvement. From our self-studies, we monitor these student outcomes:

- Read, Analyze, and Evaluate a variety of complex texts, including both visual and aural media and prose.
- Demonstrate emotional intelligence, empathy, self-care, and resolve conflict.
- Communicate, using writing and speech, to an audience, engaging in persuasive/ argumentative discourse.
- Demonstrate mathematical representations by investigation, gathering evidence, and modeling phenomena experienced by using scientific argument driven inquiry.
- Demonstrate knowledge of College and Career options.

Calculating Grades and G.P.A.



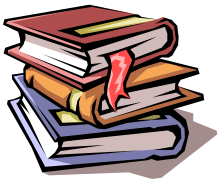
Fourth—Twelfth grade teachers use a point value system to evaluate assignments. Generally,
100% - 90% represents an A, exceptional effort and work.
89% - 80% represents a B, above average effort and work.
79% - 70% represents a C, average effort and work.
69% - 60% represents a D, below average effort and work.
59% and below represents failure on the assignment or lack of effort.
Convert any score to a percent by dividing your score by the total points possible and multiplying by 100.

Weighting: Many teachers use an overall grade system that weights certain categories within each subject. How weighting is used to calculate grades is not always clearly understood by students and parents. This explanation should be helpful. In the example, there are three weighted categories: Homework, Tests, and Final. Each is weighted 30%, 50%, and 20% respectively. The figure below illustrates that a student's average for the Homework and Tests categories is 60% and 70% respectively. Since there is no score for the final exam yet, that category will not be used in calculating the student's average.The weight of each category used is multiplied by the student's average for that category. Those products are summed together and divided by the total of the weighted categories in use (80% as pictured). In this example, the student has earned 53% of a possible 80% for an average of 66.25%. How that percent grade converts to a letter grade is based on your grading scale.

Category	Weight		Student Avg.		Score	
Homework	30%	x	60%	=	18%	
Tests	50%	x	70%	=	35%	
Final	20%	x	---	=	---	Grade
Categories Used = 80%					53% / 80%	= 66.25%

	4th-12th grades
Honor Roll Award	3.0-3.59 GPA at semester
Principal's List Award	3.6 and above at semester

To calculate your GPA: take all grades & assign points: each A gets 4 points, a B gets 3, a C gets 2 points, a D gets 1 point, and an F receives 0 points. Add scores and divide by the number of grades. For example, if your grades = A, A, B+, C-, D then your score would be 4+4+3+2+1=14 divided by 5 = 2.8.... so your GPA is 2.8.



Assignments and Homework

In general, students are expected to complete all assignments and turn them in on time. Late work acceptance for credit is determined by each teacher. Homework may include daily assignments not completed in class and/or long-term projects. The student is expected to have assignments which were due the first day of an absence ready to turn in immediately upon return. One day is given for make up work for each day of absence. It is the student's responsibility to find out what assignments need to be made up. For students absent less than 3 days, homework will not be sent home during their absence but will be given to them upon their return to school. Extra credit opportunities will not be available for last-minute rescue of poor grades. Students are expected to take advantage of all bonus opportunities. Each teacher will address any additions to this policy at Back to School Night.

CCAA School Community Norms

DEMONSTRATE RESPECT DURING PERFORMANCES

Each community member will demonstrate mutual respect by:

- Being polite
- Turning off or silencing cell phones
- Saving no more than two seats per family
- Avoiding blocking the view of people near/behind you while videotaping
- Addressing the need outside if a younger child becomes upset during the performance
- Seeking administration if an issue arises
- Keeping in mind that we are the models for our children
- Understanding that everyone is equally excited to see their child perform

HONOR AND RESPECT STUDENTS AND THEIR FAMILIES

Each community member will honor and respect our students and their families by:

- Believing that all parents desire a quality education for their children
- Not placing value judgments on family practices
- Reporting concerns involving other students to staff Administration avoiding direct conversation with students other than your own
- Protecting student and family privacy by not speaking of a student and or family in public

