



Student & Family Handbook
2009 - 2010 Academic Year

“Focus. Learn. Lead.”

*These policies are subject to change at the discretion of the Administration of
Success Preparatory Academy*

Dear Families,

We are very excited that you have chosen to join the Success Preparatory Academy family, where we develop college bound students for leadership and lifelong learning. Our school's culture was created to uphold our five values of achievement, enthusiasm, respect, service, and teamwork.

Developing our students for leadership and lifelong learning is challenging and difficult work; and we cannot do it alone. That is why we are firm believers in the "education triangle" which is composed of students, the school, and students' families. This Student & Family Handbook lays out our guidelines, procedures, routines, and systems for a highly structured environment where our students can focus, learn, and lead. Please use the information in this handbook as a resource throughout the year.

If you have any questions about the handbook or the school, do not hesitate to contact us. We feel privileged and honored to work with you to ensure your child's success in school and beyond.

Sincerely,

Niloy Gangopadhyay
Co-Founder/Co-Principal

St. Claire Adriaan
Co-Founder/Co-Principal

CONTACT INFORMATION

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Name Cell Phone Number

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Mission and Values

Mission

The Mission of Success Preparatory Academy is to develop college-bound students for leadership and lifelong learning.

Success Preparatory Academy aims to ensure that students become self-motivated, competent and lifelong learners. The students at Success Preparatory Academy will recognize an outstanding education as the instrument to achieve personal *success* and that success means having abundant opportunities.

Achievement: Our students will achieve academically, socially, and culturally. They will do their best and never give up, always respecting and helping their teammates.

Enthusiasm: Our students will be enthusiastic about school, learning, test-taking, reading, and everything they do. Hard work alone cannot yield the joy of accomplishment: enthusiasm is necessary.

Respect: Students at SPA will respect their parents, the school staff, the school building, authority, school rules, diversity, and our planet. Students will also respect themselves, empowering them to respect differences in opinion and beliefs.

Service: Our students will learn the importance of service to their school, service to their community - and that nothing is so humbling as to serve others. Students at SPA will explore their civic responsibility from an early age, growing up to become outstanding members of their varying communities.

Teamwork: Our students and staff will work together--with a sense of urgency and efficiency--to achieve common goals.

Ubuntu

Ubuntu, pronounced [ùbùntù], is a traditional African concept focusing on people's allegiances and relations with each other. The word has its origin in the Bantu language of South Africa. The principles of Ubuntu are respect, sharing, community, trust, helpfulness, unselfishness, tolerance, and humanity. In addition to our values, we ask that all Success Preparatory Academy staff, students, and families embody the principles of Ubuntu.

“A person with Ubuntu is open and available to others, affirming of others, does not feel threatened that others are able and good, for he or she has a proper self-assurance that comes from knowing that he or she belongs in a greater whole and is diminished when others are humiliated or diminished, when others are tortured or oppressed.”

Desmond Tutu

Academics

School Hours

7:30 am - 4:15 pm, Monday - Thursday

7:30 am - 3:00 pm, Friday

Success Preparatory Academy is committed to developing college bound students for leadership and lifelong learning. To achieve this goal, Success Preparatory Academy has a longer school day and a longer school year, extensive before and after school tutoring and homework support, and increased periods daily in math and English.

All of these hours are focused on addressing the academic skills, intellectual habits and character traits of our students. Doors to the school open at 7:00 am for students who attend morning care, while the rest of the students arrive at 7:30 am. During the week all students will start the day with twenty minutes of morning work activities during breakfast. Students will then engage in eight hours of instruction including reading, writing, math, social studies, science, art, Spanish and music. Students are dismissed at 4:15 pm Monday-Thursday and at 3:00 pm on Fridays. *Please see Appendix A: School Calendar.*

Saturday School

On some Saturdays from 9 am -12 pm, students will be involved in “field lessons” which will be learning opportunities led by teachers. This will include trips to laboratories, libraries, museums, colleges, orchestras, and symphonies. The purpose of these co-curricular trips will be to expose students to the world around them and extend their learning to areas outside of the classroom. Students will work on test preparation during Saturday School sessions prior to iLEAP testing.

Curriculum

Success Preparatory Academy’s curricula are aligned to the Louisiana Core Curriculum Content Standards and all curriculums are research-based. Success Preparatory Academy will utilize the Louisiana Comprehensive Curriculum (LCC) to ensure our academic program is closely aligned with state learning standards, as defined by the Grade-Level Expectations (GLEs), which we believe are aligned with our mission to prepare all students for college.

Grading Policy

Grading Periods: Success Preparatory Academy has four quarterly grading periods. There will be a report card conference involving the student’s family and the classroom teacher at the end of each quarter. No report card will be sent home, as all families will be required to pick it up from school and meet with their child’s teacher(s). At the mid-point of the quarter, students will be sent home with progress reports. For any student who is not passing a subject, there will be a progress report conference involving the student’s family and the classroom or subject teacher.

Grading Scale: Success Preparatory Academy uses the following grading scale.

<i>Grade</i>	<i>Description</i>	<i>Value</i>	<i>Grade Points</i>
A	Excellent	94 - 100	4.0
A-	Great	90 - 93	3.7
B+	Good	87 - 89	3.3

B	Fair	84 - 87	3.0
B-	Above Average	80 - 83	2.7
C+	Average	77 - 79	2.3
C	Below Average	74 - 77	2.0
C-	Passing	70 - 73	1.7
D+	Does Not Meet Standard	67 - 69	1.3
D	Does Not Meet Standard	64 - 67	1.0
D-	Does Not Meet Standard	60 - 63	.7
F	Does Not Meet Standard	0 - 59	0

Promotion Policy

At Success Preparatory Academy, there are two requirements to be promoted to the next grade level.

1. Students must have a minimum academic average of 70, with no grades less than 70 in Language Arts and Math.
2. Students must complete the service learning requirement for their grade level.

Students who have more than 15 absences during the course of the school year are also in jeopardy of not being promoted.

Homework

Homework is an essential part of Success Preparatory Academy's educational program as it is designed to reinforce skills taught in the classroom, to help students develop a deeper understanding of concepts, and to promote good study habits. Homework will be assigned EVERY night at Success Preparatory Academy. It is essential that students' families show interest in their child's homework and monitor progress each night.

