

High School Family and Scholar Handbook, 2019–2020

Purpose

This document sets forth policies and expectations. While this handbook does not cover every single practice of Success Academy High School of the Liberal Arts (SA HSLA), it contains critical general policies so that scholars, parents, and faculty understand and know the broad rules of SA HSLA.

Welcome to 2019-2020 Success Academy School Year!

High school is a time when scholars solidify their approach to rigorous academics and demonstrate passion and leadership in their talents. Through challenging coursework and engaging opportunities, scholars must build the strong work habits and intellectual curiosity required to succeed in academic environments. SA HSLA teaches scholars to handle social pressures, peer and adult communications, and self-led content mastery.

We help parents and scholars take on this high-pressure, high-impact time by working together to make our schools productive centers of learning. We support scholars working toward their ambitious college admission and persistence goals. This requires the cooperation of everyone.

We've compiled this digital handbook to ensure that all SA HSLA scholars and parents can be successful in our community. This handbook includes policies that will help scholars take advantage of all the opportunities available to them and avoid pitfalls. School leaders and teachers cannot educate scholars without active participation from scholars as well as their parents — we need your help to make our schools as constructive and beneficial as possible.

We want you to understand how our schools work so that scholars can have a successful future at Success Academy. Please read the handbook, and if you have any questions about its contents, feel free to contact the school's Main Office.

I also encourage you to visit the [virtual tour](#) of our high schools, which explains the *why* behind our school design and philosophy.

I look forward to the 2019–2020 school year. Let's achieve great things together.

Sincerely,



Eva Moskowitz
Founder and CEO
Success Academy Charter Schools

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Vision Statement and Tenets of SA HSLA Design

Our goals at SA HSLA are to ensure that our scholars:

- Receive a broad liberal arts education, including a strong emphasis on science, math, and engineering
- Achieve true mastery of rich, rigorous academic material
- Develop their individual talents and passions
- Graduate from high school with a strong sense of integrity and moral character
- Earn admission to a selective four-year college or university
- Persist at, and graduate within four years from, a selective college or university
- Become creative thinkers and engaged citizens

Tenets of design:

- Independence
- Thinking culture
- Excellence
- Exceptional work habits
- Passions and talents
- Citizenship and moral character

Academics

Introduction

All SA HSLA courses are designed to engage scholars and prepare them for access to, and success at, selective colleges. This is achieved by preparing scholars for the difficult and complex content that they will encounter on those campuses. We prioritize content mastery, critical and creative thinking, writing, and speaking in every course. Our core courses are aligned to rigorous College Board examinations such as Advanced Placement (AP) and SAT II exams.

Grades and GPA

A scholar's grade point average ("GPA"), a weighted average of all class grades, is perhaps the single most important factor in college admission. It is therefore crucial that every member of the community understand exactly how GPAs function at Success Academy.

Grade	Percentage	College Admission
A+	97 – 100	Most Selective
A	93 – 96.99	Highly Selective
A-	90 – 92.99	Selective
B+	87 – 89.99	Moderately Selective
B	83 – 86.99	
B-	80 – 82.99	Less Selective
C+	77 – 79.99	
C	73 – 76.99	
C-	70 – 72.99	
F	Less than 70	Non-Selective

When a course is completed, a scholar receives a comprehensive, final course grade. All semester and final course grades are recorded on a scholar's official transcript. To gain course credit, a scholar must receive a C- or above as the final course grade.

Course Grade Components

Each scholar will be enrolled in four core courses (English, math, science, and history), as well as two electives.

The course grade for core classes and academic electives is calculated as follows:

Course Category	Percent of Total Course Grade
Participation	10%
Homework	20%
Classwork	20%

Quizzes	15%
Papers, Projects, Unit Tests	20%
Summative Exams	15%
Total Course Grade	100%

SAT Classes

Course Category	Percent of Total Course Grade
Participation	10%
Homework	20%
Classwork	20%
Papers, Projects, Unit Tests	20%
Summative Exams	30%
Total Course Grade	100%

Scholar Talent Electives

Course Category	Percent of Total Course Grade
Participation	10%
Classwork	50%
Quizzes	15%
Summative Exams	25%
Total Course Grade	100%

Participation

Each week, students will earn a grade for their preparation and engagement in class. This grade is indicative of their college readiness and ability to independently direct their learning.

Homework

Our curriculum is rigorous and requires daily preparation and practice. Scholars can expect about two to three hours on weeknights and four to six hours on weekends and holidays.

