

Principal's Message

Dear IDEA Scholars,

Welcome to the 2015-2016 School Year! I want to extend a warm welcome to all new students of IDEA Academy. Our teachers and I are ready to support you to reach your highest potential and individual goals. We will provide you with quality instruction that you deserve and parents expect.

This agenda book is important for academic success at IDEA Academy as it will organize your daily tasks and assignments. Our agenda also contains essential information regarding our school and school rules. I hope that you find the agenda a helpful resource.

Together we will accomplish great things this year! I will be here to support you this year and I am glad that you are a part of our academy and know that you will have a fantastic educational experience this year!

Sincerely,

Ms. Daniels,

Fallon L. Daniels

Principal

Nondiscrimination Statement

It is the policy of the New Haven Public Schools district that no person shall be excluded from participation in, denied the benefits of or otherwise discriminated against under any program, including employment. Protected classes include Age, Ancestry, Color, Gender Identity or Expression, Genetic Information, Learning Disability, Marital Status, Mental Disability, Intellectual Disability, National Origin, Physical Disability, Race, Religious Creed, Sex, Sexual Orientation, and the offer of equal access to school facilities and school premises to Boy Scouts for America and other designated youth groups.

Title IX Coordinator: Mr. Pilliner, 480 Sherman Parkway, New Haven, CT 06511, 203-479-7079

504 Coordinator: Mr. Pilliner, 480 Sherman Parkway, New Haven, CT 06511, 203-479-7079

I.D.E.A Academy Vision, Mission, and Core Values

I.D.E.A. Academy Vision

I.D.E.A. Academy commits to preparing lifelong learners capable of participating in the changing technical and global economy. We will create a safe and positive learning environment that allows for our students to be consistently successful and challenged to:

- Be self-directed, innovative learners who push beyond academic mastery;
- Be creative entrepreneurs who design practical solutions to personal and world problems;
- Be collaborative with peers and the community to take social action.

To this end, our students will be skilled graduates who are qualified for early entry into S.T.E.M. based careers and college majors.

I.D.E.A. Academy Mission

We are committed to maintaining a personalized learning environment where student engagement is the center of developing aspiring innovative designers and entrepreneurs. Within our academy, small learning environments are created to focus on our core values with each student. Our curriculum will be aligned with the state common core standards, emphasizing literacy and mathematical skills needed to meet graduation requirements.

I.D.E.A. Academy Core Values

- *Think creatively to solve problems
- *Use resources to design innovative solutions to complex problems
- *Understand the importance of teamwork
- *Use various forms of communication to express ideas
- *Demonstrate care for the school community
- *Take personal responsibility for self
- *Set goals to achieve personal best



Class Schedules

Regular Schedule						
Tuesday, Wednesday, Thursday, and Friday						
Block	Period	Time				Duration
1	1,5	7:35am- 8:55am				80 min, 5 min HMRM included
2	2, 6	8:59am- 10:14am				75 min
3	3, 7	IDEA	SMART	CCR	LPSH	--
	Class Time	10:18am-11:33am	10:18am-10:54am; 11:24am-12:02pm	10:59am-12:14pm	10:47am-12:02pm	75 min
	Lunch Wave	11:37am-12:02pm	10:58am-11:23am	12:18pm-12:43pm	10:18am-10:43am	25 min
	Academic Support	12:06pm-12:43pm	12:06pm-12:43pm	10:18am-10:55am	12:06pm-12:43pm	37 min
4	4, 8	12:47pm -2:02pm				75 min

Early Release Days					
Block	Period	12:30pm Dismissal /Mondays		11:30am Dismissal	
		Time	Duration	Time	Duration
1	1,5	7:35am-8:48am	65 min, 8 min HMRM	7:35am-8:33am	50 min, 8 min HMRM
2	2, 6	8:52am-9:57am	65 min	8:37am-9:27am	50 min
3	3, 7	10:01am-11:06am	65 min	9:31am-10:21am	50 min
4	4, 8	11:10am-12:15pm	65 min	10:25am-11:15am	50 min
Lunch/Dismissal		12:15pm-12:30pm	15 min	11:15am-11:30am	15 min
Teacher PD		12:45pm-2:00pm	90 min	12:45pm-2:00pm	120 min

