



Success Charter



Success Institute Charter School

Heart Designs (704) 880-1865

Success Institute Charter School



Welcome to the Success Institute Charter School family! The faculty, staff, and I are excited about the upcoming school year and are looking forward to working with your children.

We are enthusiastic about the academic and social progress from the previous year due to focus instruction and building of strong relationships. We are confident that the students will continue to move on an inclined plain in reflecting growth!

Our goal is to provide a safe, orderly environment which is conducive to teaching and learning. We treat all persons with respect and maintain the dignity and self worth of all our school family members.

We accept the responsibility for the learning of all our students because we believe all children have talents. Our staff believes that we have the necessary skills to accomplish this task. As partners, we expect every parent and student to accept their responsibility for learning.

We believe that “together” we can and will make the difference!

Tenna D. Williams - Principal

Success Institute Wish List

Success Institute Charter School administration and staff graciously appreciates all

donations that help to support the learning community.

Student Supply List

Success Institute deems it critical for students to feel and become successful. We request that parents purchase the **age appropriate** Supply List outlined by grade level. The Supply List is mailed prior to Open House annually.

Teacher List

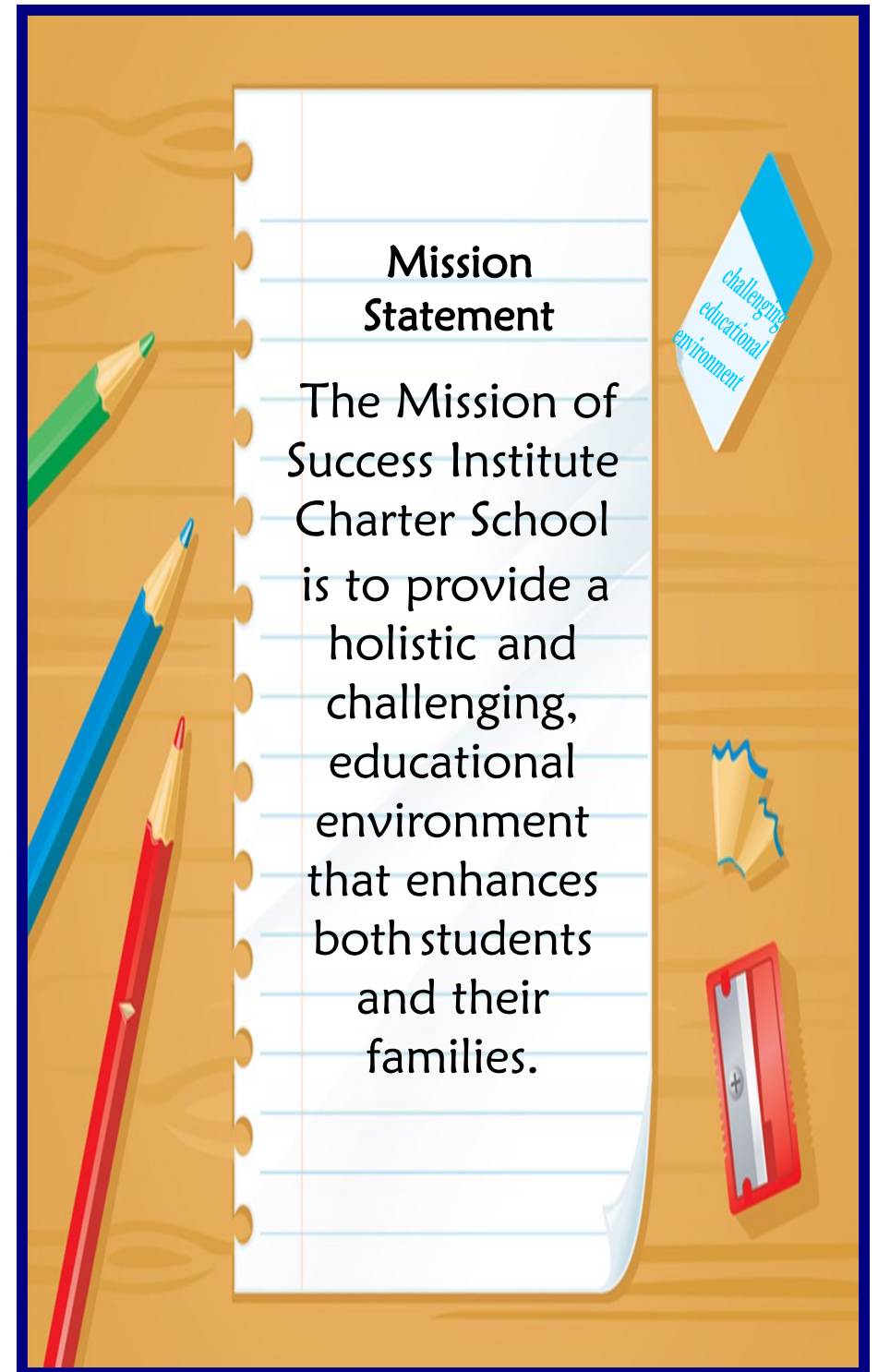
- Postal Stamps
- Copy Paper (8 1/2 x 11), (8 1/2 x 14)
- Kleenex
- Hand Sanitizer
- Hand Soaps
- Clorox Wipes
- Treats