Teachers publish course syllabi for scholars at the beginning of the semester. This provides scholars with a means to proactively schedule their homework.

Summer Homework

All core content areas have a summer homework assignment that is worth 500 points in the homework category of the Quarter 1 gradebook.

Daily Homework

Assignments are graded for both completeness and quality. These assignments will largely be turned in online and will be due by **10:59 p.m.** on the due date.

Late work will only be accepted if a scholar is returning from an excused absence. If a student is absent and excused, the student can elect to submit homework that was missed on the day of absence. The student has one week from the date of return to reach out to the content teacher and arrange to submit the missed work. If the student fails to reach out and/or fails to complete the assignment, the assignment will be considered "missing."

On the rare occasion that a scholar may need an extension, the scholar must reach out to their course teacher no later than two school days in advance.

Classwork

Scholars will be assessed and graded on their classwork. Scholars' classwork will be graded based on three criteria: **preparedness**, **engagement**, and **work quality**. If a scholar is absent (unexcused), is late, or comes to class unprepared, that can result in a zero. If a student is absent and excused, the student can elect to submit classwork that was missed on the day of absence. The student has one week from the date of return to reach out to the content teacher and arrange to submit the missed work. If the student fails to reach out and/or fails to complete the assignment, the assignment will be considered "missing."

HSLA Participation Rubric SY 19 - 20

Grade	Academic Engagement	Professional Engagement
100%	Scholar engages in tasks and discussion eagerly, often, constructively, and at a high quality. Scholar actively and successfully fulfills the characteristics and qualities of excellence in a given content area.	Scholar maintains a high standard of professionalism that contributes positively to the class environment.
85%	Scholar engages in tasks and discussion compliantly, inconsistently, and at a satisfactory quality. Scholar compliantly seeks to fulfill the characteristics and qualities of excellence in a given content area.	Scholar maintains a satisfactory standard of professionalism.
70%	Scholar engages in tasks and discussion unwillingly, infrequently, and at a low quality. Scholar inconsistently seeks to fulfill the characteristics and qualities of excellence in a given content area.	Scholar maintains an uneven standard of professionalism and/or requires some reminders and coaching around professionalism.
50%	Scholar engagement is of an unacceptable quantity and quality and falls below content area expectations.	Scholar professionalism is unacceptable such that their choices contribute negatively to the class community.

Quizzes

Announced and unannounced quizzes will assess scholars' preparedness and study skills.

Papers/Unit Tests

Clear and effective writing is an essential skill for success in college and professional life. English, history, and biology curricula all emphasize in-class and at-home writing assignments, in which scholars respond to the texts and experiments they study. The ability to study and prepare for a test is also an important

academic skill for college and graduate studies. History, science, and math curricula all culminate in end-of-unit assessments.

In English, scholars write a variety of argumentative, narrative, and analytical papers in response to their whole class novel and supplementary texts. Each unit culminates in an end-of-unit paper that assesses scholars' ability to apply the skills and content they learned.

In history, scholars write multiple essays per unit aligned to writing tasks on the AP exams. These include the Document Based Question (DBQ) essay, a book review of the historical monograph, and short answer essays. Each history unit also includes an end-of-unit test on the material covered.

In science, scholars conduct one to two labs per unit. Prior to each lab, they complete a pre-lab assignment. Upon completion of each lab, they write a comprehensive lab report addressing all components of the scientific method. Each biology unit also includes an end-of-unit test on the material covered.

In math, scholars demonstrate mastery of given concepts and skills on the end-of-unit test, given approximately every three to four weeks.

Scholars receive regular feedback on in-class writing assignments and unit papers/tests that they should apply to improve their writing and content skills.

Summative Exams

The greatest portion of a scholar's grade will be determined by summative exams. Scholars are expected to study for these exams outside of class and the formal preparation they are given. Many of the exams are also requirements for graduation.

Course Grade and GPA Goals

Scholars will be given a course grade goal for each of their classes. The purpose of a course grade goal is to provide an attainable course grade for each scholar. By averaging the course grade goals, scholars can calculate their GPA goal. A scholar who meets or exceeds his or her GPA goal will receive access to a variety of privileges (please see: "Excellence Awards and Privileges" on page 16).

