



# **Innovation Academy Student-Parent Handbook**

***“Engage, Explore, Excite”***

**1540 Malta Ave,  
Chula Vista, CA 91911**

**Phone: (619) 409-7401**

# **“Every Child is an Individual of Great Worth”**

Welcome to the Innovation Academy at CVESD!

With a focus on student achievement, the Innovation Academy is committed to providing a world-class online education to your child. In the Innovation Academy, your child will have high-quality daily live instruction delivered by their classroom teacher. Students will have the opportunity to connect and develop friendships with their peers, achieve grade level expectations, and discover their true passions.

Through project-based learning, we encourage children to explore their strengths, interests, and values. We help children reach their full potential through creative thinking, exploration, and problem solving. Our unique environment allows students to learn about the world and explore their passions.

We value our parents' role as the primary learning coach and teacher in each child's life. We strive to keep open communication between our staff and families. We will have ongoing collaboration with you on your child's learning experience. Parent outreach ensures you understand the programs and curriculum your child is participating in along with the learning expectations. Working together, as partners, your child will achieve success in the Innovation Academy.

We look forward to partnering with you on this journey. Please take a few minutes to read the enclosed information to help you navigate the school system. Review important information with your child. If you have any questions or concerns, please contact us at the Innovation Academy using the contact information below.

Sincerely,

Cynthia Orr  
Principal, Innovation Academy  
619-409-7401  
[cynthia.Orr@cvesd.org](mailto:cynthia.Orr@cvesd.org)

# Daily Schedule

## School Office Hours

7:30-4:00 Monday-Friday

## Student Work Hours

Students must be available to attend live instruction during the following hours:

8:45 - 3:15 Monday-Thursday

8:45 - 1:30 Friday (Minimum Day)

## Recess / Breaks

Teacher will communicate break times to families.

## Lunch

45 minutes for each class between: 11:15-12:00

*Teachers may change lunch time to meet student needs.*

*Please note that your child's teacher will provide a more detailed schedule upon enrollment into the Innovation Academy.*



# Sample Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30am					
8:45am	Synchronous (8:45am - 10:45am)	Synchronous (8:45am - 11:15am)	Synchronous (8:45am - 11:15am)	Synchronous (8:45am - 11:15am)	Synchronous (8:45am - 11:15am)
9:00am					
9:15am					
9:30am					
9:45am					
10:00am					
10:15am					
10:30am	Asynchronous (10:45am-11:15am)				
10:45am					
11:00am	Lunch (11:15am - 12:00pm)	Lunch (11:15am - 12:00pm)	Lunch (11:15am - 12:00pm)	Lunch (11:15am - 12:00pm)	Lunch (11:15am - 12:00pm)
11:15am					
11:30am					
11:45am					
12:00pm	Asynchronous (12:00pm - 3:15pm)	Synchronous (12:00pm - 1:15pm)	Synchronous (12:00pm - 1:15pm)	Synchronous (12:00pm - 1:15pm)	Intervention/Additional Support for Individual Students (12:00pm - 1:30pm)
12:15pm					
12:30pm					
12:45pm		Synchronous or Asynchronous (1:15pm - 2:45pm)	Synchronous or Asynchronous (1:15pm - 2:45pm)	Synchronous or Asynchronous (1:15pm - 2:45pm)	
1:00pm					
1:15pm					
1:30pm					
1:45pm	Asynchronous (2:45pm - 3:15pm)	Asynchronous (2:45pm - 3:15pm)	Asynchronous (2:45pm - 3:15pm)		
2:00pm					
2:15pm					
2:30pm					
2:45pm					
3:00pm					
3:15pm					

	Minimum Days (Conferences & After Breaks)
8:30am	
8:45am	Synchronous (8:45am - 11:15am)
9:00am	
9:15am	
9:30am	
9:45am	
10:00am	
10:15am	
10:30am	Lunch (11:15am - 12:00pm)
10:45am	
11:00am	
11:15am	
11:30am	Parent - Teacher Conferences (TBD) / Asynchronous Work for Students (12:00pm - 1:30pm)
11:45am	
12:00pm	
12:15pm	
12:30pm	Parent - Teacher Conferences (TBD) (1:30pm - 3:15pm)
12:45pm	
1:00pm	
1:15pm	
1:30pm	
1:45pm	
2:00pm	
2:15pm	
2:30pm	
2:45pm	
3:00pm	
3:15pm	

# **CVESD Innovation Academy Program Goals**

## **Description**

The Innovation Academy is an innovative and challenging long-term independent study program that supports the needs of every child through online instruction. Our school is designed to provide an alternate learning environment for those students who work best in this model. The Innovation Academy is staffed by teachers and an administration that understand how to get the most out of the online learning platform. Based on the foundation of the state standards and the high expectations held by the teachers, students are led through their daily learning in engaging and high-level lessons. Our unique school environment allows students to learn about the world and explore their passions.