Homework includes 20 minutes of required reading every night (including weekends and holidays), for which a Reading Log must be filled out properly with a parent/guardian signature. Homework must be completed in full and in accordance with Success Preparatory Academy's high standards for hard work and professional presentation. All students are provided with Homework Folders which have a Homework Log, listing all of the day's assignment. All homework must be neat, clean, and complete. Homework folders are turned in to teachers each morning as soon as students arrive at school. If the homework is incomplete, late, missing, or of poor quality, or if the Reading Log is not completed properly, the parent/guardian will be notified. If the problem continues to exist then the parent/guardian will have to attend a meeting with the classroom teacher to develop an improvement plan.

Service Learning

All Success Preparatory students will be required to perform an established number of community service hours per year:

Kindergarten and First Grade: 10 hours

Second and Third Grade: 15 hours

Service learning projects will be arranged by the homeroom teacher and parents are encouraged to support and attend these projects.

Exposure to Opportunities

Teachers will be encouraged to integrate field lessons to various cultural and educational sites into their curriculum, with a focus on New Orleans -its history, its people and its music.

Our students will be exposed to many of New Orleans' cultural venues. Students will all become members of their local public libraries and enjoy field lessons to the New Orleans Symphony, jazz concerts, and the city's many historical, scientific and cultural museums. Our students will frequently travel to and learn at these venues and will be known as the polite students in maroon shirts and khaki pants who walk in straight lines and say "please" and "thank you."

Because our program is college-preparatory, we aim to expose our students to life on college campuses, the reality of admissions requirements, and the benefit of attending higher education in their quest to become leaders and lifelong learners. It is our goal that by the time a student is promoted to the eighth grade, he or she will have visited at least fifteen college campuses around the country. These visits will demystify college and allow students to visualize themselves on these campuses. Most of these visits will occur during our multi-day end-of-year field lessons to destinations such as Atlanta, Boston, Chicago, and Washington D.C.

School Policies and Procedures

Attendance Policy

Students are expected to attend school every day that we are in session. Excessive absences will be one factor to be considered in any retention decision. If a student has a total of more than 15 excused or unexcused absences, retention will be considered. If a student has a total of more than 20 unexcused absences, they will automatically be un-enrolled. If a student is absent for 10 consecutive days unexcused, they will automatically be un-enrolled. Students are expected to be on time every day. Students are expected to complete all class work and homework they missed while absent. They have the same amount of days that they were absent to make-up all class work and homework.

Excused Absences

All absences will be recorded as unexcused absences unless the school receives the following documentation:

- A doctor's note specifying the excused day(s)
- Religious holidays
- A note from a parent/guardian indicating that there is/was a family funeral (the student will be excused only for the day of the funeral unless extenuating circumstances apply)
- Parent/guardian note indicating there is a family emergency (emergencies include house fires, house floods, or incidents of violence in the home); children are expected to be at school as soon as possible after the situation is resolved
- Court documents mandating a court appearance - the child will be excused only for the day(s) indicated on the court documents
- A telephone call to the main office informing the school that the student is ill; this must be followed with a parent/guardian note when the student returns to school.

Un-excused Absences

Please note that allowing your child to stay home on his/her birthday is an unexcused absence that negatively affects your child's attendance and grades.

Students who are absent for all or part of any day may not participate in any extra-curricular event or sporting event on that day or night except with the written permission of the Principal(s).

Long Term Absences

If a student is absent for a week or more, families must ensure that they make arrangements with the student's teacher to pick up long term assignments. Depending on the nature of the illness, students will be responsible for keeping up with their class work and homework.

School Closure Policy

Success Preparatory Academy follows the Recovery School District (RSD) with respect to school closing due to Hurricanes or other inclement weather. If the RSD closes due to inclement weather or a Hurricane, Success Preparatory Academy will as well. Students' families can also call their child's classroom teacher on their school cell phone to get more information during these times.

Student Dress Code Policy

Academics are our primary concern at Success Preparatory Academy, therefore we want to make sure that all students are able to focus on school and not be distracted by what they or their classmates are wearing. Listed below is our uniform policy. Please note that our uniform policy will be strictly enforced on a daily basis, and that there will be NO exceptions. Warnings are not issued. Students who are not in dress code will be placed in ATS until someone brings them the proper dress code articles.

Uniforms

Shirts and Outerwear

- Students must wear unaltered uniform polo shirts every day. On Fridays, students are allowed to wear a T-shirt or sweatshirt with a college logo deemed acceptable by Success Preparatory Academy administrators.
- Students may not wear anything underneath their school shirts except a white long or short sleeve T-shirt and nothing over their school shirt except a school sweater with the Success Preparatory logo. If a sweatshirt is being worn, the collar of the school shirt must be completely visible.
- Shirts are required to be tucked in at all times.
- Students will be required to leave all non-uniform jackets, sweatshirts or coats on the hooks provided in classrooms.

Pants/skirts/skorts

- Boys must wear dress pants (Dickies are acceptable). Girls must wear dress pants, skirts, or skorts.
- All pants, skirts, and skorts must be light khaki in color.
- No pockets, loops or straps on pants or skirts can be below the hip level (no cargo pants or skirts).
- Pants must not be too baggy or too tight nor torn or frayed. Pants must be worn at waist level.
- Skirts must be knee length or longer and no slits may come too high.

Shoes

Black shoes are required. Shoelaces and all detailing on the shoe must be black. Students may also wear sneakers if they are completely black. Timberlands and other boots are not allowed. No open-toe sandals or flip flops are allowed. Shoes must be laced up, with tongue inside, and tied securely. Pant legs must be worn over the shoe.

Belts

Solid black belts must be worn at all times. Belts may not hang down. Please purchase bottoms that allow for belts.

Jewelry and make-up

Boys may not wear any earrings and girls may wear earrings only in their ears.

All necklaces must be tucked inside the school shirt. Wristbands and multiple wrist wear are prohibited. No heavy make-up is permitted. The use of make-up for elementary school students is strongly discouraged.

Hair

No designs of any kind are permitted to be in the hair.

Backpacks

All scholars must bring a backpack to school for their homework folder and other assignments. Rolling bags and messenger bags are not permitted. All bags must be backpacks that can be worn over two shoulders.

Extra Clothing

All students must bring an extra change of clothes in the event of an accident or spill. Clothes should be sent to school in a plastic bag with the student's name written clearly in permanent marker. Each class has a bin to store extra clothing.

- In the event that a student must change into the extra set of clothes, parents must send in a clean set of clothing the next day.
- If your child is prone to accidents, we recommend keeping more than one change of clothing at school.
- Spare clothes do not need to be uniform clothing; however, do not send jeans, shorts, or name-brand clothing.