Standardized Assessments and Testing

If a scholar's GPA is the greatest determinant of college admission, standardized tests scores are the greatest determinant of college scholarships. **College Board tests that will be taken this year include:**

- **PSAT (Preliminary SAT)**
 - Sophomores take this test in October.
 - This exam is administered at a Success location.
- **PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test)**
 - Juniors take this test in October.
 - Scholars who score highly will gain access to a variety of benefits. Read more at the [College Board website](#).
 - This test is administered by Success on-site.
- **SAT**
 - Scholars will take the SAT three times: twice during their junior year (November and March) and once during their senior year (October).

- This exam is administered by the College Board and therefore will take place off-site. The most competitive colleges with the most financial aid will be looking for scores of 1400 or above (out of 1600).
- **SAT II Subject Tests**
 - These exams focus on a specific subject (physics, biology, math, English, history, etc.).
 - These exams are administered by the College Board off-site.
 - The most competitive colleges with the most financial aid will be looking for scores of 650 or above (out of 800).
- **AP Exams**
 - These exams assess mastery of a specific subject (U.S. history, calculus AB, etc.) and can be used for college credits.
 - Scholars take these exams every year in May.
 - These exams are administered by Success on-site.
 - 3 or above is a passing grade, though the most competitive colleges will be looking for scores of 4 or 5.
- **New York State Regents Tests**
 - These are subject-specific tests.
 - These exams are administered by Success on-site.
 - Passing for SA is a 4 or a 5*

**Every year the State adjusts the cut scores, so we will review the standards to ensure that they are what SA considers grade appropriate*

Matriculation Requirements

We are fully committed to always meeting every scholar's academic needs and finding the best fit for them, including identifying academic resources to support them and creating an academic plan with the appropriate level of rigor. To this end, we will occasionally recommend moving a scholar to another grade, either forward (skip) or back (holdover). The Principal and scholar's grade-level Associate Dean of Scholars will have a series of discussions with a scholar and his or her family to determine if this is the appropriate step.

Promotion to higher grades is not just a step toward more rigorous and thoughtful academics, but also to more independence. To promote a scholar who is not ready academically or who has not demonstrated adequate maturity and independence would put that scholar at risk of not persisting in college.

Scholars may be ineligible to graduate within four years if they fail to stay on track toward their graduation requirements, which include passing academic core content courses, electives, and external graduation exams.

If a scholar fails a course, they will be required to take that course again — and pass it — in order to graduate.

Monitoring Scholar Performance

Scholar grades are available at all times through the online gradebook portal PupilPath. You can reset your PupilPath login [here](#). Please reach out to your advisor if you need help with PupilPath.

Each scholar will receive a midterm progress report and a report card at the end of each semester. Both will display scholars' overall GPA, individual course grades, and college readiness data (tardies, absences, dismissal infractions, and average homework grade).

Our graduation requirements are unique to Success. Per New York State law, scholars must take and pass all core classes and corresponding exams. The HSLA Graduation Requirements can be found [here](#).

Sprint and Academic Intervention

At Success Academy, we begin with the core belief that disability does not mean inability. We are committed to helping every one of our scholars, including those with special needs, tackle challenging academic work and meet sky-high expectations. It is important to remember that, for all students, Success Academy relies on techniques once only associated with special education, from manipulatives to parallel teaching. We believe that all students learn best by doing; that frequent assessments and study of scholars' work move all students forward. We believe that the best way to support children with special needs is not to offer a separate education, but to help them close in on the academic benchmarks we set for all children. So we purposefully expand on our general model for children with learning challenges. We chose the name Sprint because our approach relies on controlled bursts of teaching effort and energy. Scholars attain one short-term goal after another, and over the long term, these add up to great learning outcomes.

Within the school, teachers and leaders partner to place struggling scholars in an Academic Intervention set of courses, in addition to the regular course load, to provide additional support for appropriate subjects where a scholar may have more challenges. Academic help and review for core subjects are also offered.

If you have questions about your child's services, the Committee on Special Education, or special education in general, please contact your scholar's Dean. Additionally, please refer to the information provided by the DOE in [this link](#). If you have questions about accommodations under Section 504 of the Rehabilitation Act of 1973, please contact the Sprint Specialist who is the school's Section 504 Coordinator.

Honors Courses

Honors Humanities

Honors literature courses are designed to provide highly motivated scholars who excel in literature access to a differentiated curriculum that includes a greater depth of subject matter.

We offer an online elective in conjunction with Harvard University and Poetry in America. Scholars accepted into the honors program will complete an independent study through Harvard's online modules and earn college credit upon completion. Scholars are nominated for participation based on their historical grades in humanities courses and demonstrated interest in humanities subject matter.

