**Applying to CIVITAS: Requirements & To-do Items**

Please read the following information before starting the online application at <https://riocivitas01.wixsite.com/civitas>. If applying after the online application closes, please complete the application included in this packet. Students who do not/cannot meet these requirements should not apply to the academy.

**Academic Record Requirements**

● A 3.0 grade in both English and Social Studies

● Satisfactory citizenship grades (B or higher) in **ALL** classes; minor, if any, infractions/incidents requiring disciplinary action

● No excessive attendance issues

● Verification of these requirements (examples: transcripts and report cards)

**Recommendation Requirements**

**● 1 recommendation form must be completed by a current teacher**

**● The other form can be completed by an adult of the student’s choice (coach, pastor/rabbi, club adviser, etc.).**

● Family members CANNOT complete a student’s recommendation form.

● Recommending adults should submit the completed form to CIVITAS via email or traditional email.

**Participation Requirements/Contract & Permission to Apply**

**●** Includes student and parent participation requirements

● Student and parent signatures required

**Value Civic Engagement**

**● CIVITAS students should WANT to be civically engaged and informed**

**● CIVITAS students WANT to become advocates and activists**

**● CIVITAS students WANT to improve their communities through service learning**

**CIVITAS has a rolling admissions policy & accepts applications until**

**we reach capacity. Start completing these tasks ASAP!**

1. Complete the online application at

<https://riocivitas01.wixsite.com/civitas> or the

application included in this packet if the online application has closed

2. Download the application documents on that same website

3. Provide your recommenders with the appropriate forms

4. Submit required documents: Permission to Apply/Participation Contract, copy of transcript or grade reports from 7th and 8th grade

Once all forms have been submitted, students will be emailed an invitation to interview. Check emails regularly. At the interview appointment, students will be questioned about their interest in this specialized program and have a chance to ask the interview panel questions they have about CIVITAS and life at Rio in general. In addition, students will write a spontaneous response to a current topic.

Shortly after completing the interview, students will be notified of acceptance. If there are more than 35 qualified students per class, a waiting list will be established. Placement on the waiting list will be determined by the criteria outlined above.

Submit completed forms **(screenshots are fine)** via email or traditional mail to:

RIO AMERICANO HIGH SCHOOL, ATTN: Nina Seibel, CIVITAS Coordinator

4540 AMERICAN RIVER DR. SACRAMENTO, CA 95864

[nseibel@sanjuan.edu](mailto:nseibel@sanjuan.edu)

**CIVITAS APPLICATION FORM**

**(For use after the online application closes)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LAST NAME FIRST NAME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STREET ADDRESS CITY STATE ZIP

(\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MALE FEMALE

HOME TELEPHONE CELL TELEPHONE (Circle One)

PARENT EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CURRENT MIDDLE SCHOOL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DISTRICT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MOTHER’S NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FATHER’S NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS & TELEPHONE NUMBER OF PARENT/LEGAL GUARDIAN, if different from above:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STREET ADDRESS CITY STATE ZIP

(\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME TELEPHONE WORK TELEPHONE

REFERENCES: List the names and addresses of the two people whom you will ask for a reference. One should be a current teacher and one should be an adult (not a relative) who knows you personally.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Title Name/Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address Street Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip City/State/Zip

(**\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (**\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Telephone Telephone

**List School/Sports Activities, Leadership Positions and Honors/Awards:**

Activity Grade 6 7 8 Leadership, Honors

**List Community Activities:**

Activity and Year(s) Organization Leadership

**CIVITAS PARTICIPATION CONTRACT & PERMISSION TO APPLY**

As members and ambassadors of Academia CIVITAS, students are expected to conduct themselves in a mature and respectful manner at all times and in all situations both on and off campus. CIVITAS students must demonstrate the following scholarly behaviors in all of their classes and learning experiences:

1. Be courteous.
2. Respect other people’s ideas and opinions.
3. Help create a clean and positive community environment.
4. Have exemplary attendance.
5. Come to class on time and prepared with all appropriate materials.
6. Participate during in class and out of school learning experiences.
7. Work cooperatively with other students for mutual success.
8. Be an active learner—ask questions!
9. Adhere to a high ethical standard of good citizenship.

In addition to the district and school policies, CIVITAS students must adhere to the Academy policies listed below:

1. Any suspension will result in a parent conference and possible removal from CIVITAS.

1. Students must maintain academic progress in all subjects. Their grades should demonstrate work at the highest level. Tutoring and other student support programs are available to facilitate student progress. Academic conferencing may occur if a student fails to maintain at least a “C” average.
2. Students are expected to participate in CIVITAS activities such as the internship, senior project, specific academy classes and special activities for the different grade levels. CIVITAS activities should take priority in the case of a scheduling conflict.
3. Service learning is a critical component of CIVITAS. Students are expected to participate in community activities that provide real world application of concepts studied in CIVITAS. Students are required to document their service learning.

Failure to adhere to these standards will result in the student’s removal from the academy. **NOTE:** Students who do not live within the SJUSD boundaries should expect to return to their home district should they exit or be removed from Academia CIVITAS. Staff at San Juan Central is routinely notified of the Academy’s enrollment status including adds and/or drops to and from the program.