ENCOURAGE POSITIVE INTERACTIONS

Each community member will encourage positive interactions by:

- Walking onto campus with a smile
- Dwelling on the positive when talking about community members (students, families, staff)
- Coming to the middle of our range of perspective in order to establish a common ground
- Reaching out to include all members so that all can feel welcomed

COMMUNICATE HONESTLY AND RESPECTFULLY

Each community member will communicate honestly and respectfully by:

- Making the effort to express feelings of appreciation, satisfaction and support
- Expressing feelings of dissatisfaction before they become frustrations
- Presenting concerns with diplomacy and an emphasis on a solution versus shortfalls
- Directing classroom concerns to the teacher prior to addressing with Administration
- Avoiding conversations among parents regarding questions/concerns prior to directing questions/concerns to the teacher, staff member or Administration

DEMONSTRATE SOCIAL MEDIA ETIQUETTE

Each community member will demonstrate social media etiquette by:

- Directing questions/concerns to the teacher, staff or Administration rather than posting
- Avoiding communication about others' students

SUPPORT CHARTER GUIDELINES

Each community member will support charter guidelines and fulfill enrollment agreements by:

- Completing parent volunteer hours
- Assuring that students complete Field Study Day assignments and Community Service hours

Instructional Materials Circulation

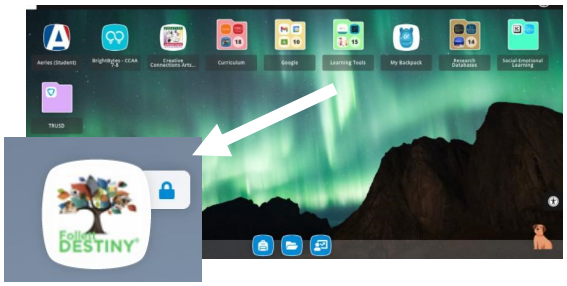
- Overdue books will prevent students from checking out any additional library books and may cause report cards to be held.
- Student MAY NOT check out instructional materials for their friends.
- Please be advised that students leave their textbooks or other items in the classroom at their own risk despite the teacher's directions to do so. Students are still financially responsible for any stolen instructional material **(INCLUDING CHROMEBOOK)** whether it be from their classroom, their cars, etc. Claiming any material is stolen is not an automatic waiver of financial responsibility.
- To ask about the prices of lost materials, please contact the library. Generally, instructional material replacement costs range from $5 to $300. SWUN booklet replacements are $6-8. Chromebook replacements range from $100-350. Charger replacements are around $20.
- Damages to instructional materials are assessed each school year. When a damage is noted, the item is noted in Destiny or in the book then dated and initialed by the Library Tech. Therefore, if an item **(INCLUDING CHROMEBOOK)** is damaged and not marked, the student who had the item last will be fined accordingly.
- All instructional materials must be turned in before the school can formally withdraw a student. For HS students dropping/changing classes, they need to return any items associated with the dropped class immediately.
- A Chromebook has been checked out to your child. It is the responsibility of you and your child, as a student, to use the Chromebook for their education while enrolled in the Twin Rivers Unified School District. Please do not put any stickers on the laptop or it's protective cover. This Chromebook is theirs for the duration of their enrollment in the district. You will be required to return the Chromebook upon leaving the district for any reason such as relocating or graduation. Damage or loss will also incur a replacement fee.
- The Chromebooks will be used daily in their classroom. Please make sure the Chromebook is charged before school each day as there are not enough outlets in the classrooms.
- If you have any questions regarding the performance of this Chromebook, you may call our IT Department at 916-566-7802 or email them at techsupport@twinriversusd.org.
- Students that leave CCAA with outstanding payments and/or overdue materials will be billed for the amount. The student's new school will be notified of the outstanding charges as well. In addition, students with an outstanding bill may not receive report cards, promotion certificates, high school diploma and/or transcripts until bills have been cleared.