Honors STEM

Honors math and science courses are designed to provide highly motivated scholars who excel in mathematics access to a differentiated curriculum that includes a wider range and greater depth of subject matter.

In addition, we offer an Honors STEM Academy for select scholars who have demonstrated aptitude in math and science. During the three-year program, scholars begin with semester-long survey courses in environmental, biomedical, electrical and mechanical engineering. The Academy culminates in a one-year senior capstone project that allows students to pursue a project of their choice under the guidance of a faculty member. Additionally, scholars are encouraged to co-enroll in computer science coursework to supplement their engineering classes. The Honors STEM Academy's mission is to cultivate the skills needed to be a part of the next generation of thinkers and entrepreneurs who lead technological

advancement. At the conclusion of their time in the Honors STEM Academy, scholars will have access to advanced courses that most students do not complete until the end of their first year of college.

School Day and Calendar

Attendance and Tardiness

Scholars must be present each school day. If a scholar will be absent or late to school, they or their guardian must contact the Main Office by 8:00 a.m. The Main Office can be reached at (646) 558-0056 or sahsla.mainoffice@saschools.org.

Tardies and absences can be either excused or unexcused, as set forth in the chart below:

Excused Absences and Tardies	Unexcused Absences and Tardies
<ul style="list-style-type: none">● Illness verified by a doctor's note● Death of a close family member● Court appearance that requires the scholar's presence, verified by court document● Observance of a religious holiday● Pre-approved college visits	<ul style="list-style-type: none">● Routine doctor's appointments<ul style="list-style-type: none">○ Schedule these for dates/times when school is not in session● Family vacation● Bad weather● Trouble with public transportation● Travel between SA schools for sibling drop-off

If a scholar is regularly absent from school, he or she is likely to fall behind academically and socially. In the event of repeated absences or late arrivals, we will contact the scholar's parent or guardian to schedule a meeting at either the school or the SA Network Office. At this meeting, we will provide the family with strategies that can help improve the scholar's attendance.

Uniforms and Dress Code

We are a uniform school and abide by a dress code. We are in full uniform during the school day and field studies, and at related events. High school scholars have flexibility with regard to hair styling, makeup, and jewelry, but these should not disrupt or be contrary to our values of respect and decorum. Linked [here](#) is a resource for high school uniforms.

	Yes	No
Shoes	Black dress shoes or all black sneakers	Non-black shoes, multi-colored sneakers, mostly black sneakers
Socks/Tights	Black or navy dress socks (with pants) Dark no-show socks (with shorts)	Athletic, white, or other types of socks
	Navy or black tights or knee-highs (with skirts)	Ankle socks, leggings, or shorts that extend past skirt hemline
Pants/Skirts	Gray HS uniform pants, shorts, or skirt	Non-HS commissioned pants, skirts, or shirts
Belts	Solid black belt, fastened	Non-black belts
Shirts	SA uniform polo or oxford shirts, buttoned and tucked in	SA branded T-shirt, untucked or unbuttoned shirts, non-uniform polos, or visible undershirts
Outerwear	SA official HS sweaters and outerwear	SA hoodies, non-SA hoodies, or other outerwear; non-uniform polos/oxfords underneath outerwear
Headwear	Religious headwear, any color professional headwear	Durags, hats, sweatbands, bandanas, or hairnets
Backpacks	SA backpacks	Non-standard-issue SA backpacks (including athletic bags or small purses)
Ties	Ties for male scholars who are wearing oxford shirts (not polos)	

Monday-Friday*:

- Doors Open: 7:30 a.m.
- Late to Class: 7:51 a.m.
- Dismissal: 4:00 p.m.
- Detention Dismissal: 4:35 p.m.
- Dean’s Detention Dismissal: 4:50 p.m.

**If the school changes this schedule for any reason, you will receive advance notice via email.*

Arrival:

Scholars arrive through the 34th Street entrance (between Park and Lexington Avenues).

Dismissal:

If a scholar is leaving early for any reason, the parent/guardian must contact the Main Office in advance and provide the time that the scholar will leave and the reason for early dismissal. All scholars who leave early must sign out at the Main Office.

We rarely close school due to inclement weather. When storms are forecasted, we will contact families in advance of school closings and/or delays. You will receive notification via email and social media. We may also send texts and robocalls. You can also check [SuccessAcademies.org](https://www.successacademies.org) or call the Main Office.