Thanks for your continual support!

How to Contact Success Institute

Main Office - (704) 881-0441

Fax Number - (704) 881-0870



Admission Policy – Success Institute Charter School provides a “free” public education for all people. Success Institute Charter does have an Enrollment Policy which may be viewed on the school website. Applications are accessible on the school website.

Success Institute Charter does not discriminate against any way of race, gender, nationality, ethnic origin, or disability in the admission of any student.

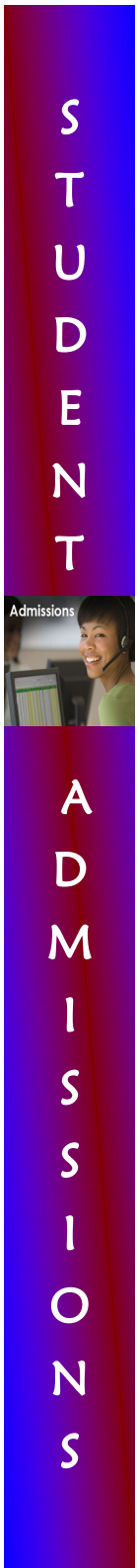
School Resources

VIP – Victory-In-Partnership is our parent organization designed to support the family institution. Success Institute’s goal is to empower and provide community resources.

R.E.A.C.H-Responding Effectively to Assist Students is an organization which supports children who need help. Parents and the community may make donations such as uniforms, nonperishable items, and educational supplies toward R.E.A.C.H. R.E.A.C.H helps to provide resources to families with limited needs.

Morning and Afterschool Care- This program offers our families extended care. Morning care begins at 6:40 am and Afterschool Care operates from 3:00-5:30pm. The daily rate for Morning and Afterschool Care program is \$12 per day, or \$60 per week. Vouchers are accepted.

Withdrawals –For students who are transitioning to other schools, parents are responsible for returning or reimbursing the school for all items such equipment, textbooks, and balance must be paid before records are released for in-state or out-of-state transfers.



Buses, Bicycles, Walking



Buses – All students are encouraged to follow bus safety rules for Success Institute Charter School. Success Institute Charter School does have a Transportation Policy. Riding the bus is not a right but a privilege. Any student who causes disruption for the bus driver and/or other students is subject to suspension. The bus routes of Success Institute Charter are limited; therefore, assigned students must ride on a consistent basis. Also, parents are required to notify the office or bus driver a day in advance, in writing from the parent only, if a student’s transportation schedule has changed, please include a number where you can be reached with this written notification. In addition, the Success Institute Charter staff cannot change a bus schedule after 2 pm.

Bicycles – Due to safety concerns, Success Institute Charter encourages students not to ride bicycles to or from school. Success Institute is not responsible for lost or stolen equipment students bring from home.

Walking and Transportation by Vehicle – Vehicles and Walking children are not to enter the bus porting areas. Students riding in vehicles and walking are dismissed after bus riders. Staff will direct student pick up areas and procedures.

Parent Parking - When visiting the school, parents should park in parking lot area only. Cars parked in front of the school door are subject to towing expenses. Dismissal time begins at 3pm. Students are not permitted to be dismissed between 2:45-3:00 pm.

Safety - All Visitors must report to the office through the main entrance. No one is permitted to enter through the side doors. Visitor badges will be distributed. This is considered trespassing and will interrupt academic instruction.

(*Note: All students are required to report to the gym prior to 8:00am)



Our Goal The main goal of the Success Institute Child Nutrition Program is to promote academic success. Success Institute Child Nutrition Program will offer healthy, well balanced and affordable meals.

Community Eligibility Program The Community Eligibility Provision (CEP)

provides an alternative approach for offering school meals to local educational agencies (LEAs) and schools in low income areas, instead of collecting individual applications for free and reduced price meals.