## **Mission Statement:**

Our mission is to educate all children through an innovative and rigorous hybrid independent study program, enabling each child to reach and expand their full potential while preparing them to become productive, ethical, creative, inquisitive, inclusive, and compassionate members of society.

## **Our Core Values Include:**

- **Innovation, Creativity, Grade Level Mastery.**

Our teachers deliver a unique educational experience to our families with high-quality engaging daily instruction that CVESD is known for. Students meet, then exceed grade level expectations.

- **Learning Community**

Our learning community is strong because we form connections with students through social-emotional learning. Students interact with peers and the teacher through live synchronous daily instruction. Students build relationships and friendships much like they would in an in-person classroom online.

- **Engagement**

Our students engage in learning that connects them with their classroom community, local community, and the world. It is our goal to expose children to the world through project-based learning.

## **Student, Family, and School Expectations**

We have long known that solid partnerships between the school and home are integral to a child's academic success. It is important that families know what this partnership entails and that we are clear about what we expect from each other.

### **WHAT IS EXPECTED OF INNOVATION ACADEMY STUDENTS:**

- Attend school each day starting at 8:45am and attend all scheduled meetings throughout the school day (see learning schedule above)
- Have in their possession, and will use, a District issued device for their meetings and work completion
- Participate in their learning, have their camera on, and be attentive
- No eating during class time
- Be organized and have materials ready for each subject
- Ask questions to their teacher as needed
- Complete and submit assignments on time to the best of their ability

### **WHAT IS EXPECTED OF YOUR CHILD'S TEACHER:**

- Provide a welcoming engaging learning environment for students
- Know each student as learners and individuals
- Provide high-quality instruction and assignments
- Communicate assignments to parents on a weekly basis so that parents can support
- Communicate academic concerns and concerns in attendance
- Monitor student progress

### **WHAT IS EXPECTED OF PARENTS/GUARDIANS:**

- Monitor student progress and communicate with school and teacher
- Provide a quiet, organized, and consistent place for their child to learn
- Parents should be aware of distractions and background noise that will distract their child and the class when the student unmutes to share
- Ensure child is attending to learning throughout the school day
- Ensure child is not opening other programs on their computer outside of what the teacher is asking
- Review assignments daily, check child's work before submitting assignments, and ensure child is submitting assignments on time
- Communicate with teacher any topics child is struggling to grasp
- Establish parent accounts for online learning management systems teachers are using to communicate
- Respond to teachers and the school within 24 hours
- Read teacher and school communications
- Assist in supporting students as directed by school or child's teacher
- Attend all required meetings
- Monitor your child's progress

### **WHAT IS EXPECTED OF THE INNOVATION ACADEMY**

- Support families and teachers to ensure student success
- Monitor student learning and communicate to students' families
- Ensure students receive high-quality online instruction
- Provide tech support to families as needed

- Help facilitate communication

## **ATTENDANCE / STATE LAW**

California State Education Code Section 48260 states in part that each person between ages 6-16 years is subject to compulsory full-time day school during the time school is in session. Cases of excessive absences or tardies may be referred to the School Attendance Review Board (SARB). This is part of the legal system, which enforces compulsory education attendance. Every absence/tardy interferes with your child's progress in school.

The independent study program counts attendance based on participation and work completion. Teachers evaluate completed assignments and award attendance credit based on their determination of the time value of the work.

## **DAILY PARTICIPATION**

Students are expected to attend and participate in all live sessions. Teachers will track student participation. Student participation includes the following:

- Show up to live instruction on time and stay the entire time
- Have camera on
- Participate in classroom discussions
- Ask and respond to questions
- Participate in online classes provided by all teachers including visual and performing arts (VAPA) and physical education

## **ABSENCES (Online and synchronous learning)**

- **Please contact your child's teacher on the day of the absence by 9:15 a.m.**
- Students absent from school for any reason are responsible for the completion of all missed assignments. Prolonged or repeated absences, excused or unexcused, deprive the student of the classroom experience deemed essential to learning. Regular school attendance is required in order for the Board of Education to fulfill its responsibility of providing a thorough and efficient education for each student.
- Any student who accumulates an excessive number of absences will be referred to the School's Attendance Review Team.
- While we understand and appreciate the value of family vacations, please make every effort to coordinate your time away with the school calendar. Scheduling vacations while school is in session is disruptive to the learning process and places children at a decided disadvantage upon their return to school.
- Please make every effort possible to schedule doctors' appointments outside of synchronous instructional time.
- Children must reside within the CVESD boundaries or, if they reside outside of district boundaries, must have an inter-district transfer filed with the school before enrollment into the Innovation Academy.