Scholar Honor Code

Scholars are required to abide by the [SA Honor Code](#), which means they are honorable and honest, on and off school campus. Scholars who observe violations of our Honor Code are expected to come forward. Those who witness violations but do not come forward are also subject to disciplinary action.

Academic Integrity

Integrity is at the core of our commitment to academic excellence. Breaches in academic integrity or “cheating” are defined as:

- Claiming someone else’s work as your own, including the copying of a fellow scholar’s work, or the unauthorized use or close imitation of the language and thoughts of someone else and the representation of such language/thoughts as original work (plagiarism);
- Completing and submitting work with the assistance of another scholar when not explicitly granted permission by the course instructor; and/or
- Falsifying or lying about school work in any way.

If scholars are required to complete an assignment or assessment independently, their course instructor will direct them to sign the Success Academy Honor Code below before submitting their work.

I understand the Success Academy Honor Code. On my honor as a scholar, I have neither given nor received aid on this assignment.

Scholars who breach academic integrity will be suspended from school for a minimum of three days.

Work Habits

Scholars must come to class on time, in uniform, and fully prepared. They must bring their computers to school each day fully charged and ready for use. Failure to do so will result in a reduced participation grade. Scholars will participate in class and intellectually engage with faculty, fellow scholars, and the material. Scholars’ work habits and classroom conduct are part of their course grade.

SA Code of Conduct

Please keep in mind that [the list](#) of infractions and consequences is not exhaustive. School leaders can supplement the Code of Conduct with additional rules as appropriate. In addition, consequences for violations of the Code of Conduct are subject to the discretion of school leadership and may be supplemented and/or adjusted accordingly. A scholar’s prior conduct and disciplinary history may be factors in determining the appropriate consequence for an infraction.

The Code of Conduct will be enforced at all times. Scholars must adhere to the Code of Conduct when at school, on school grounds, participating in a school-sponsored activity, using technology/social media, and on the way to or from school or a school-sponsored activity. Serious misconduct outside of the school may be considered a school disciplinary offense when the misconduct or the scholar’s continued presence at the school has or would have a significant detrimental effect on the school and/or has created or would create a risk of substantial disruption to the work of the school.

School Conduct

Scholars in grades 9 & 10 begin with 100 ACTION points. Scholars who end the school day with an ACTION score of 80 or below earn detention.

Consequence	Why?	Result
Merit	Get stuff done (diligent, urgent, independent, exceeding basic expectations)	+1 to ACTION score
Major Merit	<ul style="list-style-type: none"> • Exceptional work/model answer • Community credit 	+3 to ACTION score
Teaching Fellow Credit	Contribute significantly to school community — operate as a fellow staff member.	+5 to ACTION score
Minor Deduction	<ul style="list-style-type: none"> • Not following a direction • Unprofessional, non-verbal reaction • Unprofessional presentation, such as: food out in class, personal hygiene in class, headphone use in halls 	-5 to ACTION score
Major Deduction	<ul style="list-style-type: none"> • Intentionally not following a direction • Unprofessional verbal reaction • Chewing gum • Repeated minor deduction • Horseplay • Undirected cursing • Sleeping after first warning 	-15 to ACTION score
Inappropriate Behavior	<ul style="list-style-type: none"> • Off-task technology use (video, movies, social media) • Cell phone use (including music) • Impeding instruction • Directed cursing 	Detention
Extreme Inappropriate Behavior	<ul style="list-style-type: none"> • Refusal to follow directions • Egregious disrespect 	Dean's Detention with School Leader

Cell Phone Use in School

Phones must be turned off and stored during arrival. If a phone is seen or heard after 7:55 a.m., an automatic detention is earned. The detention will be served that day.

If a scholar's phone goes off, it will be taken and held by his or her advisor and be returned at the end of the day.

If a scholar repeatedly violates this rule, he or she will be required to leave the cell phone in the Main Office at the beginning of the school day, to be picked up when the scholar leaves the building for the day. If a scholar needs to make an emergency phone call during the school day, they must obtain permission from a staff member.

Outside Beverage Policy

When going through entry scanners, you may only bring a clear plastic water bottle or sealed healthy beverage (ex. unopened water or juice). Glass/metal bottles and open top containers are not acceptable (ex. Starbucks, McDonald's cups). Scholars are encouraged to bring their own clear plastic reusable water bottle to school everyday to use the Brita refilling stations available in HSLA hallways.