The CEP allows schools that predominantly serve low-income children to offer **free**, nutritious school meals to **all** students through the National School Lunch and School Breakfast Programs. The CEP uses information from other programs, including the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance Program for Needy Families (TANF) instead of traditional paper applications.

Birthday Treats

Success Institute Charter celebrates all birthdays on a monthly basis. It is our goal to be health conscious. Therefore, the administration request that party givers bring healthy and nutrition treats.



Early Dismissal, Tardies, & Absentees



Dismissal Procedures The safety of your child is our top priority. Success Institute must have a written document to support authorized pickup. Please ensure that the authorized individual has the proper ID. If there are legal documents which may restrict one parent/guardian from any form of contact, these legal documents must be placed inside the student files.

Absences/Tardiness The goal of Success Institute Charter School is to maintain “high” time on task. It is critical that your child remains the full duration of school operational hours.

Absenteeism and Tardiness is outlined by the North Carolina Department of Public Instruction. Morning Activities begin promptly between 7:30-8:00 am in the gymnasium. All tardy students must be signed in by a parent/guardian.

A written note by the physician or dentist is requested upon your child’s return to school. If a child has been absent from school more than 3 days, a note from the primary physician must be presented upon students return to school. In the event that the student has missed 6 days during the school year, the Truancy Policy which will includes Time Recovery will go into effect. North Carolina Law requires that children attend school at least 180 days. If there are 10 or more missed day, your child may be retained according to NC law.

Success Institute Dismissal Policy Dismissal begins at 3:00 from the Success Institute Academic building. However, if there is a presentation, dismissal may be held at the gym.

Dismissal for car riders and walkers will be “staggered” immediately following bus riders. Students who participate within Powercross are responsible for waiting in the front lobby. Any student who is left, parents/guardians are responsible for pickup. Success Institute Charter is not liable for any student after dismissal time of 3:15pm. For

Special Parent & Student Information



Record and Parent Custody – Success Institute abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, each birth parent is given equal access to the academic records and to other school related information regarding the student. However, if there is a court order specifying that there is to be no information given to the custodial parent, it is the right and the requirement of the custodial parent to provide the school with an official copy of the court order concerning restrictions of that particular child. In addition, all divorce parents must furnish the school with a copy of the custody section of the divorce decree. This vital information will determine if the student can be released. For all non-custodial and custodial parents a request to view record must be prepared in writing to the director at least 24 hours prior to parent availability to review any student records. Request, however, must be the consent of both parents.

Contact Information– It is the responsibility of the parent/guardian to notify the school regarding personal updates annually. It is essential that if you move or change contact information that the school is notified. In the event of an emergency.

School Volunteers and Visitors –All volunteers must complete paperwork, complete criminal background check, and receive Administration approval. All Volunteers are required to sign in at the front office upon entering the building.

Sick Children and Medication – Please do not send sick children to school. Parents/guardians will be contacted immediately to pick up their sick child if the child has a fever, diarrhea, undiagnosed rash (doctors note required), or vomiting. Student assignments are available for pick up by after 12:00 if notified a day in advance.

For the safety of all children, Success Institute recommends that parents do not send medication to school with the child. If a student is required to take prescription medication at school, medications must be



Earrings-Boys may ***not*** wear earrings.

EDUCATIONAL NEEDS

Success Charter School strives to support the educational needs of all students. Students need all the necessary equipment to become successful academically. Success Institute staff and teachers encourage students and parents to maintain the following individual items as academic support:

Eye Wear – If your child is prescribed eye wear, please maintain up-to-date appointments, and accurate eyewear. If your child is referred to an optometrist for visual screening by a teacher or administration a note must be submitted by an optometrist to clear them. It is **mandatory** for your child to wear. Success Institute will enforce throughout the year.

Progress Monitoring–The school calendar outlines the schedule for Progress Reports and Report Cards distribution. A mandatory Parent/Teacher/Student conference will be held for the first Report Card cycle.

Engrade . It is the responsibility of the parent to sign report cards each grading period and return the signed envelope. A final report card will be sent home the last day of school. Parents should refer to the calendar regarding the reporting schedule.

School Assistant Team (SAT) The team is comprised of the EC specialists, administration, teachers, and parents. The purpose of this team is to assist the child needs educational and behavioral needs. The SAT team may refer students to a licensed psychologist in order to obtain a completed psychological evaluation. This process takes approximately six weeks after the teacher/parent referral.