Communication Policy**Telephone**

Families may leave messages for Success Preparatory administrators and expect a return call within one school day of leaving a message. The telephone number is: (504) 909-6275.

Students' families are also encouraged to communicate with their child's teacher. Teachers are available for phone calls before and after school. At the start of the year, you will receive your child's teacher's cell phone number. You will have access to call that number during "calling hours" which will be set by each classroom, generally in the evenings and a portion of the weekend. Messages may be left for teachers on their cell phones. Please leave your name and your child's name, a phone number and the time you may be reached, and a brief message regarding the reason for the call. Teachers will return your call within 24 hours. If after 24 hours a teacher has not responded to your message, please contact the Principal(s). Please remember that messages may not be received until after the instructional day ends.

Student Phone Use:

Although Success Preparatory Academy aims to have as much communication as possible with its families, it would take an incredible amount of staffing and resources to provide message services, and we cannot guarantee that messages will actually reach students or teachers during the day. Students may not receive incoming phone calls during the school day unless it is an emergency that requires immediate attention. If it is an emergency, please call the main office number and leave the message with the Office Manager. Students are prohibited from using school telephones. In the event of an emergency, students may be allowed to use school telephones, but only at the discretion of school staff members.

Electronic Mail

In addition to the general voice mailbox and teachers' cell phones, administrators and teachers may be contacted via e-mail. Each staff member's e-mail address is their first initial and last name @successpreparatory.org. For example, if a teacher's name is John Smith, he can be reached at jsmith@successpreparatory.org

Visiting the School

The school is always happy to have visitors. Anyone, including parents who wish to visit our school, must first call the office to set up an appointment. Our Office Manager will make every attempt to arrange the visit within 24 hours of the request. All visitors must sign in at the office and wear a name tag.

Meeting with a Teacher

If you need to meet with a teacher, you need to make an appointment. An appointment can be made by calling the school and speaking with the Office Manager or by calling the teacher's cell phone. Students' families are not permitted to come and meet with teachers without making an appointment. Appointments cannot take place during the instructional day. They will need to take place before 7:15 am or after 4:45 pm.

Meeting with the Principal(s):

If you need to meet with one of the Principal(s), please call the Office Manager and schedule an appointment. Please note that you may not meet with the principals during student arrival or dismissal, from 7:15 - 8:00 am or 4:00 - 4:45 pm.

Family Involvement Policy

Success Preparatory Academy is a community of students, parents, teachers, and school leaders - a true village. We believe in the importance of working together to make a positive impact on the academic and social growth of every child. Family involvement is not only welcome, but absolutely critical to the success of the school. We want all parents to be actively involved in the education of their child.

We will solicit your assistance and involvement in school policy through three core strategies: the Student-Family Involvement Committee, the Open Door Policy, and the Family Accountability Contract.

The Student Family Involvement Committee meets with the School's leaders and their designee each month. This committee connects students' families to volunteer opportunities at the school and will

eventually develop programs for students' families to manage student transitions from elementary to middle and middle to high school, sponsor events for the entire school community, develop initiatives to support positive student social development, work with staff members to examine students' academic and social progress, and develop possible initiatives to improve student outcomes.

Through Open Door, families of students who are struggling are explicitly invited to sit in on their child's classes and assist school staff with developing positive and pro-active strategies that involve both the school and the home in improving student performance.

Annually, one Student Family Involvement Committee meeting is dedicated to reviewing, evaluating, and developing revisions to the parent involvement policy. In addition, each student's family will complete a survey in the fall and spring to assess school performance on many indicators; some will also specifically focus on student family involvement.

The Student-Family Involvement Committee is dedicated to evaluating and addressing barriers to participation during the year and making revisions to the Parent Involvement Policy annually as needed.

Success Preparatory Academy Families are asked to:

- Establish a daily routine for your child
- Provide a quiet space for your child to study
- Provide positive reinforcement of student progress and success
- Discuss academics and student work among family members
- Help your child take responsibility for his/her actions. Stress the importance of telling the truth. Remind your child that no one is perfect and everyone makes mistakes. Discuss the infractions listed on their weekly paycheck
- Check with your child's teacher for the facts regarding a disciplinary infraction. A student may alter a situation to appear more innocent
- Chaperone field trips and volunteer at the school
- Support other Success Preparatory Academy families

Success Preparatory Families are asked to:

- Meet with the Principal(s) to review the Student Family handbook
- Reinforce the Success Preparatory Academy Code of Conduct and RESPECT Behaviors at home
- Attend two mandatory workshops that will focus on math and /or literacy
- Read to your child for at least 20 minutes every day, including weekends, and sign the Reading Log
- Make sure your child completes the daily homework and returns it daily
- Attend your child's report card conference (3 times per year) and meet with your child's teacher at the scheduled dates and times
- Volunteer at the school for at least 5 hours per year
- Attend two school-wide events/performances
- Donate snacks for your child's class at least 3 times per year
- Effectively communicate with your child's teacher by responding to letters or phone calls within 24 hours of receiving the letter or phone call

Computer Use

The goal of computer access at the school is to build technology, research and communication skills. Students have the privilege to use the computer workstations, the school network, and the school internet

for school-related assignments **ONLY**. Parents/guardians will be required to sign an acceptable use policy in order to grant permission for their child to access the internet at school. Students failing to return this form signed will not be allowed to access the internet until the signed form is returned to the school.

In order for the school to provide sound educational opportunities through its computer network, each student must use the computers and the network responsibly. Students must leave a computer in the same condition that they found it; namely, making **NO** setting changes that alter the computers' appearance or function, avoiding damage to the mouse, keyboard, printers and furniture; and keeping the mouse, keyboard, monitor and furniture clean.

Students are not allowed to access, use or possess pornographic, gang related, violent or illegal material. Students are not allowed to send inappropriate, offensive or threatening emails, texts, chats or blogs on the Success Preparatory Academy network. Students must comply with the following safety rules:

- Students may not give out any personal information such as their address, telephone number, parents' work address or telephone number, without parental permission.
- Students may not give out the personal information of any teacher, student or person connected to the school without their permission.
- Students should immediately inform their teacher if they experience any uncomfortable situation while on the computer.
- Students may never agree to meet or send their picture to someone they have been communicating with online.

Failure to comply with the computer usage policy and safety measures can lead to the loss of computer privileges.

Textbooks

Students are responsible for keeping their textbooks in the condition in which they received them. When they are returned at the end of the year, books should have no writing in them and be in good condition.

