



SUCCESS ACADEMY

Community Day School

HOME of the WOLF PACK

2023-2024

Parent and Student Handbook

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Welcome to Success Academy

We are excited to welcome you and your student to Success Academy. This handbook has been designed to provide information about the school's programs, routines and guidelines. We suggest that you read it carefully, and keep it on hand for reference, as needed.

Parents and legal guardians play critical roles in education; we are stronger and more effective in partnership with you... the most important adult in your child's life. We will seek your support throughout the year; we will communicate by way of conferences, progress notes and phone calls. We also look forward to your participation in special events. We openly invite you to be present by volunteering in the classroom. This can create a positive ripple effect and continue academic enrichment at home. Your ideas and contributions to our school are welcomed and encouraged.

Success Academy utilizes a school-wide system to reward positive behaviors and track achievement for each student. To help scholars learn their personal responsibility in creating a safe and effective school community, we have instituted a set of academic and social behavioral expectations. These are linked directly to rewards, privileges and consequences. We use LiveSchool, SWIS and PBIS to monitor and document students' progress. Our behavior management system is designed to help scholars reach the goal of returning to a comprehensive school site, while enriching their academic growth.

This handbook is designed to provide detailed information about our school's regulations and academic expectations; in addition, there are guidelines for your student to ensure his or her success. If you cannot find the information you need in this handbook, please contact us with your questions, concerns and contributions.

We look forward to partnering with you and your students. You are always welcome here at Success Academy; we maintain an open door policy. Please note that staff will not be interrupted during instruction time unless it is an emergency. If you need to speak with a staff member, please call the office manager to relay a message.

Our Team

Principal: Jacki Glasper	Jacki-Glasper@scusd.edu
Student Support Specialist: Teresa Cruz	Teresa-Cruz@scusd.edu
Office Manager I: Michelle Hull	Michelle-hHull@scusd.edu
Youth Services Program Associate: Jay Ridley	Jay-Ridley-jr@scusd.edu
RSP Teacher: Brian Ewing	Brian-Ewing@scusd.edu
P.E. Teacher: Jennifer Fragata	Jennifer-Fragata@scusd.edu
Elementary Teacher: Terri Guerin	Terri-Guerin@scusd.edu
Middle School Teacher: Tom Ryan	Tom-Ryan@scusd.edu
Middle School Teacher: Teruko Klein	Teruko-Klein@scusd.edu
Campus Monitor: Cody Aulin	Cody-Aulin@scusd.edu
Campus Monitor: Latasha Sessions	Latasha-Sessions@scusd.edu
Plant Manager: Vacant	

School Vision and Mission Statement

Vision

Success Academy promotes students ability to achieve current and future goals by:

- Elevating inspired, lifelong learners who foster an appreciation for education.
- Encouraging resourceful thinkers who independently and creatively strive to solve complex problems through reflection, risk-taking, and critical evaluation.
- Empowering students with the knowledge and skills necessary to achieve academic, personal/social, and post-secondary success, and to reach their fullest potential.

Mission

Success Academy is a part of the Sacramento City Unified School District, serving students from all comprehensive schools within SCUSD. We are an alternative program, dedicated to using therapeutic approaches to give students an opportunity to succeed in school. They will learn skills that will aid in their success as they return to a comprehensive school site. Our goal is to empower and build upon students strengths by supporting them academically, socially, and emotionally. We achieve this through individualized and small group instruction, counseling, and community partnerships.

Success' vision and mission will be realized through:

- The implementation of small group instruction
- Developing relationships with community partners to provide additional resources to our students and families
- Supporting students with creating a plan to achieve both short-term and long term goals
- On-going counseling and prevention support
- The implementation of Positive Behavioral Intervention and Support (PBIS) within the classroom and school wide
- Creating and maintaining a safe environment that fosters growth and development
- Teach skills to improve their self-worth
- Celebrating all achievements
- Fostering a collaborative relationship with guardians and families
- Work to address their individual academic, social and emotional needs

Our School and Partners

Success Academy consists of both elementary (4th, 5th and 6th) and middle school (7th and 8th). Our school serves students who have been transferred from their comprehensive school sites and need highly-structured academic, behavioral and social emotional support. Our goal is to return students to a comprehensive school site with stronger academic and social emotional skills; we also help students set clear goals for the future.

Success Academy supports students in building self-esteem, independence and resilience. Our goal is to prepare them to transition back to the comprehensive system. In a supportive and nurturing atmosphere, students are empowered and encouraged to assume responsibility for their own behavior and the natural consequences that follow. To support the development and achievement of these goals, students and their families are provided the opportunity to work closely with clinical therapists, counselors and case managers on site.