Respecting Diversity

We believe that mutual respect is at the heart of our school community. We have a responsibility to ourselves and to each other to do what is right and kind, to be honest and open, and to treat others as we wish to be treated. Discrimination is against the law. We require every member of our community to respect other members of our community regardless of race, color, gender, ethnicity, religious beliefs, disability, or LGBTQ status. We do so not just because the law requires us to, but because it is the right thing to do. For additional information, please refer to Success Academy's [Anti-Harassment, Anti-Discrimination, and Anti-Bullying Policy](#).

Technology and Social Media

Scholars must follow the [Acceptable Use Policy](#) for technology. Generally, scholars may not use any social media to generate/post any inappropriate comments, photos, or videos against anyone in our community. Violations of this policy will result in an automatic three-day suspension. All scholars must use an SA-issued device, which has proprietary software that must be used to complete school assignments and assessments. We do not have a "bring your own computer/device" policy for scholars; the use of personal laptops in class (or school) is strictly prohibited.

Conduct in the Broader NYC Community

We are members not just of the SA HSLA community, but of the community of New York City and beyond. As members of this community, we must conduct ourselves in a manner that is safe, responsible, and thoughtful.

Our conduct away from campus must represent ourselves, our families, and Success Academy positively. We must act as professionals when dismissed from school and abide by the following:

Do Follow All MTA/School Safety Protocols	Don't Break MTA/School Safety Protocols
<ul style="list-style-type: none">● Exit when daily building permit expires per School Operations and/or School Safety● Speak at a conversational voice level● Acknowledge others in a neighborly way (<i>how are you?, please, thank you, etc.</i>)● Be respectful of community businesses● Swipe into the subway using MetroCard● Inform the Main Office immediately if you lose your MetroCard● Hold your backpack by your side while on subway trains	<ul style="list-style-type: none">● Talk loudly, curse, shout● Play fight● Litter● Block pedestrian traffic on the sidewalk, on the stairs to the subway, or on the subway● Leave your backpack on while on the subway● Incite or respond to threats of verbal or physical aggression● Enter the subway illegally

<ul style="list-style-type: none"> ● Wait for passengers to exit the train before getting on the train ● Move to the center of the train when possible ● Give up seat to any pregnant women or elderly persons ● Always give name and school when asked by any authority ● Report any violence or threats to school staff or school safety immediately ● Immediately inform school staff if you learn of an aggressive or disrespectful incident 	<ul style="list-style-type: none"> ● Disrespect or ignore staff members asking for scholar names or IDs
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Misconduct

Detention

Detention is a space for scholars to reflect on their choices within the context of school culture and behavior expectations. After-school detention is held each day immediately after dismissal and assigned to scholars according to behaviors recorded throughout the day.

A scholar who violates the Code of Conduct may be given detention. Freshmen and Sophomores with an ACTION score of 80 points or below at the end of the school day will be given detention. Additionally, scholars can be given automatic detention — regardless of ACTION scores — for extreme misbehavior or disrespect.

Standard detention runs each weekday from 4:05 to 4:35 p.m. Any scholar who earns Dean’s Dismissal will serve an additional 15 minutes from 4:35 to 4:50 p.m.

Scholars who earn detention and skip will be suspended for one day.

Suspensions

A scholar who violates the Code of Conduct may be suspended from school for one or more days. A short-term suspension refers to the removal of a scholar from the school for disciplinary reasons for a period of five days or fewer. Examples of infractions that may warrant a one-day suspension include, but are not limited to:

- refusing to respect teachers, staff, a member of the school’s leadership, or NYC DOE-based staff
- intentionally cursing
- hitting another scholar

Examples that may warrant a three-day suspension include, but are not limited to:

- repeating conduct that warranted a one-day suspension
- cheating
- physical violence toward a teacher
- theft or vandalism
- inappropriate use of technology or social media.

Examples that may warrant a five-day suspension include, but are not limited to:

- repeating conduct that warranted a three-day suspension
- the physical assault of staff members or school safety agents
- inappropriate sexual conduct
- use or possession of drugs or weapons

A long-term suspension refers to the removal of a scholar for disciplinary reasons for a period of more than five days.

If your child is suspended, you will be notified by a member of the school's staff via phone, by email, or in person. You will receive a suspension letter within 24 hours of the school's determination of the length of the suspension. You must make arrangements with the school for alternate instruction for your child during their suspension. Parents are required to meet with the school's leadership on the first day a suspended scholar returns to school. These meetings are the most important part of any suspension; they are discussions about the future and how to prevent the incident from ever happening again.