Electronic Devices

Students should not have electronic devices in school. Electronic devices include games (*Gameboys etc.*), portable stereos (*iPod, walkman, discman, CD players*), and cell phones. None of these devices are needed in school and often represent a distraction from academics and the learning environment. In addition, these are items that cause conflict and lead to grief when lost or stolen. While Success Preparatory Academy obviously strives to prevent theft of any item, the school will not spend extra energy tracking down electronic devices that should not be in school in the first place. In the event that a student disobeys this rule and is seen with an electronic device or uses a prohibited electronic device in school, a staff member will confiscate it. It will be returned only after a parent/guardian has come to school to pick it up. Repeated violations of this policy may result in indefinite confiscation irrespective of any costs or fees students and/or their families may incur as a result.

Toys

Students are not permitted to bring toys to school unless they are instructed to do so by their teacher.

Food

All Success Preparatory Academy students are provided with breakfast (if they arrive on time), lunch, and an afternoon snack. At the start of each week, a lunch menu will be sent home. If a student does not like a particular meal they may bring in their own lunch. However, they are not permitted to bring in foods that are unhealthy or high in sugar. Foods that are not permitted include: candy, soda, energy drinks, doughnuts, cupcakes, chips, candy bars, etc.

Students' families are required to notify the school of any food allergies and provide documentation from a doctor for the student's health file. Parents should also notify the school of any other food restrictions due to religion or custom.

Students are not permitted to bring in their own breakfast or snack unless they have a food allergy that is clearly documented by a doctor.

Birthday Celebrations

Students' families are permitted to bring in "treats" to be shared with classmates if the teacher is notified in advance and the "treats" are from an approved snack list distributed by your child's teacher. You can notify the teacher by writing a note or leaving a voicemail message that you will be bringing in the "treats." "Treats" can be shared at the end of the day; usually around 3:30 p.m. Birthday treats should be easy and quick to serve. Large productions like pizza parties are not permitted. Individual goodie bags are permitted as long as every student in the birthday student's class receives one. Families are not required to send birthday treats to school. The Success Preparatory Academy community will sing "Happy Birthday" regardless of whether families have sent anything to school. If you want your child's class to refrain from singing to your child, please send a note to your child's teachers. Invitations for individual birthday parties cannot be distributed in school unless there is an invitation included for every student in your child's classroom.

Health and Safety

Fire Drills

Posted in every room is a map detailing the required evacuation protocol. Students are to follow their teacher according to the map and to stay with their class. In the event of a fire drill or fire, students must not stop at bathrooms or lockers. They must go directly outside and stay in the designated outside location as a class until given further instruction. Any student violating this procedure is jeopardizing the safety of the school and will face consequences including possible suspension. There is to be NO talking during a fire drill.

Bus Transportation

A school bus with undisciplined passengers is hazardous. The misbehavior of students can lead to accidents. The driver must concentrate on driving and cannot be expected to constantly discipline the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules:

1. Cooperate with the driver; your safety depends on it.
2. Be on time. The bus will not wait. (Arriving 5 minutes before pick up time is suggested.)
3. Cross the road cautiously under the direction of the driver when boarding and disembarking the bus.
4. Follow the driver's instructions when loading and unloading the bus.
5. Have written permission and be authorized by an administrator to get on or off at a stop other than your designated stop.
6. Remain in your assigned seat at all times while the bus is in motion.
7. Remain quiet enough not to distract the driver.
8. Keep arms, head and other body parts inside the bus at all times.
9. Refrain from throwing objects in the bus or out the windows of the bus.
10. Use emergency exits only for emergencies, and when instructed to do so.
11. Refrain from eating or drinking on the bus. This includes chewing gum.
12. Avoid the use or possession of tobacco, matches, cigarette lighters, obscene material, weapons, drugs or other prohibited items of the bus.
13. Take no glass or other objects on the bus if prohibited by state, federal law or Success Preparatory Academy policies.

14. Take no musical instruments, projects or other objects that are too large or too hazardous to be held by the student or safely stowed under the seat. They will not be permitted on the bus.
15. Refrain from damaging the bus in any way.
16. Be courteous, and safety-conscious.
17. Protect your personal riding privilege and enjoy the ride.

Consequences for Violations of the Bus-Riding Regulations

Minor Infractions

These are behaviors that disrupt the driver's concentration or may cause harm to the student or others. Drivers will confer with the student and/or change the student's seating assignment. Drivers are strongly urged to then call the parent and let them know what happened on the bus.

If there is a second violation, the bus driver will issue the student the first written warning. This will be followed by a parent conference involving the parent, student, bus driver and an administrator. A second written warning will lead to a one to three day suspension from the bus. The school will inform the parent of the decision by telephone and in writing. A Third written warning will lead to the loss of bus privileges for up to 5 days.

Major Infractions

These are behaviors that are severe in nature or directly or indirectly endanger the student or other students, the driver, or the public:

1. 5 repeated minor infractions
2. The threat of violence to the driver, school employees or other students
3. The use of profanity directed at the bus driver
4. Igniting a match or lighter while on the bus
5. Possession of incendiary devices (smoke bomb, fire cracker, cherry bombs, sparkler etc.)
6. Fighting/Assault
7. Possession of a weapon
8. Possession of an illegal substance - drugs, alcohol, prescription drugs prescribed for someone else
9. Vandalism or arson
10. Theft

Consequence: Suspension of up to 10 days or expulsion (up to 80 days) from the bus and/or from school.

Searches

Personal property of one student or a group of students can be searched with reasonable suspicion or if the group is chosen at random. The search must be conducted by a staff member who is of the same sex as the student and there must always be a second staff member present as a witness.

Violence Prevention Program

Success Preparatory Academy follows the RSD's Violence Prevention Program guidelines. The Violence Prevention Program is proactive in nature and is intended to ensure that schools will be a safe haven for all students. Parents can be assured that every reasonable precaution will be taken to keep their children safe and prevent violent acts from occurring at school.

Harassment, intimidation and bullying of any kind will not be tolerated.

“Harassment, “intimidation,” and “bullying” are defined as any intentional gesture, written, verbal, or physical act that:

- Exposes a person over time to negative actions on the part of one or more persons.
- Is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive environment for a student.

Success Preparatory Academy will educate its student population and staff concerning the school's intolerance of such harassment and shall require students and staff to report any such behavior to the principal(s) or designee.