Community Organizations

The following community organizations will provide specific support for each student. The organization and the support they will provide is listed below:

- Sacramento State University
 - Intern counselors
- Sacramento Breakfast Optimist Club

Starting School at Success Academy- What You Need To Know

Introduction

All Success Academy policies are designed with our school mission in mind. Our primary goal is to maintain a safe, caring environment where scholars learn at high academic levels, as well as developing skills in how to succeed in life. While these policies are structured and consistently implemented, they are also carried out in a nurturing and caring environment.

Program Elements

Each student will have his/her academic program individualized. Curriculum will be aligned to that of SCUSD to ensure that students will be able to keep up academically in preparation for the students return to a comprehensive school site.

The educational needs of each student will be met by monitoring their progress on their Student Success Plan by holdin periodic meetings with students and families. Additionally, the school counseling staff will work cooperatively with the teacher to develop a program which will support the students emotional and social needs.

School to Home Communication

Our staff takes great effort to provide frequent, positive, helpful communication with our scholars' families. We do this through daily behavior reports (elementary), regular phone calls, automated voice messages, home visits, Individual Education Plans (IEP), Student Support Team (SST), Student Support Plan (SSP) and parent events. Families are always welcome on campus, and are encouraged to ask questions, as needed. Success Academy's goal is to keep communication open with the families. Please be sure to keep all contact information up to date.

Counseling

Our on-site counselors will be offering services to each student and their families. The counselor will meet with students individually and in group settings. Counseling support is a requirement to attend Success Academy. The counseling team will design sessions around the individual needs of the students, including such topics as: anger management, career and academic opportunities, gang involvement, substance abuse, building self-esteem, problem-solving and social skills. Family counseling may also be offered.

Mentorship/ Mentoring

Guidance begins at enrollment, and shall be an ongoing process throughout the experience at school. Specific areas for improvement will be identified during the intake process. The primary responsibility for success rests with the student; however, it is also the responsibility of the administrator, counselors, teachers, staff, parent/guardian(s) and peers to ensure that each student clearly understands the expectations to be met to ensure success.

Meal Times

Elementary students eat breakfast from 7:45 am to 8:00 am. Middle school students eat breakfast from 7:45 am to 8:15 am. The lunch schedule is different for each classroom. Please refer to the bell schedule for lunch times.

Physical Education

All students will take P.E., and must participate in order to receive credit. Students will not be required to dress out for P.E.; however, please ensure that proper shoes are worn for P.E. activities.

Bell Schedules

Success Academy is a community day school. We do not have minimum days or early out days.

Middle School Schedules

Group A Schedule

Time	Subject	Minutes
8:15 am- 9:05 am	PE - Ms. Fragata	50
9:05 am- 9:55 am	Science Mr. Ryan	50
9:55 am- 10:50 am	SEL	55
10:50 am- 11:40 am	ELA Ms. Klein	50
11:40 am- 12:10pm	LUNCH	30
12:10 pm- 1:00 pm	Math- Mr. Ryan	50
1:00 pm- 1:50 pm	Soc. Sci. Ms. Klein	50
1:50 pm- 2:45 pm	Elective Mr. Ryan	55
2:45 pm	Dismissal	

Group B Schedule

Time	Subject	Minutes
8:15 am- 9:05 am	ELA Ms Klein	50
9:05 am- 9:55am	P.E. Ms Fragata	50
9:55 am- 10:50 am	SEL	55
10:50 am- 11:20 am	LUNCH	30
11:20 am- 12:10 pm	Math-Mr. Ryan	50
12:10 pm- 1:00 pm	Soc. Sci. Ms. Klein	50
1:00 pm- 1:50	Science- Mr. Ryan	50
1:50 pm- 2:45	Elective Ms. Klein	55
2:45 pm	Dismissal	

Elementary Schedule

Ms. Guerin's Schedule

Time	Subject	Minutes
8:00 am- 8:15 am	Home room	15
8:15 am- 9:55 am	ELA	106
9:55 am- 10:25 am	PE Ms Fragata	29
10:25 am- 11:00 am	SEL	30
11:00 am- 12:10 pm	Math	135
12:10 pm- 12:40 pm	LUNCH	15
1:45 pm- 2:00 pm	RECESS	75
2:00 pm-2:45 pm	Intervention	
2:45 pm	Dismissal	

Positive Behavior Intervention and Support (PBIS)

Positive Behavior Intervention and Supports (PBIS) offers strategies to help students succeed in school. Blending behavior theory and effective instruction, PBIS supports all students through interventions ranging from a school-wide system to individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices used to prevent problem behaviors for all students and to improve the school climate.