Expulsions

Scholars who reach 10 suspension incidents may be subject to expulsion. Further, any scholar who commits a serious violation of the Code of Conduct may be expelled regardless of the number of suspension incidents.

Examples that may warrant an expulsion include, but are not limited to:

- physical or sexual assault
- bullying
- engaging in criminal or illegal activity
- using, possessing, or selling weapons, alcohol, or drugs
- major integrity violations
- threatening or attempting any behavior that could warrant an expulsion

Parental Expectations

As educators, we can ensure that the in-school experience is engaging and of the highest quality. But parents have a critical role to play. Your scholar will not graduate from SA HSLA, be admitted to a selective four-year college, or persist through college without your support and partnership with the school.

8 Key Expectations

To ensure the success of your scholar, we require the following from you:

1. Responsiveness

This is our most important requirement. All parents must read school and SA Network communications and respond within 24 hours. We are available to you within 24 hours of contacting us, Monday through Friday, with the exception of holidays. We require the same of families. We cannot educate your scholar if you do not return our calls and attend meetings to help your scholar succeed.

2. Meetings

In general, we expect parents to meet within three instructional days when the need arises. It is also mandatory that parents attend scheduled re-enrollment meetings, academic meetings with your scholar's advisor at key points of the year, and post-suspension meetings (if your scholar receives an out-of-school suspension).

3. School Culture

It is a parent's responsibility to ensure that his/her scholar is in school every day, on time, and in full uniform. We track absences, tardies, and early dismissals. We also track no-calls (when no one calls the Main Office by your school's start time to inform us that a scholar will be absent or late). All of these will be reported on our **Parent Investment Cards**.

4. Independent Homework

You are the supervisor of your home. Therefore, it is your responsibility to ensure that your scholar does his or her nightly homework of two to three hours a day, weekend homework of approximately five hours, and holiday homework. It is your responsibility to ensure that your scholar studies for all exams. We will prepare your scholar and offer review sessions, but your scholar will not excel or even pass difficult exams without studying.

5. Forms and Documentation

Completion of the Back-to-School Checklist is required for all scholars to attend school. Parents must respond to emails requesting information and meet all deadlines for uploading forms and documentation. Scholars must have a complete, up-to-date Medical Packet (physical, immunizations, and MAF) or they will be at risk of exclusion. A consent form is required for your scholar to visit the nurse when needed. We cannot keep your scholar safe or provide them with critical opportunities without the necessary documents. Financial aid information is a requirement for college application eligibility.

6. Scholar Behavior

We insist that scholars are respectful to each other and all adults. It is your responsibility to ensure that your scholar follows our Code of Conduct and Honor Code and acts respectfully to all at all times. Please review all behavior policies with your scholar so that he or she understands the seriousness of engaging in dishonest behavior — or any other violation of these policies. In addition, parents must understand that suspensions can negatively impact their scholar’s college admission process. If your scholar is suspended, you are required to attend a post-suspension meeting by the day your scholar returns to school.

7. Technology Fee

Starting in middle school, technology plays an ever-increasing role in a scholar’s education, from managing his or her homework on personal Chromebooks to accessing resources through digital subscriptions (like Audible). By high school, sophisticated technology is essential. For example, a brand-new Mac lab, TI graphing calculators, and high-powered software will support coursework in engineering and advanced mathematics at SA HSLA.

These cutting-edge resources will continue to evolve to provide the richest educational experience; all middle school and high school scholars must pay an annual technology fee to support them.

For school year 2019–2020, the annual technology fee is \$200 for high school scholars. Payment must be made by the start of the school year.

As a reminder, when signing the annual Parent/Guardian Contract you agree to the following:

- If your scholar damages or loses the computer, you will pay for repairs or replacement up to \$200.
- If you do not pay the damage fee within 45 days, your scholar may lose some or all access to these devices.
- If Success Academy determines that a different computer or device is more appropriate for learning, it may replace the device with a different model at any time.

8. Parent Contract

As part of your scholar’s enrollment and re-enrollment each year, parents must sign a Parent Contract in which you pledge to abide by all of Success Academy’s culture policies and values.

Re-Enrollment

In the spring of every school year, Success Academy parents are required to declare whether they intend to re-enroll for the next school year. As part of the re-enrollment process, parents/guardians will be required to submit certain online forms and attend an in-person meeting. It is imperative to attend these in-person meetings. Failure to complete the re-enrollment process may result in your scholar’s loss of his or her seat at the school.