Library Expectations

- Enter and exit library calmly and quietly
- Have pass/teacher permission to visit the library
- Return/renew all materials by due date
- Use appropriate volume and language
- Treat equipment, books and materials respectfully
- Sign in on the clipboard
- Keep gum, food, or drink out of the library
- Students may use the library printers for school purposes only

E-book Virtual Library

CCAA provides several online resources through the Twin Rivers Apps Portal, including an e-book virtual library which may be used for online reading or to download books to a device. This is available to all students through the **Destiny Discover app in their "Learning Tools" folder** in the TR Apps Portal. Students can also review books and place physical books on hold to be picked up at a later date.



8th grade Promotion Standards

A student must meet the following criteria in order to participate in the 8th grade promotion ceremony:

- The student must achieve a minimum GPA of 2.0 or be working at ability level
- The student must maintain 80% assignment completion and may not have an F in the last quarter
- The student must have completed all 15 community service hours by one month prior or ceremony
- The student must have submitted every Field Study Day Report
- The student may not be on a Tier 3 or higher without showing improvement

***NOTE: These standards also are used as guides to determine if a student is invited back the following year in grades K-11.**

HIGH SCHOOL GRADUATION

Students must meet the following in order to participate in the high school graduation ceremony:

- The student must have achieved a minimum of 220 credits.
- The student must meet all applicable state high school graduation requirements.
- The student must achieve a minimum GPA of 2.0 or be working at ability level
- The student may not have an F in the last semester
- The student must have completed all 15-community service hours by one month prior to promotion ceremony
- All textbooks and library books/supplies must be turned in or paid for.
- The student must have submitted every Field Study Day Report
- The student may not be on a Tier 3 or higher without showing improvement

Extracurricular Activities

CCAA believes that extracurricular activities play an important role in the school experience. Extracurricular activities are defined as any activity that CCAA sponsors outside of the school day, including skate nights, dances, team sports, fund raisers, field trips, after school classes, etc. Anything after school is "extra" unless connected to a graded class, including watching other performances. To be able to attend/ participate in extracurricular activities:

1. Student's attendance percentage **MUST** meet or exceed 85%.
2. Student may not be on a Tier 3 or higher without showing improvement or on academic probation.
3. Student **MUST** be in school the day of (or one day before a weekend) the activity for the entire school day (unless it is an excused absence.)
4. Student must adhere to the standards set forth in the after school class.
5. Failure to complete an activity/class may affect participation in future classes.

Extra Requirements for Team Sports and Productions (only when available)

Participating in team sports and drama productions enables students to develop skills necessary for productive work in and with groups. It develops positive self esteem and provides for school wide recognition of a student's effort. Participating in team sports also capitalizes upon a high interest area for many students, and increases high quality participation in PE activities. Students have the opportunity to learn sportsmanship. Students must meet the standards listed below in order to play on (and continue to play on) a team or be on a cheerleading squad or part of an extra production (not including class assignments/ requirements.

1. Receive no school suspensions.
2. Maintain a 2.0 with no F's in all classes.
3. Have prearranged transportation for after school practices, rehearsals, and games.
4. Demonstrate good sportsmanship, citizenship, and attend practices regularly.
5. Communicate effectively with coach/advisor/director, especially if missing a game or practice. Communication should be in writing before the rehearsal.
6. Have parent and teacher approval with all required paperwork/physicals as applicable.
7. Must attend school the day of (or one day before a weekend) the activity for the entire school day (unless an excused absence).

*Advisor/director/coach will initiate **grade checks** before and throughout the production/season. Student will bring grade check form to each teacher to complete and return to adult in charge.

Frequent Volunteer Policy

The Twin Rivers School District Visitor and Volunteer Policy states that every adult who will be on campus and/or come in contact with school students/accompany students on a field trip must be cleared and checked in for each visit/activity through the Hall Pass Visitor Management System. To drive other students on field trips, adults must also be an approved TRUSD driver. Every parent (or other adult) who will come in contact with school students more than 10 hours per week or is alone with students must submit a Frequent Volunteer Application, proof of TB clearance and have fingerprints completed at TRUSD Office. Volunteers are responsible for any associated costs. By law, we cannot transfer your volunteer fingerprint results to or from any other agency. ALL FORMS ARE AVAILABLE ON WEBSITE https://www.trusd.net/Departments/Human-Resources/VolunteersChaperones/index.html. CCAA must follow all TRUSD policy as it relates to frequent volunteers and parents/guardians attending trips sponsored by the school.