## **Excessive Absences and Attendance Review Team Process**

Students who receive excessive absences will be referred to the Attendance Review Team.

The Attendance Review Team Process is summarized:

1. Students will be placed on an intervention plan to generate attendance.
2. Students are evaluated for 2 weeks to check for improvements in attendance.
3. If attendance does not improve, the Attendance Review Team meets to discuss if the Innovation Academy is the right setting for students and students are given 1 more week to generate **full** attendance.
4. If a student is absent during that week, they will be dropped from the Innovation Academy.
5. If a student is not absent in that week, they will be placed back in the 2-week intervention and monitored for attendance.
6. If a student is excessively absent in those 2 weeks, the School Attendance Review Team will make a final decision on whether the Innovation Academy is the right setting for the student and student will be dropped if there is no progress being made.

All communication regarding attendance will be communicated through Schoology or email. Parents are responsible for checking their Schoology account and/or email and communicating with teachers regarding attendance.

## **ENROLLING IN THE INNOVATION ACADEMY**

The following steps outline the requirements to enroll your child in our school.

### **1. COMPLETE A ZONE TRANSFER**

Complete a zone transfer to the Innovation Academy and submit residency.

- [Spanish Link](#)
- [English Link](#)

### **2. ATTEND MANDATORY SCHOOL ORIENTATION MEETING**

Parents are required to attend a parent information meeting where the principal will review the school structure, expectations, the learning management system, and answer parent questions. After attending this meeting, parents will be given a master school agreement to sign.

Parent orientation meeting dates (attend one):

- May 24<sup>th</sup> @ 4:30 P.M. In-person at Rohr Elementary School - 1540 Malta Avenue, 91911
- May 31<sup>st</sup> @ 6:00 P.M. on Teams
- June 7<sup>th</sup> @ 10:00 A.M. In-person at Rohr Elementary School - 1540 Malta Avenue, 91911

Additional dates will be communicated to parents before the beginning of the 2022-2023 school year and on an ongoing basis.

### **3. SIGN MASTER AGREEMENT**

State law requires that families complete a Master Agreement prior to enrolling in the program. You will be given a Master Agreement after you attend a parent orientation meeting.



#### **4. ATTEND A MANDATORY TEACHER-PARENT ORIENTATION MEETING**

Within the first two weeks of the school year, your child's teacher will schedule an online mandatory parent meeting where they will review the schedule, classroom expectations, and answer questions.

### **ADDITIONAL INFORMATION**

#### **CHANGE OF INFORMATION**

To maintain effective communication between the school and home, please notify the main office of any changes to pertinent information (i.e., your address, telephone number, emergency contacts, etc.) during the course of the year so that we may update our records.

#### **EDUCATIONAL EXCURSIONS**

During the year, students may have the opportunity to participate in field trips that reinforce or supplement classroom instruction. Parents or guardians are notified of the details of the trip in advance and are encouraged to give their child(ren) permission to attend. A permission slip must be signed by each child's parent or guardian and returned to school prior to the trip.

Most field trips are limited to a set number of chaperones. If more parents want to attend a class trip than spaces allow, then parents will be chosen by lottery. Unfortunately, siblings and other children under the age of 18 are not able to ride the bus or serve as a chaperone.

#### **IN-PERSON TESTING**

Students will be asked to take assessments during the school year in order to measure student progress. While we welcome parent support, parents should not offer support to students while taking a test beyond helping them log in.

Students may be required to take mandated state assessments. To ensure test security, students will take these assessments in-person and the child's guardian will be responsible for bringing their child to the school site for testing. Advanced notice will be given. State mandated tests include the English Language Proficiency Assessment for students designated as "English Learners" (grades K-6) and the California Assessment of Student Performance and Progress (grades 3-6).

#### **PARENT/TEACHER CONFERENCES**

Parent conferences are held each Fall and Spring. Parents must be active participants in their child(ren)'s education and attend these important conferences. Conferences will be held during the school day; students will have minimum days to accommodate parent conferences.

#### **PHYSICAL EDUCATION**

All students in TK through 6th grade are required to participate in physical education classes. CVESD will provide online PE instruction and Innovation Academy students are expected to attend.

**PICTURE DAY**

In the fall of every school year, student portraits are taken. Notices will be sent home to inform families of the date and the various packages available for purchase.