Expectations

Students at Success Academy are expected to adhere to the school community values of respect, responsibility and integrity campus wide and in all aspects of the school. It is important for students to learn that different environments have different behavioral expectations.

Successful students are:

- W**- Worthy
- O**- Open Minded
- L**- Leaders
- F**- Focused

They do this through:

- P**- Perseverance
- A**- Accountability
- C**- Compassion and being a
- K**- Knowledge Seeker

Interventions

Staff will use various interventions to proactively address low level behaviors that students display. The following list includes a few basic common interventions used to keep scholars positively engaged in the classroom and school community.

Tier 1:	Tier 2:	Tier 3:
<ul style="list-style-type: none">● Advisory● Restorative Practices● Student Support Plan● Counseling● Mentorship	<ul style="list-style-type: none">● All T1 Interventions● 2 by 10's● Targeted Group Sessions● Check In/ Check Out	<ul style="list-style-type: none">● All T1 & T2 Interventions● Parent Meetings● SST Meetings● IEP Meetings

LiveSchool Points

LiveSchool points are used as an immediate positive reinforcement when students are demonstrating above and beyond positive behaviors in the school community. The Student Store is stocked with various items that students are interested in purchasing; teachers will coordinate the Student Store.

Student Support Plans

A student's behavior plan is based on the Student Support Plan, which includes a consistent and predictable structure for the student. This includes a concrete visual representation that allows students to see how they are doing in regards to their behavior. The Student Support Plan also allows the school staff working with the student to identify fluctuations in behaviors, and help determine what may be triggering the behavior. This will also allow the staff and students to work together toward their short-term and long-term goals. This plan is developed with a partnership between the parent/guardian, student and school staff.

Success Academy Policies and Procedures

Attendance Policies and Procedures

Office Manager - Michelle Hull

Main Line: (916) 395-4990

If your student is absent, a call home will be made, daily. You can also report an absence via the Success Academy website. Please note that a followup call will still be made to confirm absence.

Per California Education Code, when a student misses too much school, the school district and the school must attempt to improve the students attendance. "Attendance letters" are used by the Sacramento City Unified School District to notify parents and/or guardians that the school is concerned about a student's attendance. These letters are mailed to the student's address of record at the following intervals:

Letter #1: 18 truant unverified/ "other" periods.

Letter #2: 24 truant unverified/ "other" periods.

Letter #3: 30 truant unverified/ "other" periods.

A Student Attendance Review Team (SART) hearing will be scheduled after the third attendance letter has been mailed (see page 9 for details about SARTs).

The following attendance codes are used in the Sacramento City Unified School District:

Key	Definition
A- Excused	Per the California Education Code, an "excused" absence is reserved for the following: illness of the student, quarantine, a medical appointment for the student (requires a physician's verification), or student serving as a member of a jury. A limit of 60 "excused" periods is imposed; a physician's verification is required thereafter.
P- Personal	Per the California Education Code, a personal" absence is reserved for the following: a court appearance, funeral services, a parent's employment conflict, an ill parent or guardian, or observance of a religious holiday or ceremony.
O- Other	An absence of "other" is considered <u>unacceptable</u> and <u>unexcused</u> . The following absences qualify as "other" attending work with a parent or guardian, a vacation, a babysitting obligation, inability to attend because of the influence of alcohol or drugs, "personal problems," a party, shopping, waiting for a repair or service, personnel, lack of transportation, and any other reason NOT included in the California Education Code (sections 46010 & 48205).
U- Unverified	Absences which are not cleared by means are "unexcused" and are considered trancies by the State.
X- Truant	An absence that occurred without the consent or knowledge of a parent or guardian.
E- Extra- Curricular	An absence that is due to a school sanctioned activity
S- Suspension	A suspension is considered an "unexcused" absence.
Z- Tardy	A tardy is identified as one of fewer than 30 minutes.

- Readmits

If a student is going to be late, absent or has been absent, please call the Office at 916-395-4990 or send a note upon the student's return. At this time, a readmit will be issued. Scholars have a total of three school days following an absence to clear it.

- Early Dismissal

If your student needs to be dismissed early, please send a note to school or call the office at (916) 395-4990. The office manager will need to talk to the parent/guardian to verify early dismissal. If you make a last minute request to have your student dismissed early, please be sure to allow the office manager time to notify the appropriate staff in order to have the student released in a timely manner.