Extra Requirements for K-12 Team Sports Volunteer

A volunteer (unpaid) coach must meet the guidelines established in Title 5 of the California Code of Regulations established for paid, non-certificated coaches.
The requirements are as follows:

1. Cleared Fingerprints for Twin Rivers USD (badged volunteer)
2. Valid/current TB test (no older than 4 years)
3. Valid/current CPR (no older than 2 years)
4. Valid/current First Aid (no older than 2 years)
5. Valid/current Concussion Training (no older than 2 years)
6. Valid/current Blood Bourne Pathogen Training (no older than 1 years)
7. CIF Certification—High School ONLY
8. Sudden Cardiac Training

To be an APPROVED DRIVER for field trips, etc.

According to TRUSD Transportation policy, this process is required EACH YEAR. Even if you have driven before, this process must be done each year. Please complete the process EARLY in the school year as it could take up to 8 weeks to finalize your clearance. Please contact office staff to start the process.

Hall Pass Visitor Management

Hall Pass Visitor Management protects students and school staff members from the risks of unwanted visitors or child predators gaining access to campus and other school events. When entering a facility, each visitor must present a government issued ID to the front office. Each visitor can be labeled for the reason of the visit. These include but are not limited to: visitor, volunteer, visiting faculty, substitute, temporary student and detention.

HALL PASS Check-in Process:

1. The ID is validated as an official government issued ID.
2. The information is checked against the National Sex Offender database and the School Visitor Restricted list.
3. The Hall Pass visitor is updated with results from the visitor check-in.
4. If “Passed,” a badge is printed with time, date, reason, destination and photo for the visitor to wear while on school grounds
5. If found on the National Sex Offender Registry or School Restricted list, a visual notice is displayed and alerts are sent out.

Volunteer/Parent & Visitor Guidelines

As a CCAA volunteer, your role and responsibilities in the school are unique. The guidelines below are intended to help you be successful in your role as a CCAA volunteer. Please make prior arrangements with the front office or your child's teacher if you wish to meet with the teacher, visit the classroom or volunteer on campus.

- Every volunteer/visitor who comes onto campus for any reason must sign in at the front office and wear their HALL PASS badge while on campus before going to any classroom. All alumni visitors will receive a separate set of guidelines upon arrival.
- If chaperoning a field trip or event, or volunteering on campus throughout the year MUST have a TRUSD Volunteer ID.
- Volunteers provide services and support to our schools. They are not to replace the role of either certificated or classified staff. If you're not sure if an activity is ok, ask your child's teacher or site administrator for clarification.
- The teacher and principal are completely in charge. If the teacher leaves the room, another staff person will assume responsibility. You are not to be left in charge of a classroom.
- Maintain student confidentially at all times. Concerns about students should be brought to the attention of a teacher, support staff, or administrator. This includes any suspicions of child abuse or neglect.
- Use good judgment and avoid any compromising situations. Work in a room with other people at all times. Never be left alone with one student out of view of other people. Always keep the door open.
- Volunteers are to only use adult bathrooms. Do not use student restrooms.
- Be prompt and consistent in your attendance. Teachers depend on volunteers and plan their work accordingly. Students depend on volunteers even more, especially on field trips.
- Never be under the influence of drugs or alcohol when with students on or off school grounds. You are seen as a role model to students whether you're on campus or not.
- Do not smoke on school grounds or at any time around students.
- Do not lend money, contribute or solicit money for organizations while on school grounds.
- Do not use the internet inappropriately by going to websites that are not conducive to a professional or educational environment
- Do not use cell phone in the classroom or at any time around students. (e.g. phone calls, taking pictures, videos, or using for music).
- Adhere to district, school, and classroom policies rules and regulations.
- Refer any student in need of first aid or any type of medication to the teacher or front office.
- Learn and follow fire drill emergency procedures and all school rules.
- Notify the principal of any accident you had on school grounds. A written form must be submitted to the principal within 24 hours.
- To eat lunch with your child, please let either the teacher or the front office know ahead of time, sign in and get a visitor's badge. Parents should sit with their student in a designated area. Other students will not be permitted to eat in the designated area without their own parents. K-6: After lunch, please allow your child to experience recess with their peers, saying goodbye to them once you are done eating and recess has begun.