Medical Policy

Records and Physical Exams

In order to enroll at Success Preparatory Academy, every student must have an up-to-date physical, health records, including immunizations.

Medication

If a student requires medication during school hours, the distribution of the medication will be supervised by the office manager or Nurse under the following guidelines.

Prescription medication must be supplied in the original pharmacy container.

- The container must be identified with the following information:
Student name, Name of Medication, Doctor's Name and Phone Number, Pharmacy's Name and Phone Number.
- Parents/Guardians must sign the appropriate administration forms.
- Non prescription medication must also be supplied in the original container and must be accompanied by the written instructions from a physician and a consent form from the parent/guardian.

Success Preparatory Academy will designate employees as the primary person and the back-up person authorized to administer medication in the absence of the school nurse. All medication must be placed in a locked box in the main office. In order to administer any prescribed medication to a student, there must be a doctor's note on file. For over the counter medication, a note signed by the parent with the directions must be present. Furthermore a log will be kept on file that indicates the following: Name of Student, Name of Medication, Date, Time and name of person who dispensed the Medication. Students are responsible for coming to the main office to receive their medication at the appropriate time. Kindergarten and First grade students will be called or escorted to the office at the appropriate times to take their medication. *Students are not allowed to have medications in their possession at any time. This includes over the counter medications.*

Reporting of Abuse/Neglect

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have reasonable cause to believe that a child who is under 18 years old known to them in a professional or official capacity has been harmed or is in danger of being harmed—physically, sexually, or through neglect—and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.

- Once a staff member becomes aware that a student may be a victim of abuse or neglect they must:
 - Call the Department Family Services hotline at (504) 736-7033
 - Notify the Principal(s)
 - Complete a Success Preparatory Academy incident report
- When calling the hotline, the staff member must have the following information (or as much as known): the name, birth date, and address of the alleged victim, the name, address, age or birth date of the perpetrator as well as his/her relationship to the victim. They should also be prepared to provide a description of the incident (time, date, location, and indication of intention to harm). The staff member should also have the names and ages of any other children in the household, information as to whether or not English is fluently spoken by the parents and the work number of the alleged perpetrator.
- While these steps are taking place, the Principal will assist both the staff member and the student in understanding the ramifications of the call. The Principal will debrief the student, and, when appropriate, call the parent.
- No one is permitted to change or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.
- Physical abuse is defined as occurring when a parent or the person responsible for the child's welfare "inflicts or allows to be inflicted upon such physical injury, by other than accidental means." Common injuries include bruises, human bite marks, bone fractures, and burns. Physical abuse also occurs when the parent or caregiver creates a substantial risk of physical injury by shaking, throwing, choking, smothering or pushing the child into a fixed object. Acts of torture are defined as "deliberately inflicting cruel or unusual punishment which results in physical or mental

suffering.” When reporting any form of physical abuse, it is important to document the presence of any injuries.

- Sexual abuse occurs when a parent or the person responsible for the child’s welfare commits sexual penetration, sexual exploitation, sexual molestation, or when a young child contracts a sexually transmitted disease. A child’s disclosure of sexual abuse will be handled sensitively. When a student attempts to disclose sexual abuse, the teacher or staff member will listen attentively while maintaining a calm demeanor. The mandated reporter will pay very * careful attention to the disclosure of sexual abuse, but will not encourage the student to give more information in addition to what is being given voluntarily. Staff will take very careful notes writing the student’s words verbatim as much as possible. The student will be referred immediately to the social worker and an administrator will be informed.
- Neglect occurs when a person responsible for the child “deprives or fails to provide the child with adequate food, clothing, shelter or medical treatment” or when an adult “provides inadequate supervision of a child (particularly small children).”

Student Code of Conduct and Discipline Policy

Success Preparatory Academy students are expected to conduct themselves as young professionals at all times. This means that students are to be kind and courteous in all situations. Success Preparatory Academy students are expected to use good manners and say “Please” and “Thank you” as well as to excuse themselves when they need to speak to people who are already engaged in conversation. This culture of professionalism will prepare our scholars for life outside of the Success Preparatory Academy community.

Success Preparatory Academy students are also expected to follow school rules and meet school expectations from the moment they get on the bus or enter the building (for students who are dropped off). Our discipline program aims to encourage students to make appropriate choices in a climate of warmth and support. The following four general rules cover all of the above “expectations” and govern behavior at Success Preparatory Academy:

- Follow directions of all adults, teachers, and yard supervisors the first time.
- Use equipment and school property appropriately to maintain a safe environment.
- Stay in designated areas assigned by a Success Prep staff member.
- Use no inappropriate language or behavior: swearing, teasing, backtalk, or disrespectful behavior to others.

Teachers at Success Preparatory Academy are trained to *sweat the small stuff*. We believe that sweating the small stuff keeps classes running smoothly and efficiently and often prevents bigger behavior/discipline problems from occurring. We require that all staff, students, and families sign our Commitment to Leadership and Lifelong Learning, attached as appendices C, D, and E.

Code of Conduct

Success Preparatory Academy’s Code of Conduct is comprised of the following elements with questions to guide choices and decisions:

For my safety and that of others:

- I am expected to come to school on time and remain there unless I have the permission of my family and the school authorities to leave.
- I am expected to be aware of all rules and regulations for student behavior and obey them.
- I am expected to obey state laws and school rules when riding my bicycle or walking to school.
- I am expected to follow all safety rules on the bus and follow directions from the driver the first time.
- I am expected to walk, both in and around the buildings.
- I am expected to walk one step at a time on the right side when going up or down stairs.
- I am expected to limit my play to the playground.
- I am expected to push in my chair when I am away from my seat.
- I am expected to keep the chair flat on the floor when I am seated.
- I am expected to use school equipment as I have been taught.
- I am expected never to bring to school any weapon, sharp object or anything that can harm me, a fellow student or staff member.
- I am expected to keep my hands and my feet to myself.

To protect my property and that of others:

- I am expected to protect the school building, grounds, and equipment from damage, litter, graffiti and misuse.
- I am expected to place all trash in the trashcan.
- I am expected to always have a pass when I am outside of the classroom.
- I am expected to leave places in school cleaner than I found them.