When a parent/guardian calls the school or sends a note, the following information must be provided:

1. The date or dates of the absence.
2. The reason for the absence or early dismissal.
3. The time and pick-up instructions for the early dismissal.

The student must pick up the early dismissal notice prior to leaving campus. Upon returning to school, the student must obtain a readmit.

- Pre-Arranged Absence

All extended absences must be reported to the office manager. Extended absences are detrimental to educational progress. Thus, vacations during the school year are strongly discouraged. Please try to arrange trips during the summer months and during holidays.

- Tardy and Truancy Policies

Students are expected to be in class on time. If a student is truant a call will be made to the parent/guardian.

- Student Attendance Review Team (SART)

Students with chronic absences will be scheduled for a Student Attendance Review Team (SART) conference. This meeting is designed to help get your student to school, and an attendance improvement contract will be developed and signed. During a SART meeting, the parent/guardian and the student will be given a copy of the student's attendance record, applicable attendance laws, and attendance expectations. Specific strategies to help with improving attendance (daily attendance verification, communication with teacher(s), etc.) will be discussed.

- Student Attendance Review Board (SARB)

After the SART meeting, students who fail to improve their attendance, will be referred to the Student Attendance Review Board (SARB) Office for a SARB hearing. After the hearing, the student may be referred to the District Attorney's Office and the Department of Human Assistance. The parent or guardian may be charged with a violation of the penal code for contributing to the delinquency of a minor.

- Closed Campus

Success Academy (along with all other schools in SCUSD) has adopted a closed campus policy to ensure the safety of all. Students must remain on campus during school hours, including lunch, unless they have a valid early dismissal slip. Students leaving campus without permission will face disciplinary actions.

- AWOL - Absent Without Leave

Parents will be notified if their student leaves campus without permission. Campus staff will immediately attempt to contact parents/guardians by phone when it is verified that the child has left the school grounds.

Students who begin to demonstrate a pattern of going AWOL from school, staff will schedule a meeting with the parents (and possibly the Student Placement and Hearing Office) to address this serious concern.

Dress Code Policy

All students must adhere to the dress code policy, as it was created for the safety of all students. With that being said, we here at Success Academy believe that in order for the students to be successful they need to be comfortable while on campus without any fear of discipline or body shaming. With that said, we do ask the students to respect the below parameters of the dress code.

Students Must Wear:

- A shirt.
- A bottom: pants, sweatpants, shorts, skirt, dress, or leggings.
- Shoes (task-specific shoes may be required for certain activities).

Students Cannot Wear:

- Clothing that depicts violent language or graphics.
- Clothing that displays graphics or language depicting drugs or alcohol.
- Clothing with hate speech, profanity, or pornography.
- Clothing with graphics or language that creates a hostile or intimidating environment based on any protected class.
- Clothing that smells of marijuana.
- Visible undergarments. Waistbands or straps on undergarments worn under other clothing are not considered a violation.
- Helmets or headgear that obscures the face except in the case of a religious observance.

The primary responsibility for a student's attire resides with the student and parents or guardians. The school is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Students and parents/guardians shall be informed about the dress code at the beginning of the school year and whenever these standards are revised. The dress code should be clearly communicated, not just in the student handbook, but in other ways including, but not limited to, annual instruction, posters, and newsletters. In the event that a student violates the dress code, the student will be asked to change their shirt inside out or staff may offer alternative clothing (i.e. school t-shirt, etc.). If a student does not comply, parent/guardians will be contacted and the student will be subject to appropriate disciplinary action.

Personal Property

Students must keep all electronic equipment at home or turn them into the office upon arrival at Success Academy (i.e. cell phones, iPods, mp3 players). If a parent wants their student to carry a cell phone for safety purposes, that student must turn their phones off and hand it into the office. The student can pick up their phones at the end of the school day upon release.

Students may not share, exchange or sell clothing or other personal property with one another while they are at school. Sharing these items creates hygiene problems and/or interpersonal conflicts. Success is not responsible for the return of clothing or other items that scholars give, sell or share with other scholars. We encourage students to bring a maximum of \$20 onto campus, and that student keeps money put away while on campus.

Success Academy and staff members are not responsible for lost or stolen equipment or property

Medications at School

Students who require prescription medication at school must have the following: (1) medication bottle with the prescription label and (2) the Medication Authorization Form, signed by the doctor. These must be turned into the office before medication can be given to students at school.