Retention/Promotion – The administrator has the sole responsibility for determining promoting and retention.

Success Institute Dress Code

Success Institute Charter prides ourselves in ensuring that students feel and look presentable. Good Personal hygiene is critical aspect of our mission. We believe if a student feels good about himself/herself,

performance is better!

Students who are not in compliance with the uniform attire may result in immediate dismissal.

Uniform Attire

Shirts & Blouses: Polo style collar shirts (**NO T-SHIRTS**)

Slacks and Shorts: Uniformed solid khaki style

Walking shorts (no cargo pants or jeans, or shorts below middle finger tip)

Girls may also wear Capri's, skirts ,dresses, or jumpers (all knee length)

Solid color sweaters and sweatshirts must be within uniform standards and must be worn with a collar shirt. No printed sweaters or sweatshirts will be permitted.

Shoes: White Tennis shoes are preferred

Bookbags-No rolling bookbags unless authorized by administration

Please Note: neither shirts nor bottoms may contain gang logos, name brand logos, symbols, lace, revealing, fire, chains, derogatory, racist, profane, or discriminatory, or profanity. Being out of compliance with this rule will result in immediate suspension.

No jeans, jean skirts, Jean jumpers, sweatpants, or wind suits may be worn as a form of uniform

All students shirt tails must be tucked in at all times with a belt

Coats must be taken off once student enters the inside of the classroom

All clothes must fit appropriately (no sagging, tight fitting, holes, or rips in clothing)

No hats or sunglasses may be worn in the building unless prescribed by doctor, or specified by staff member.

Free Style Friday-Held on fourth Friday of each month. There is a \$2 DONATION.

Special Parent & Student Information (cont.)

submitted to the administration

Make Up Work – It will benefit your child if you plan all family vacations around the Success Institute calendar. All students must make up any work missed during absence and or suspension. If a student will be absent for numerous days, please contact the school administrator to verify excused or unexcused reason for absences. Students must make up work through Time Recovery.

Student Telephone Use – Students are not allowed to bring a Mobile telephones to school for any reason. Students may not receive telephone call at school except for absolute emergency. Students may use office telephone with teacher or administration authorization. Cell phones are considered electronics, and will be confiscated as follows: 1) Offense - Parent Conference, 2) offense—retained to end of school year, with parent pickup.

Personal Items – Students shall not bring extra items to school that will interfere with the learning process unless authorized by the teachers or administration. In this case, written permission will be given. Students are prohibited to sell any items at school. Success Institute does not have a “lost and found” room. We recommend that parents/guardians label all clothing items, bookbags, and personal belongings. Success Institute is not responsible for lost or stolen items. **Electronics**—This includes any electronic devices and toys.

Library Cards-All students travel to the Iredell County Public Library on a routine basis. Students are required to have a library card. Library cards may be obtained free of charge. Library books must remain at the school at all times.

Textbook and Supplies – Textbooks are provided for student use. We encourage all students to treat textbooks and library books with tremendous care. Students will be charged



CONDUCT

The Students, Staff and Success Institute Charter Administration desire for every student to behave in a respectful, decent and orderly manner, as well as comply with all rules set by the Success Institute Charter administration. Success Institute encourages students and parents to become familiar with the consequences of misbehavior.



CONDUCT

Success Institute Charter strives to maintain a “positive” learning environment at all times. Success Institute does not tolerate any unruly or disrespectful behavior. The following rules reflect our commitment to maintaining academic excellence:

Success Institute School-Wide Conduct & Behavior Expectations

Cheating-Any student caught cheating on tests will automatically receive a zero and must retest.

Sexual Offenses-Students who are accused of sexual offenses between students and/or teachers/staff members will be investigated. If found guilty will be expelled and prosecuted in the full extent of the law.

Assaults-Any student who exhibits insubordinate behavior will receive a conference based administrative decision. Student may be prosecuted to the full extent of the law.

Vandalism/Concealed Weapons- Any students who are suspected or involved in vandalism or vandalism threats, fighting and stealing, caught with any form of a concealed weapon (knife, gun, gun shells, fingernail files, fingernail clippers, laser beam lights, wooden items, handmade weapons, or sharp items, etc) will be automatically suspended.

Illegal/Control Substance- Any student caught with substances/drugs or any paraphernalia will be expelled. Students may not bring any type of drugs or medication to school. Please see proper medication procedures if your child takes medication on a regular or as needed basis. For this information shall be given to administrative personnel.

Premises-Success inspires all students to share in the responsibility of keeping their school facilities and grounds clean.