As part of the re-enrollment process, school leaders meet with parents or guardians to conduct individualized meeting on their scholars progress. The purpose of these meetings is to partner with parents as well as scholars to assess progress, enrich their learning experience and support their preparation to college. School leaders and teachers cannot educate scholars without active participation from scholars as well as their parents — we need your help to make our schools as constructive and beneficial as possible.

Miscellaneous Policies

Housing Questionnaire: [This form](#) must be submitted by all scholars who indicate that they are living in temporary housing at enrollment. Your responses to this questionnaire will determine whether you are eligible for certain [services and protections](#).

FERPA Notice: This [notification](#) refers to the Family Educational Rights and Privacy Act (FERPA) and also provides you with additional details about directory information and access to your child's educational records.

Student Life and Resources

Health Services

Counseling and Mental Health Services

School psychologists are essential change agents. They improve educational outcomes through counseling and behavioral support to address the mental health and emotional needs of individual scholars as well as the overall health of classrooms and the school community. School psychologists provide a variety of mental health and wellness services to scholars who may be experiencing social, emotional, behavioral, or academic difficulties. Such services include preventative mental health curriculum and programs, building-wide initiatives, group counseling, and individual counseling. Referrals for outside counseling providers may be provided upon need and request.

Scholars may be referred for building-wide initiatives and group or individual counseling services at SA HSLA through:

- Special education services
- Scholar Support Team referrals
- Parent referrals
- Teacher referrals
- Self referrals

Upon referral, a school psychologist will initiate conversation with the scholar (and parent) to determine eligibility for, type, and length of appropriate support. Scholars may be referred for counseling services if any of the following **impacts their ability to function throughout the school day or make adequate academic growth:**

- Anxiety
- Depression
- Executive functioning deficits (working memory, planning, organization, impulsivity, attention)
- Self-harm and suicidal ideation
- Family conflict and/or divorce
- Trauma
- School refusal
- Anger management
- Bereavement
- Stress management

New York State and Mandatory Reporting Laws

As mandated reporters, Success Academy staff must immediately make a report or cause a report to be made to the Administration for Children's Services (ACS) when presented with reasonable cause to suspect that a scholar is a victim of physical, emotional, educational, or sexual abuse or neglect.

Associate Deans of Students

Each grade is assigned one Associate Dean of Students, who works as an advisor to their grade to ensure that scholars are successful, happy, and safe. Each Associate Dean will manage advising as well as attendance and discipline.

Electives and Scholar Talent

We believe strongly that schools must be places that awaken and nurture scholars' passions. We have invested in eight core areas of scholar talent: basketball, track, dance, art, chess, music, computer science, and theater. Scholars receive two electives a semester. Scholars may have obligations to their talent programs, such as rehearsals, on weekends or teacher training days.

Scholars in the Honors STEM Academy program will take environmental and biomedical engineering, while scholars in the Honors Humanities program will take an art history course.

Scholar Clubs and Organizations

Clubs and extracurriculars are critical to a scholar's engagement with school, and they bolster college applications. Our clubs take place primarily after school. Scholars are free to create clubs with club advisors, and they are encouraged to follow their passions and interests to create inspiring clubs that will support their personal growth.

College Preparation

Applying to College

In order to be considered ready to apply to college in the fall of their senior year, seniors must:

- Be on track to graduate, which includes passing the five graduation exams required by New York State before entering senior year;
- Maintain passing grades in all of their senior year classes;
- With their family, complete and submit all required financial aid and personal forms; and
- Select their ED/EA school by June of their junior year and finalize their regular admissions list by November 15.

College persistence and graduation require a scholar to demonstrate mastery of self-regulation, maturity, work ethic, and ownership over their own education and future. Thus, in the college application process, scholars must demonstrate a deep investment in meeting all deliverables and expectations set forth by their College Counselor. Scholars who repeatedly miss deadlines and college workshops may be put on College Counseling Hold, which renders a scholar ineligible for individualized CAP support until an in-person parent meeting is held.

College Access

Our college counseling program provides comprehensive, individualized, and strategic support in the complex college application process for our scholars in junior and senior year. Our program centers on each scholar's ultimate goal: to attend a college that offers them the best chance to persist and graduate in four years.

Freshmen and sophomores are strongly encouraged to proactively reach out to the College team to get a head start on understanding the college process and setting goals in high school to prepare for college.