Block	Period	60 minute Delay		90 minute Delay		2 hour Delay	
		Time	Duration	Time	Duration	Time	Duration
1	1,5	8:35am- 9:50am	70 min, 5 min HMRM	9:05am- 10:10am	60 min, 5 min HMRM	9:35am- 10:30am	50 min, 5 min HMRM
2	2, 6	9:54am- 11:04am	70 min	10:14am- 11:14am	60 min	10:34am- 11:24am	50 min
3	3, 7	LPSH LUNCH	100 min	LPSH LUNCH	100 min	LPSH LUNCH	100 min
		11:08am-11:33am		11:18am-11:43am		11:28am-11:53am	
		SMART LUNCH		SMART LUNCH		SMART LUNCH	
		11:33am-11:58am		11:43am-12:08pm		11:53am-12:18pm	
IDEA LUNCH	IDEA LUNCH	IDEA LUNCH					
11:58am-12:23pm	12:08pm-12:33pm	12:18pm-12:43pm					
CCR LUNCH	CCR LUNCH	CCR LUNCH					
12:23pm-12:48pm	12:33pm-12:58pm	12:43pm-1:08pm					
4	4, 8	12:52pm- 2:02pm	70 min	1:02pm- 2:02pm	60 min	1:12pm- 2:02pm	50 min

School Calendar: 2015-2016

New Haven Public Schools 10-Month Calendar 2015-2016

Labor Day – Sept. 7
 Rosh Hashanah - Sept. 14
 Yom Kippur – Sept. 23
 Columbus Day – Oct. 12
 Veteran’s Day – Nov. 11
 Thanksgiving Recess – Nov. 26, 27
 Christmas Recess – Dec. 24-31

New Year’s Day – Jan. 1
 Three King’s Day – Jan. 6
 M.L. King’s Birthday – Jan. 18
 February Recess – Feb. 15-19
 Good Friday – March 25
 April Recess- Apr. 18-22
 Memorial Day – May 30

**182 STUDENT DAYS
186 TEACHER DAYS**

July					August					September				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
											1	2	3	4
											8	9	10	11*
											15	16	17	18
										21	22		24	25*
							(26)	(27)	(28)*	28	29(c)	30(d)		
					31				(1)					(19)
October					November					December				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2	2	(3)	4	5	6(e,f)*		1	2	3	4*
5	6	7	8	9*	9	10		12	13	7	8	9	10	11
	13	14	15	16	16	17	18(ag)	19(bg)	20*	14	15	16	17	18*
19	20	21	22	23*	23	24	25#			21	22	23#		
26(g)	27	28	29	30	30									
				(21)					(17)					(17)
January					February					March				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			*		1	2	3	4	5		1	2	3	4
4	5		7	8	8	9	10	11	12#*	7	8	9	10	11*
11(g)	12	13	14	15*						14	15	16	17	18
	19	20	21	22(e,f)	22	23	24	25	26*	21	22	23	24*	
25	26	27	28	29*	29					28(g)	29	30	31	
				(18)					(16)					(22)
April					May					June				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
				1	2	3	4	5	6*			1	2	3*
4	5	6	7	8*	9	10	11	12	13	6	7	8	9	10
11	12	13	14	15(e,f)#	16	17	18	19	20*	13	14	15	16	17
				*	23	24	25	26	27	20(e,f)				
25	26	27(ag)	28(bg)	29	31									
				(16)					(21)					(14)

- () =Teacher’s Day Only
- * = Paydays: Regular Plan -
- # = 1:00 P.M. Classes Dismissed
- a = Parent Conference, Report Cards K-8
- b = Parent Conference, Report Cards High School
- c = Open House, K-8
- d = Meet the Teacher Night, High School
- e = End of Marking Period, K-8
- f = End of Marking Period, High School
- g = Early Release - Staff In-Service

Dress Code Policy

Coat and Hat Policy: Jackets/coats, head coverings (i.e. hats, caps, bandanas, hoods, do-rags, scarves, nets) are prohibited from being worn or carried during school hours due to potential disruptive actions and nuisance. Students must place these items in their lockers during school hours (7:30 a.m. – 2:02 p.m.) Any student refusing to abide by this policy should be immediately referred to their SLC Dean or Administrator. (Refer to NHPS Student Parent Handbook).

To promote a positive, safe, and non-disruptive learning environment, proper attire should be worn. James Hillhouse High School requires that its students practice good personal hygiene, including cleanliness of dress. In addition, clothing, hair arrangements or other personal adornments or embellishments that disrupt, distract, or interfere with regular school operations are prohibited.