To protect my rights and those of others:

- I am expected to be as quiet as possible around classrooms so that I do not disturb classes in session.
- I am expected to raise my hand and wait to be called on before I speak.
- I am expected to use kind words.
- I am expected to use only those materials assigned to me, belonging to me, or shared with me by the owner.
- I am expected to refrain from bullying behaviors: physical hurting (hitting, kicking, pushing, etc.), verbal hurting (taunting, name calling, threatening, teasing, etc.), or psychological hurting (spreading rumors, intimidation, social exclusion, etc.).
- I am expected to refrain from using disrespectful, indecent or obscene gestures and/or profane or vulgar language.
- I am expected to be respectful and helpful to fellow students and adults.
- I am expected to respect differences and never use ethnic, racial or homophobic slurs.

S.T.A.R.

Success Preparatory Academy students are expected to show a level of studiousness and professionalism at all times. College bound student behaviors are summarized by the S.T.A.R. acronym:

S **Sit up**—Students are expected to sit up in an alert posture that is conducive to focus and learning at all times. When on the rug, this looks like legs (crisscross apple sauce) and hands in their laps connected). In chairs, this means sitting up tall with all four chair legs (and two feet) on the floor. Under no circumstances may students put their heads down on their desks unless they have been asked to do so by the teacher (only when sick). Professional posture will help students focus and learn effectively and promote positive habits for a lifetime.

T **Track the speaker with your eyes**—Students are expected to track the speaker at all times. Normally, the speaker will be an adult authority. But it is equally important to track student speakers. Tracking the speaker will help all students to stay on task and concentrate on instruction. It is also the polite and courteous thing to do.

A **Ask and answer questions**—Success Preparatory Academy students are expected to be on task 100% of instructional time with very few reminders by teachers. They are expected to be engaged in every lesson. On the outside, this looks like raising one hand up completely whenever they know the answer or have something to share. It also means that when they do not understand something students should raise their hands to ask clarifying questions.

R **Respect at all times**— This is one of our school's values and students will have ample opportunity to demonstrate this behavior. Students should respect their teachers and classmates by listening silently when they have the floor and by raising their hand and waiting to be called on before speaking. When students move about the room they should say, "Excuse me," "I'm sorry," and "Thank you" rather than, "Get out of

my way,” “My bad,” and “No problem.” These simple elements of politeness will help to create a classroom atmosphere that is safe, serious, and conducive to learning.

H.A.L.L.S.

Success Preparatory Academy students are expected to behave calmly and quietly in the hallways in order to minimize distractions and promote learning. They are led by their teachers from one classroom to the next in quiet or silent, straight lines on the right side of the hallway. Teachers maintain a position towards the middle of the line so that they can carefully supervise. Two parallel lines are used when space permits to allow the teacher to supervise more effectively. Students are taught the proper way to walk in the hallways during the first days of school and the behavior is practiced until students do it properly by habit. The expected behavior is summarized by the HALLS mnemonic:

H Hands at Your Side—Students are expected to walk with their hands at their side. They should never be touching another student or touching walls or other objects as they pass by.

A All Eyes Forward and Tracking the Speaker—Students should be looking ahead. Their attention should be focused on staying close to the person in front of them (though never touching or crowding them) and listening for teacher instructions.

L Lips Zipped—Success Preparatory Academy students are expected to be quiet when moving from room to room within the school. This ensures that they will not distract other classes who may be in the middle of important lessons and enables the students to hear important instructions from their teachers.

L Line Moves Safely—Success Preparatory Academy students walk calmly in the hallways. They never run. This keeps all students safe by preventing falls and collisions.

S Stick Together – Success Preparatory Academy students walk right behind the scholar in front of them, creating tight lines. They move urgently and carefully in order to dedicate every possible minute to learning.

Students should walk point-to-point stopping at each door, stair case, or corner until their teacher tells them to move on. The first student in line opens the door and holds it for all other students. Students say “thank you” and “you are welcome.” The door holder becomes the last student in line. This incremental method prevents minor misbehavior.

Students should know that they are expected to adhere to the H.A.L.L.S. standard even when walking alone in the hallways (e.g. if they are permitted to go to the bathroom during class due to strong need). Staff members who see a student, whether it is one who is in their class or not, who is not meeting the H.A.L.L.S. standard should correct the behavior immediately.

Disciplinary Penalties

When students break the Code of Conduct, S.T.A.R. or H.A.L.L.S., they will face a series of consequences. The following discipline management techniques may be used, alone or in combination, to address behavior prohibited by the Student Code of Conduct or by school or classroom rules.

- Oral warning
- Cool off time or Time Out
- Seating change within the classroom
- Written warning

- Written notification to parent/guardian
- Student sent to the office or other assigned area
- Conference with parent(s)/guardian(s)
- Temporary confiscation of item(s) that disrupt the evaluation process
- Detention
- Exclusion and/or removal from a particular class or event
- Suspension from cafeteria, playground, social, athletic, after-school, field trip, extracurricular, or other activities or privileges
- Alternative to Suspension (ATS)
- Short-term suspension (ten days or less) from school
- Long-term suspension (more than ten days) from school
- Expulsion from school

Due Process

All Success Preparatory Academy students are afforded the due process rights required by *Goss v. Lopez, 419 U.S. 565 (1975)*. Due process shall be defined as fair and reasonable approaches to all areas of student grievances and discipline by all school officials in order not to arbitrarily deny a student the benefits of the instructional process. Families of students with disabilities who disagree with long-term removal for disciplinary reasons have the right to request a due process hearing. The Board of Directors will preside over any disciplinary appeal with a Special Education teacher present to assess the student's violation and the relationship to the student's exceptionalities, thus ensuring no student is disciplined for a challenge identified in the student's IEP or 504 Plan.

Suspension

Causes for student suspension include, but are not limited to:

- Fighting, hitting, or physical assault of another student
- Bullying another student
- Assault of a teacher, staff member, or other adult at school
- Taking or attempting to take money or property from another student or adult
- Constant disruptive behavior or continued and willful disobedience
- Excessive disrespect
- Habitually coming to school unprepared
- Harassment or violent threats
- Open defiance of authority
- Willfully causing or attempting to cause defacement or substantial damage to school property
- Possessing, using, or dispensing illegal substances such as drugs, alcohol, cigarettes or firecrackers (Any illegal substances will also be reported to the police, as required by law)
- Accruing many office referrals
- Failure of the parent to live up to other requirements of the commitment to leadership and lifelong learning

Short-Term Suspension: Procedures for Disciplinary Action

If a student commits an offense that calls for short-term suspension (10 days or less), the student is subject to the following:

- If necessary, the student is immediately removed from class and/or school
- The student is entitled to respond to the charges against him/her
- The Principal(s) addresses the conduct and assigns an appropriate consequence
- The parent/guardian is notified by phone to schedule a conference with the Principal(s)
- A parent or guardian will be required to meet with both Principals regarding the infractions prior to a student's return to school.