Creative Connections Arts Academy will consider the Twin Rivers USD Administrative Regulation, **Civility Policy** (AR 1313) as a part of our CCAA culture. CCAA families wishing to view the entire policy can search the Twin Rivers USD website under "Administrative Regulation Civility Policy". It was created as a policy:

> "In order to keep schools and administrative offices free from disruptions and to prevent unauthorized individuals from entering school or district grounds, procedures will be stablished to support a safe work place for students and staff. The intent of these procedures will be to promote mutual respect, civility, and orderly conduct among district employees, parents, and the public."

CCAA High School
Dance Behavior Agreement

All current CCAA students must present this signed agreement and ID card at time of dance ticket purchase. By completing and signing this contract, I (and my guest if applicable) acknowledge the behavior agreement detailed in this form. Furthermore, I understand that I am accountable for my own actions. Should this agreement be violated, the consequences of CCAA High School students will be enforced per administrator discretion in accordance with CCAA Bylaws.

1. I agree that one's own safety is vitally important; therefore, I agree not to use drugs and alcohol prior to, during, or after the dance. I further understand that if I appear under the influence of drugs or alcohol, I will not be admitted and will be detained until a parent/guardian, or authorities arrive to take responsibility.

- The law (SB1300) regarding persons aged 13-20 and the possession or consumption of alcohol or drugs will also be applied to the violation. The possible loss of your driver's license or deterrent to receiving a license could result.

2. I am aware that all school rules apply to school dances. If I choose not to follow the rules, I will be asked to leave the dance and will not be allowed to attend on-campus CCAA dances for the remainder of the school year.

3. I realize I will be subject to a search.

- In order to ensure a safe and alcohol/drug free environment at CCAA dances, all students will be subject to a search of their person and personal belongings. All such items, including cigarettes, will be confiscated and appropriate action taken.

4. I understand that the school Dress Code will be enforced.

- Students may not change outfits once they have gained entry to the dance.
- I am aware that the school Dress Code can be found in my Student Handbook.
- With the exception of the Homecoming Dance, Junior Prom and Senior Ball, the school Dress Code will be strictly enforced.

5. I understand that I must have my Student ID card and Dance Ticket for event entry.

- Current CCAA students must present their current school year photo student ID and dance ticket upon entry.
- No one will be admitted to the dance after 8:30 PM.
- At the **alumni dance only**, former CCAA students (grades 9+) must also show current student ID card upon entry.
- No re-entry allowed at any dance.

6. I understand that each student has the right to feel safe in a non-hostile and respectful environment. We want each student to be able to express themselves in a manner that is appropriate, and exemplifies our PBIS Agreements.

- Both feet will be on the floor at all times.
- No "roaming" hands.
- Students must dance in an upright position.
- No sexually suggestive movements or positions, including bumping, freak dancing, and/or grinding.
- Freak dancing is not an accepted form of dancing at school.

7. Guest Dance Policy (This includes guests of alumni students at the alumni dance only)

- If you bring a non-CCAA High School student as a guest, your guest will be expected to adhere to the rules set forth in this behavior contract.
- You must show a copy of your completed Guest Dance Pass upon entry.
- Guests must present their dance ticket and respective school ID card, or other photo ID if not attending school.
- Guests who choose to disregard this agreement will not be allowed to attend CCAA dances for the remainder of the current school year.