The following attire is specifically prohibited, and may not be worn during the school day:

- Hats, hoods, doo rags, skulles, caps, sweatbands, bandanas, scarves, wave caps, nets
- Pajamas, unfastened belts, chains
- Tank tops athletic style undershirts, tight-fitting spandex style pants and shorts; fishnet tops, half shirts, clothing that exposes cleavage or bare midriiffs, halter tops, backless shirts, short shorts, underwear worn as blouses or shirts
- Head coverings of any kind, including but not limited to scarves, bandanas, masks
- Sunglasses and gloves (unless required by a doctor's order)
- Oversized or multi-finger rings, any article or attire with spikes or studs attached
- Attire or accessories that depict logos or emblems advertising or encouraging the use of drugs, tobacco products or alcoholic beverages
- Attire with inappropriate slogans or gestures, nudity or semi-nudity, references to violence, profanity or vulgarity
- Attire or accessories related to gang membership or gang activities
- Shirts and/or blouses that reveal the abdomen, chest or undergarments
- See-through clothing
- Shorts, mini-skirts or pants that reveal the upper thigh or undergarments
- Backpacks and/or book bags that obstruct the safe passage in the classroom or in the halls
- Jewelry that poses a distraction or safety concern, curlers, picks, combs, rakes in the hair,
- Attire with references to race, gender, creed, or sexual orientation
- All clothing should be clean, neat and in good repair
- No sandals allowed

A student wearing inappropriate apparel will be asked to change into more appropriate dress, to contact a parent/guardian to obtain a change of clothing, or may be sent home to change into appropriate clothing. (Refer to NHPS Student/Parent Handbook).

Student Conduct and Expectations

Bullying Policy

The New Haven Board of Education will not tolerate any form of bullying of members of the New Haven Public School community by students, parents, visitors or employees of the New Haven Public Schools, while on school grounds, school busses, at a school bus stop or school related activities. Bullying occurring outside of the school setting is also prohibited and will not be tolerated if such bullying creates a hostile environment at school for the targeted student, infringes on the targeted student's rights at school, or substantially disrupts the educational process or the orderly operation of school.

The New Haven Public Schools requires students, staff and/or parents to report all cases of bullying immediately, to the school's administrator, administrator's designee, or director.

Discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying are prohibited. Teachers and other school staff who witness or receive reports of bullying are required to notify the appropriate administrator immediately. The notification must be made in writing.

Bullying is defined as repeated acts by any student in the New Haven Public School district against another student in the district that causes physical or emotional harm to a student or such student's property, places a student in reasonable fear of harm to himself or herself or of damage to his or her property, creates a hostile environment at school for such student, infringes on the rights of such student at school, or substantially disrupts the educational process.

Bullying may include but is not limited to, acts based on actual or perceived differentiating characteristics: gender, gender identity and expression, ethnicity, national origin, race, sexual orientation, physical, mental, developmental or sensory capacity, academic status, physical appearance, or religion. Bullying extends to hostile written, verbal or electronic communication or physical acts or gestures against any student(s) associated with an individual or group who has or is perceived to have one or more of the above perceived differentiating characteristics, including physical appearance, gender identity and expression, socioeconomic status, academic status, developmental or sensory disability.

Cyberbullying is the use of technology, including but not limited to email, cellular mobile telephone, instant messaging, web pages, and digital photo, to harass or bully someone.

Sexual Harassment Policy

Refer to NHPS Policies and Procedures for a complete explanation of the rules regarding harassment.

Harassment is unwanted behavior which interferes with the rights of individuals to study, work, and enjoy school. Everyone has a right NOT to be harassed and the staff at Hillhouse believes strongly that all students should feel safe at school.

Sexual harassment is unwelcome behavior (physical or verbal) of a sexual nature. School board policy, as well as state and federal law, prohibits sexual harassment. It includes, but is not limited to sexual kidding or verbal abuse, petting, pinching, grabbing, or brushing against someone in a sexual way, telling of sexual jokes or making sexual innuendoes, spreading sexual rumors about another, or displaying or distributing sexually graphic material. Harassment of any kind will result in an immediate referral. All incidents of harassment should be immediately reported to an Administrator, faculty or staff member. (Refer to NHPS Student/Parent Handbook for a complete explanation of the rules and procedures regarding harassment.)

Cell Phone/IPODS/IPADS

Cell phones and other mobile electronic devices are to be kept in students' book bags/pockets; Students should not be using their electronic devices in the hallways as they are transitioning from class to class. If a teacher, security guard, Dean of Discipline sees you using your mobile device you will receive a verbal warning for the first offense and a level 1 disciplinary form and a call to your parent/guardian. The second offense your phone will be confiscated and your parent/guardian will be required to come in and retrieve it at the end of the week. (Refer to NHPS Student/Parent Handbook for a complete explanation of the rules and procedures regarding Technology in school, P.10)

Should not be visible in the hallways. Up to teacher discretion. Progressive discipline. 3rd time teacher has the right to take the phone away. Removed from class by dean. subject to ISS or OSS.