Inhalers may be kept with the student if both documents are turned in with a doctor's written permission. Students may not bring over the counter cold, allergy or pain medications to school. All medications must be accompanied by doctor's orders. Success staff must be informed of any significant allergies and medical needs of the student.

Food Policy

Gum, candy, sunflower seeds are not permitted at school, due to the unsanitary disposal of, and the disruptive nature of these items. Unless agreed upon by the classroom teacher, scholars will not be allowed to eat or drink in the classrooms.

Disciplinary Actions

Nontraditional Consequences: Success Academy prefers to use nontraditional consequences in lieu of off-site suspension within the realm of restorative justice. This may include students' reflections, mediation between the involved parties, conferences, phone call home, meeting with a counselor or mentor.

Traditional Consequences: Success Academy will follow all Ed Code formal procedures when necessary. The Ed Code is 48900 for suspension and 48915 for expulsions. Formal discipline can be one of or all of the following:

- Alternative Consequences to Behavior:
- Peer mediation
- Community Service
- Suspension
- Taking to a Behavioral Hearing
- Expulsion
- Removal to a Sacramento County Community Day School

Please Note: Success Academy is not a suspension-free school. Students will be suspended when necessary. In

addition, students are subject to being searched, on an as needed basis. It is not done daily, unless contraband has been or is becoming an issue.

Detention:

There may be times when a staff member may assign after-school detention. It is the staff member's responsibility to contact the student's parent or guardian to inform them of detention. Students will have two school days from the date of the assigned detention to fulfill the detention.

Assembly Bill 256

For purposes of pupil suspension or recommendation for expulsion from a school, Education Code Section 48900(r) defines "electronic act" as the creation and transmission originated on or off the school site, by means of electronic devices, or electronic communication.

10 Essential Rules: The following is not permitted:

1. Weapons
2. Physical assault, fighting, play fighting, &/or threats
3. Touching is not permitted between students (boy-girl, girl-girl, boy-boy). This includes pushing, shoving, horse playing, holding hands, kissing, or any other form of personal contact. Boyfriend/girlfriend combinations may receive a 10 ft. exclusionary zone if they cannot comply with the "zero-touching" rule
4. Gang related activity, to include but not limited: formation with fingers, clothing, music (singing) conversations with others
5. Possession use, or sales of unauthorized substances
6. Vandalism
7. Theft or extortion
8. Disrespect or defiance toward adults
9. Sexual harassment
10. Presence in unauthorized areas

Custodial and Parent Rights

Under this Board Policy (that encompasses the law) a parent (even if not custodial) has parental rights. If we do not have any court order or signed agreement restricting physical custody, we cannot assume that a parent does not have such rights. Thus, a parent has said rights and if physical custody is limited, we need to have an order or agreement to follow. Please refer to SCUSD Board Policy 5021.

District Wellness Policy

The Wellness Policy is an important tool for parents, educational agencies and school districts in promoting scholar wellness, preventing and reducing childhood obesity, and assuring that school meal nutrition guidelines meet federal school meal standards. It contains goals specifically for nutrition promotion and education, physical activity, and other school based activities that promote scholar wellness. –USDA

Frequently Asked Questions:

What may be served and sold on campus?

Foods and beverages served and sold in schools must meet strict federal and state regulations for calories, saturated fat, sodium, sugar and trans fat. For an easy-to-use list, visit www.scusd.edu/wellnesspolicy.

When are these regulations in effect?

PreK-8th grade: Regulations are effective from midnight to a half hour after the school day or expanded learning (whichever is later).

High schools: Regulations are effective from midnight to a half hour after the school day.

How can you tell which foods are compliant?

Other than fresh fruits and vegetables, which are always compliant, food compliance varies widely. Use the California Project Lean calculator to determine compliance of items: www.californiaprojectlean.org

To whom do these regulations apply?

These federal and state regulations apply to Non-Charter Public Schools participating in the National School Lunch Program.

Can I bring snacks for the class on my child's birthday or general classroom celebration?

Yes, as long as the snack meets state and federal regulations for food served during the school day, such as fresh fruit, 100% fruit juice and whole grain snacks. Most cupcakes/cakes do not meet these requirements. Other non-food related options are possible, including but not limited to pencils, erasers, or other small items.

Do these regulations apply to food items that scholars bring from home for their own personal consumption?

No – Parents may decide what food items they want their own child to have.

Success Academy Community Day School

Parent and Student Handbook 2023-2024

I have read and understand the information in the Success Academy student handbook, and agree to make every effort to comply. If I need assistance with any information contained herein, I will contact the school as soon as possible.

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