8. End of the Year Dances only—INCLUDING JUNIOR PROM and SENIOR BALL

- In order to attend the last school dance of the year and/or junior prom/senior ball, a student must be in good standing: documented ALL COMMUNITY SERVICE HOURS and completed ALL FIELD STUDY DAY reports for those field study days that occur before the dance.

Compact signed at beginning of year

(for reference)

Creative Connections Arts Academy
2026-2027
Home-School Compact

In order to provide the best education for your children, it is essential that we work closely with you. You are a very important part of our team. We are partners in making sure students achieve success in school and in life. We encourage you to take an active role in your children's education. Teachers, families, and students share responsibilities. Please review them again at home. Thank you.

STUDENT PLEDGE:
I realize that my education is important. I know I am the one responsible for my own success. Therefore, I will make every effort to:

- Come to class every day, on time, well nourished, and ready to learn.
- Maintain at least ***90%*** overall attendance (including lates, tardies, early dismissals)
- Complete all my work.
- Maintain a minimum 2.0 G.P.A.
- Follow classroom, school, and charter rules and expectations.
- Participate in all Field Study Days and turn in all required documentation.
- Complete and document 15 hours of Community Service per year.
- Participate in academic, college and career planning
- Be respectful toward my teachers, school staff, and other students.
- Do my best at all times.

FAMILY PLEDGE:
Parents and family members are a child's first and most important teachers. To encourage our child's learning and success in school, we will make every effort to:

- Login and maintain my Aeries Parent Portal
- Ensure that our child comes to class every day, on time, well nourished and ready to learn.
- Be responsible for our child's attendance and provide transportation to and from school.
- Assist our child with daily homework as needed.
- Maintain ongoing communication with our child's teacher.
- Model a positive outlook, respect school community, and value education.
- Support the policies that govern Creative Connections Arts Academy Charter School.
- Supply required documentation for registration, including proof of student immunization and birth date.
- Attend Back-to-School celebration, Family Conferences, Open House, and other school events.
- Complete and document 30 hours of Family Participation per year.

STAFF PLEDGE:
The school plays a very important role in developing learning skills for life. To enhance your child's education and success in school, I will make every effort to:

- Provide each student with the best educational program possible.
- Provide a safe, friendly environment in which all students can learn.
- Communicate your child's progress in a timely manner.
- Provide an environment in which all students are treated fairly and respectfully.
- Maintain a professional, positive attitude.

Agreement signed at beginning of year

(for reference only)

Creative Connections Arts Academy Charter School

Dear CCAA family,

By signing and returning this form, you are confirming that you have read and understand the school policies and rules that are stated in the handouts given at the beginning of the year and this school planner. Below are the most essential commitments and rules that we feel are critical to the operation and smooth running of CCAA. More information is detailed within the student planner pages on each topic.

Please read and initial that you have read and understand the following items:

____ Current year Home-School Compact

____ CCAA School Community Norms

____ CCAA School Safety Agreement

____ Parent(s) will complete and maintain their **Aeries Parent Portal**.

____ The **attendance** goal of students is **90%** or better (incl. ab/tardies/lates/early dismissals).

____ Families are encouraged to contribute **30 volunteer hours** per school year per household.

____ Each student is **required** to complete a minimum of **15 hours of community service** each year, most of which may be accomplished on Field Study Days. All **Field Study Day reports** are to be turned in on time.

____ The Twin Rivers School District **Visitor and Volunteer Policy** states that every adult who will be on campus and/or come in contact with school students/accompany students on a field trip must be cleared and checked in for each visit/activity through the *Hall Pass Visitor Management System* located in the front office. Photo ID is required. To drive other students on field trips, adults must also be an approved TRUSD driver.

____ **Cell phones** are permitted on campus at the risk of the student/family. Cell phones must be "**OFF"** during school hours. They **may not** be on "VIBRATE" or "SILENT." Students **may not** make calls, send or receive messages, access social media, or otherwise use a phone during school hours unless given permission by a staff member.

PLEASE NOTE: Students are asked to return the copy mailed home in August to the Schedule Pick–up Day or first day of school completed with signatures and information. This copy is for reference only.