SuperPass System

Every student will be assigned a superpass. Every place that the student wants to go on his/her own requires that the superpass is signed by the teacher with whom he/she currently has class. Any teacher errand requires a teacher pass.

- Each superpass has 35 slots per marking period that the student is allowed out of classes. The superpass allows teachers to monitor the activity of their student and refuse student authorization.
- If a student loses a superpass, the academy administration will identify the most appropriate consequence for missing pass.
- If a student is caught in the hall without a signed superpass, the student earns a consequence assigned by the administration of his/her academy.
- Passes are not to be assigned the last 10 minutes of each academic period or at end of school day.

Hallway Sweeps

Periodically, administration reserves the right to conduct a hallway sweep. Hallway sweeps may detain students found in the hallways after the bell without passes in the administrator's office. Administrators will notify teachers of the hall sweep. It is expected that teachers close and lock doors at the start of the period. Students found in the hallways without authorization – a pass – will be subject to disciplinary action.

Classroom Attendance

Attendance Procedures

- 7:30am- 7:45am Teacher takes attendance in the classroom. Teacher must mark the teacher present or absent. Students who arrive after 7:45am to your room require a yellow pass slip to enter the classroom. The slip is indicator that the attendance has been documented in Powerschool and that the student is marked tardy with consequence.
- All late passes are given by the Student Retention Specialists in the café.
- Ten minutes into the academic period, each teacher must take attendance in powerschool.
- Any student who arrives to school after 9am requires a parent to enter school. Student must be signed in the Hillhouse Welcome Center.

Absence = Exclusion from Co-Curricular Activities

If a student is absent from school for any reason, the student will not be allowed to participate in any school activity on the day of the absence. This includes, but is not limited to: athletic contests, practices, rehearsals, concerts, drama productions, class activities and club dances, etc. (Any exception to the rule may be made with the prior permission from the Principal(s).)

If a student is suspended (OSS or ISS), the student is not allowed to participate in any co-curricular activity on the day(s) of suspension and will not be eligible to resume participation in such activities until the next calendar day, following the completion of the suspension.

Additionally, students must abide by rules and regulations of each team, club or organization to which the student belongs and be academically eligible.

Tardiness to Class

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- First Tardy: Teacher warning to student, detention.
 - Second Tardy: Teacher will contact parent, detention to the student.
 - Third Tardy: Teacher will contact parent and assign the student another teacher detention. Students who fail to attend teacher detention after parental notification will be sent to the Administrator for subsequent discipline.
 - Subsequent Tardies: A tardy that is excessive may be deemed a cut by the administration.
 - Reminder: Four (4) tardies will be counted as an absence.

Teachers must supervise detention during after school hours. In the event that the student does not show up for detention, the student name must be reported to the Student Retention Specialist of the academy. Student retention specialist will support in attendance tracking and ensuring students are in class learning.

2015-2016 Innovation, Design, Entrepreneurship, and Action Graduation Program

Discipline	Freshmen	Sophomore	Junior	Senior
English Language Arts 4 Credits	English I Or Honors English I	English II Or Honors English II	English III or Honors English III or College English (Dual Credit) Or AP English	English IV or Honors English IV or College English (Dual Credit) Or AP English
Mathematics 4 Credits	Algebra I or Geometry**	Geometry** or Algebra II**	Algebra II** or Pre Calculus**	Pre Calculus** Or Calculus Or Statistics (Dual Credit) <i>Or</i> <i>AP Math</i>
Science 4 Credits	Phychem**	Biology**	Chemistry** Or Physics	Chemistry** Or Physics Or AP Science
Social Studies 4 Credits	World History	US History	US History 2 Or Civics And Economics	Psychology Or Sociology Or AP History
World Language 3 Credits	Spanish I or French I	Spanish II or French II	Spanish III or French III	None Required

Physical Education and Health 1.5 Credits		Physical Education	None Required	None Required	Health (.5 credits)
Leadership Development Course 4 Credits		Leadership Development 101	Leadership Development 201	Leadership Development 301	Leadership Development 401
Design Electives (Select Either Sequence of Electives)	Design Electives	Graphic Design	Introduction to CADD and Marketing	Video game Design Or Fashion Design Or Web Design Or Research and Design	Video game Design Or Fashion Design Or Web Design Or Research and Design
	Design and PreConstruction Pathway	Introduction to Construction/OSHA 10 Certification	Introduction to CADD AND Graphic Design	Safety, Health, Workplace Environment AND Entrepreneurship	Principles of Design and Construction AND Applications in Design and Construction
	Manufacturing Pathway	Introduction to Manufacturing Occupation/OSHA 10 Certification	Materials and Process AND Graphic Design	Introduction to CIM AND Entrepreneurship	Applications in Manufacturing Technology AND Safety in the Workplace
Additional Electives		JROTC	JROTC Or Band	JROTC Or Band	JROTC Or Band

**** =course that can receive an honors designation**

Academy and Course Changes

All schedule changes (including AP withdrawal) must take place prior to October 1st. Students who withdraw after the October 1st deadline, will be responsible for the fees associated with the course (See- District AP Policy indicated on the Student AP Contract).