Any student voluntarily withdrawing from the Academy must submit a written letter of resignation signed by student/parent to the CIVITAS Coordinator and a student/parent conference with the Coordinator may take place.

**Parent participation:** Parents are requested to volunteer 10 hours per year for CIVITAS. There will be a wide variety of volunteer opportunities, including: assisting with clerical work, attending and working at community forums, making presentations, transporting students, chaperoning student trips, developing internship opportunities, etc.

We (student & parents) understand the admission, participation, and 4-year commitment requirements of the CIVITAS program. We acknowledge and give permission for our child to apply to and enroll in Academia CIVITAS.

**I have read and understand the participation requirements for CIVITAS as outlined above.**Print Name of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother/Guardian

Print Name of Parent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father/Guardian

Print Name of Parent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please sign and return this sheet with the completed application.**

**CIVITAS RECOMMENDATION FORM FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDENT’S NAME**

**Section 1: Recommender’s Information**

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOW LONG HAVE YOU KNOWN THE APPLICANT? \_\_\_\_\_\_\_\_\_\_\_\_\_ IN WHAT CONTEXT? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 2: Assessment of Student Characteristics**

*PERSONALITY CHARACTERISTICS: Personal Relationships, Social Responsibility, & Leadership*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Exceptional | Superior | Above Average | Average | Below Average |
| Works well with & is liked by others |  |  |  |  |  |
| Included in group activities |  |  |  |  |  |
| Concerned with welfare & rights of others |  |  |  |  |  |
| Respects property |  |  |  |  |  |
| Is a good citizen |  |  |  |  |  |
| Has a positive self-concept |  |  |  |  |  |
| Directs activities & inspires confidence in others |  |  |  |  |  |

*ACADEMIC CHARACTERISTCS: Scholastic Readiness, Motivation, Growth Capacity, & Emotional Balance/Maturity*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Exceptional | Superior | Above Average | Average | Below Average |
| Ability to Learn . |  |  |  |  |  |
| Intellectual curiosity |  |  |  |  |  |
| Capacity for original thought. |  |  |  |  |  |
| Committed to learning |  |  |  |  |  |
| Attentive to goals |  |  |  |  |  |
| Inclined to complete tasks |  |  |  |  |  |
| Learns without close supervision |  |  |  |  |  |
| Would benefit from advanced study |  |  |  |  |  |
| Even disposition |  |  |  |  |  |
| Tolerant of frustrating experiences/disappointments |  |  |  |  |  |

**Section 3: Overall Recommendation**

**□** Recommend Highly **□** Recommend **□** Recommend with Reservation **□** Do Not Recommend

**Section 4: Comments-** Please use the back of this form to share a few personalized comments about the applicant.

**(A formal letter of recommendation is not expected. Applicants without a formal letter will not be penalized).**

Submit completed forms **(screenshots are fine)** via email or traditional mail to:

RIO AMERICANO HIGH SCHOOL, ATTN: Nina Seibel, CIVITAS Coordinator

4540 AMERICAN RIVER DR. SACRAMENTO, CA 95864

[nseibel@sanjuan.edu](mailto:nseibel@sanjuan.edu)

**TEACHER RECOMMENDATION FORM FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDENT’S NAME**

**Section 1: Recommender’s Information**

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_HOW LONG HAVE YOU KNOWN THE APPLICANT? \_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 2: Assessment of Student Characteristics**

*PERSONALITY CHARACTERISTICS: Personal Relationships, Social Responsibility, & Leadership*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Exceptional | Superior | Above Average | Average | Below Average |
| Works well with & is liked by others |  |  |  |  |  |
| Included in group activities |  |  |  |  |  |
| Concerned with welfare & rights of others |  |  |  |  |  |
| Respects property |  |  |  |  |  |
| Is a good citizen |  |  |  |  |  |
| Has a positive self-concept |  |  |  |  |  |
| Directs activities & inspires confidence in others |  |  |  |  |  |

*ACADEMIC CHARACTERISTCS: Scholastic Readiness, Motivation, Growth Capacity, & Emotional Balance/Maturity*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Exceptional | Superior | Above Average | Average | Below Average |
| Ability to Learn . |  |  |  |  |  |
| Intellectual curiosity |  |  |  |  |  |
| Capacity for original thought. |  |  |  |  |  |
| Committed to learning |  |  |  |  |  |
| Attentive to goals |  |  |  |  |  |
| Inclined to complete tasks |  |  |  |  |  |
| Learns without close supervision |  |  |  |  |  |
| Would benefit from advanced study |  |  |  |  |  |
| Even disposition |  |  |  |  |  |
| Tolerant of frustrating experiences/disappointments |  |  |  |  |  |

**Section 3: Overall Recommendation**

**□** Recommend Highly **□** Recommend **□** Recommend with Reservation **□** Do Not Recommend

**Section 4: Comments-** Please use the back of this form to share a few personalized comments about the applicant.

**(A formal letter of recommendation is not expected. Applicants without a formal letter will not be penalized).**

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