Long-Term Suspension: Procedures for Disciplinary Action

If a student commits an offense that calls for long-term suspension (more than 10 days) or expulsion, the following steps are taken:

- If necessary, the student is immediately removed from class and/or school;
- The parent/guardian is notified by the Principal(s) and/or his/her designee;
- The school sets a hearing date; the student and his parent/guardian are notified in writing of the charges and a statement of the evidence; date, time and place of a hearing; and notice of the right at the hearing to be represented by legal counsel (at the student's/parent's own expense) and present evidence and question witnesses;
- After hearing the case, the Principal(s) issues a written decision to be sent to the student, the parent/guardian, the school's Board of Directors, and the student's permanent record.

Expulsion

1. Expulsion is defined as a removal from all regular school settings for a period of not less than one school semester.
2. Any student, after being suspended for committing any of the offenses cited in R.S 17:416, may be expelled upon recommendation from the Principal(s). The Principal(s) shall immediately suspend and recommend for expulsion a student who is found carrying or possessing a firearm, a knife whose blade equals or exceeds two inches in length, or another dangerous instrumentality, or who possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form.

Expulsion Hearing by Principal(s): A hearing shall be conducted by the Principal(s) and teacher(s) involved in the matter by request of school administration for all recommendations for expulsion.

1. Upon the recommendation by the Principal(s) for the expulsion of a student, a hearing shall be conducted by the Principal(s) to determine the facts and make a finding of whether the student is guilty of conduct warranting the recommendation of expulsion.
2. The student will be informed of the particular misconduct of which he/she is accused and will be given the opportunity to defend his/her actions. The student may be represented by a person of the student's choice.
3. The Principal(s) or concerned teacher shall be permitted to attend the hearing and shall be permitted to present information the teacher believes relevant.
4. Until the date of the hearing, the student shall remain suspended from school and all Success Preparatory Academy- related school activities.
5. A hearing shall be held for special needs student when misconduct is not a manifestation of the student's disability. The relevant disciplinary procedures applicable to students without disabilities may

be applied in the same manner, except that a Free Appropriate Public Education (FAPE) must be provided after the tenth day of removal, consecutive or cumulative.

6. Upon conclusion of the hearing, the Principal(s) will determine whether the student shall be expelled or if other corrective or disciplinary action shall be taken.
7. Records will be maintained and made available upon request.

Appeal of Expulsion

1. The parent or guardian may, within five days after the decision is rendered, request Success Preparatory Academy for an appeal hearing.
2. If requested, and after reviewing the findings of the superintendent or his/her designee, Success Preparatory Academy may affirm, modify or reverse the action previously taken.
3. The time for the hearing shall be set by Success Preparatory Academy.
4. Any student convicted of a felony or who is incarcerated in a juvenile institution for an act which, if committed by an adult would have constituted a felony, may be sufficient cause for the Superintendent to refuse admittance of said student to Success Preparatory Academy.

Alternative to Suspension Program

Success Preparatory Academy will refrain from suspensions and expulsions at all possible times. The key to this will be the execution of our Alternative to Suspension program (ATS).

Key Strategies of ATS

- A term limit: students will not be suspended indefinitely.
- Problem-solving and/or mediation sessions among teachers and students, which result in written contracts that spell out future expectations.
- Ensuring students come to the program with academic assignments to complete.
- Professionals to staff the program, such as a teacher who can assess students for unidentified learning difficulties, assist in assignment completion, *and* a counselor, who can explore root causes of problems, refer students to community services, and engage with students' families.

Key Tasks for ATS Program

- Individual student assistance
- Implementation of behavior management plans
- Transition support for re-entry into regular program
- Monitoring of students after re-entry into the classroom
- Reflection on the reason for being in ATS and figuring out ways to avoid the repetition of the same mistake
- Review Success Preparatory Academy culture and values

ATS at Success Preparatory Academy Provides:

- A place to reflect on inappropriate behaviors
- A place to modify and learn new behaviors
- An effective alternative to out of school suspension
- A structured setting to focus on class work, homework and behavior
- A lower adult-to-pupil ratio
- A setting to help develop scholarly habits in our quest to climb the mountain to college.

Success Bucks

Success Bucks are the unit of currency in Success Preparatory Academy's school-wide positive reinforcement management system. The program is intended to empower students to make good choices every moment of every day so that they will learn that when you do good things, good things happen. Success Bucks are also intended to reinforce our expectations and promote the internalization of our school values and culture. Students can earn Success Bucks in each of the following categories: Citizenship, Class Participation, Organization, and Homework.

Teachers will maintain daily Success Bucks totals for the students in their classes. By the end of a regular 5-day week, students will have had the opportunity to earn up to \$100 Success Bucks Paycheck, which they can then spend in the school store.

Success Bucks also serve as a way to track a student's behavior. Copies of students' Success Bucks Paychecks will be used as a reference when discussing a student's conduct. This will help teachers to identify trends in a student's behavior. For example, if a student is not earning his/her participation dollars, possible solutions can be found to help the student participate in class.

Citizenship Bucks are earned for respecting yourself, teammates, teacher, or anyone else in your classroom or school. Students are expected to use appropriate tone and body language. To earn *Citizenship Bucks*, students must contribute to a safe learning environment by keeping their hands to themselves and respecting the personal space of others. They must find peaceful, effective solutions to conflicts, and maintain a positive attitude.

Class Participation Bucks are earned by sitting in S.T.A.R., being actively involved in class, raising hands, talking at appropriate times, following directions, staying in your seat, and being prepared for class.

Organization Bucks are earned by coming to class on time, being in proper uniform, maintaining responsibility for personal items and school supplies, meeting transition expectations, and meeting the teacher's classroom expectations for organization of materials, etc.

Homework Bucks are earned for each piece of completed homework. In order to earn Homework Bucks, the homework must not only be completed in its entirety (no shortcuts) and must have proper heading and parent/guardian signature.

Pasella Bucks are bonus Success Bucks. *Pasella* is Afrikaans for bonus. Pasella Bucks can be earned if a student makes the school look better, greets guests in the hallway, helps another student or teacher, exhibits and models our values of Achievement, Enthusiasm, Respect, Service, or Teamwork.