Only juniors are allowed to voluntarily request an academy change. Academy changes must be processed through the student's guidance counselor and in agreement with the parent and principal of the receiving and sending academy.

Habits of Work:

Non academic factors such as behavior, attitude, and attendance are not included in the academic grade and reported using a Habits of Work rubric. Habits of Work include the following shared expectations: responsibility, collaboration, effective communication, courtesy and respect. Each academy has adopted a Habits of Work rubric to measure student progress in the nonacademic areas (See the following pages).

IDEA HABITS OF WORK RUBRIC

	Never (1)	Sometimes (2)	Always (3-4)
Persisting:	<ul style="list-style-type: none"> <input type="checkbox"/> Never Sticks to task at hand; <input type="checkbox"/> Never Follows through to completion; <input type="checkbox"/> Never Can and does remain focused. 	<ul style="list-style-type: none"> <input type="checkbox"/> Sometimes Sticks to task at hand; <input type="checkbox"/> Sometimes Follows through to completion; <input type="checkbox"/> Sometimes Can and does remain focused. 	<ul style="list-style-type: none"> <input type="checkbox"/> Always Sticks to task at hand; <input type="checkbox"/> Always Follows through to completion; <input type="checkbox"/> Always Can and does remain focused.
Managing Impulsivity:	<ul style="list-style-type: none"> <input type="checkbox"/> Never takes time to consider options; <input type="checkbox"/> Never thinks before speaking or acting; <input type="checkbox"/> Never remains calm when stressed or challenged; <input type="checkbox"/> Never thoughtful and considerate of others; <input type="checkbox"/> Always proceeds carefully 	<ul style="list-style-type: none"> <input type="checkbox"/> Sometimes takes time to consider options; <input type="checkbox"/> Sometimes thinks before speaking or acting; <input type="checkbox"/> Sometimes remains calm when stressed or challenged; <input type="checkbox"/> Sometimes thoughtful and considerate of others; <input type="checkbox"/> Sometimes proceeds carefully 	<ul style="list-style-type: none"> <input type="checkbox"/> Always takes time to consider options; <input type="checkbox"/> Always thinks before speaking or acting; <input type="checkbox"/> Always remains calm when stressed or challenged; <input type="checkbox"/> Always thoughtful and considerate of others; <input type="checkbox"/> Always proceeds carefully
Listening with Understanding and Empathy:	<ul style="list-style-type: none"> <input type="checkbox"/> Never pays attention to and do not dismiss another person's thoughts, feeling and ideas; <input type="checkbox"/> Never seeks to put myself in the other person's shoes; <input type="checkbox"/> Never tells others when I can relate to what they are expressing; <input type="checkbox"/> Never holds thoughts at a distance in order to respect another person's point of view and feelings. 	<ul style="list-style-type: none"> <input type="checkbox"/> Sometimes pays attention to and do not dismiss another person's thoughts, feeling and ideas; <input type="checkbox"/> Sometimes seeks to put myself in the other person's shoes; <input type="checkbox"/> Sometimes tells others when I can relate to what they are expressing; <input type="checkbox"/> Sometimes holds thoughts at a distance in order to respect another person's point of view and feelings. 	<ul style="list-style-type: none"> <input type="checkbox"/> Always pays attention to and do not dismiss another person's thoughts, feeling and ideas; <input type="checkbox"/> Always seeks to put myself in the other person's shoes; <input type="checkbox"/> Always tells others when I can relate to what they are expressing; <input type="checkbox"/> Always holds thoughts at a distance in order to respect another person's point of view and feelings.

**Thinking and
Communicating with
Clarity and Precision:**

- Never strives to be clear when speaking and writing;
- Never strives to be accurate to when speaking and writing;
- Never avoids generalizations, distortions, minimizations and deletions when speaking, and writing.

- Sometimes strives to be clear when speaking and writing;
- Sometimes strives to be accurate to when speaking and writing;
- Sometimes avoids generalizations, distortions, minimizations and deletions when speaking, and writing.

- Always strives to be clear when speaking and writing;
- Always strives to be accurate to when speaking and writing;
- Always avoids generalizations, distortions, minimizations and deletions when speaking, and writing.