Deductions

Students' paychecks will be deducted \$5 for each of the following infractions:

1. Chewing gum
2. Eating or drinking outside the lunchroom
3. Standing, yelling or throwing anything in the lunchroom
4. Not leaving their lunch table cleaner than they found it
5. Talking during a fire or tornado drill

6. Being tardy to school
7. Being in the hallway without a hall pass
8. Committing any dress code violation that cannot be corrected immediately (no belt, dress pants or school shirt)
9. Using foul language including curse words and ethnic or other slurs
10. Bullying or verbal harassment
11. Rowdy or loud behavior anywhere in the school
12. Being removed from class for disciplinary reasons
13. Committing academic dishonesty, cheating, or plagiarism
14. Being off task behavior during instruction
15. Not following directions from adults in the building
16. Writing graffiti anywhere on school property or dirtying or damaging any school property.
17. Being in possession of a sharpie or permanent marker

Appendices

Appendix A: School Calendar

Appendix B: Media Release



MEDIA RELEASE

There may be times during the school year when media or others wish to photograph or videotape your son or daughter at Success Preparatory Academy.

Student's Name: _____

I hereby grant permission to members of the local and national media (including newspapers, magazine, television, and other media) to photograph and/or interview my child (named above). It is my understanding that this photograph/interview or portions thereof will be used for public view. I agree to allow my child to participate in media projects without financial remuneration, and I understand that this releases the photographer/interviewer from any future claims, as well as from any liability arising from the use of said interview.

Printed Name of parent/guardian

Signature of parent/guardian

SAMPLE

Date

Appendix C: Staff Commitment



2009 - 2010 Commitment to Leadership and Lifelong Learning

Staff's Commitment

We will fully commit to Success Preparatory Academy in the following ways:

- We will do whatever it takes to ensure that our students reach the mission of Success Preparatory Academy on a daily basis; which is to develop college bound students for leadership and lifelong learning.
- We will live and teach the values of Success Preparatory Academy every day.
- We will do whatever it takes to teach the knowledge and skills, nurture the confidence and character, and inspire the passion needed for our students to achieve their goals and excel in the competitive world, and positively impact the community.
- We will always work to improve our craft to best meet the needs of our students, students' families, colleagues, community and our world.
- We will prepare and execute exciting, relevant and differentiated lessons, and hand in lesson plans every Thursday.
- We will create a caring and nurturing environment so that every student can learn in all of our classrooms.
- We will create a caring and nurturing environment so that families feel welcome in their school.
- We will treat all our students equally and with respect.
- We will arrive at school every day at 7:15 a.m. and attend our morning faculty meeting and work hard until 5:00 p.m.
- We will participate fully in grade level meetings, subject meetings and faculty meetings.
- We will teach at Success Preparatory Academy and attend professional development sessions whenever possible.
- We will meet the needs of all students and honor all Individual Education Plans that students may have.
- We will be available to students and their families by phone in person.
- We will participate and offer extra curricular activities to our students.

We understand that that if these commitments are not met, we will receive consequences, including the possibility of being released.

X _____ X
 Staff Member Principal
 SAMPLE

Appendix D: Student Commitment



2009 - 2010 Commitment to Leadership and Lifelong Learning

Student's Commitment

We will fully commit to Success Preparatory Academy in the following ways:

- I will always do whatever it takes so that I am becoming a leader and constantly learning.
- I will always come to school prepared to work hard and do my best.
- I will make good choices every day and live the values of Success Preparatory Academy.
- Ubuntu means that I will do whatever it takes for me and my fellow students to learn. We are one team!
- I will recognize that all students are different and have different needs and will never make fun of another student.
- I will complete all my homework well every night and call my teacher if I need help.
- I will raise my hand and ask questions in class if I do not understand.
- I will complete all my work neatly and with pride, they way college - bound students do at all times.
- I will always behave so as to protect the safety, interest and rights of all individuals in the school.
- I will follow the rules of Success Preparatory Academy at all times as well as follow the directions of the teachers the first time.
- I will follow the Success Preparatory Academy dress code at all times, and wear my uniform with pride, inside as well as outside of school.
- I will attend summer school.
- I will make sure that I arrive at Success Preparatory Academy by 7:30 am every morning.
- I am responsible for my own behavior and actions.
- I will not bring junk food to school and will always eat right and exercise during physical education in order to abide by Success Preparatory Academy's wellness policy.
- I will not bully, harass or hurt any other students at Success Preparatory Academy.

I understand that by not fulfilling these commitments, I will receive consequences, including loss of privileges and possible removal from school.

X _____ X Student	_____ X Parent/Guardian
<div style="border: 1px dashed gray; padding: 10px; display: inline-block;"> <p style="font-size: 2em; margin: 0;">SAMPLE</p> <p style="margin: 0;">Teacher</p> </div>	

Appendix E: Family Commitment



2009 - 2010 Commitment to Leadership and Lifelong Learning

Student's Family Commitment

We will fully commit to Success Preparatory Academy in the following ways:

- We will always help our child in the best way we know how.
- We will do whatever it takes to support him/her in learning the knowledge and skills necessary to be successful in school and in life.
- We will nurture the confidence and character of our child and inspire him/her to reach his/her goals in school and in life.
- In the true spirit of Ubuntu we will form a bond with the school to ensure that our child gets the best opportunities and education possible.
- We will make sure that our child arrives at Success Preparatory on time every day, and stays throughout the instructional day, including supplemental instructional opportunities.
- We will make sure that our child attends schools everyday to the best of their ability including Saturday School, and Summer School session.
- We will read and check carefully all papers our child brings home, including homework on a daily basis.
- We will sign all homework and our child's agenda every night.
- We will call his/her teacher if there is a problem with homework and to check in on his/her progress and behavior.
- We will always make ourselves available to our children and the school to address any concerns.
- We will notify the school when our child will be absent from school and send them back with a note or a doctor's note to explain the absence.
- We will try and make all appointments during vacations or outside of school hours.
- We will allow our children to go on Success Preparatory field lessons and college visits.
- We will make sure that our children are in full compliance of the Success Preparatory Academy dress code before they arrive at school.
- We understand that our child must follow the Success Preparatory Academy rules and regulations so as to protect the safety, interest and rights of all the individuals in our school. We are responsible for the behavior and actions of our children.
- We understand that any violation of Success Preparatory Academy rules and regulations will lead to debits on his/her paycheck or possible Alternative to Suspension (ATS) placement.

We understand that not fulfilling these commitments will result in consequences including loss of privileges for my child.

X _____ X _____
 Family Member _____ Student

SAMPLE