

PHENIX CITY SUCCESS ACADEMY

1700 17th Avenue
Phenix City, AL

Phone: 334-298-9876
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- Dr. Jake Golden, IV Alternative Programs Coordinator
- Wanda Blevins Secretary
- Jody Walker Secondary Social Studies Teacher
- Kendrall Moore Secondary Mathematics Teacher
- Kathryn GarciaSecondary English Teacher
- Timothy PerryElementary Teacher
- Beverly Woods.....Special Education Teacher
- Cherryl Smith Paraprofessional
- Vivian Thomas New Beginnings Coordinator
- Terri Brewer New Beginnings Teacher
- Brenda Daniels Custodian

2018 – 2019

SUPPLEMENTAL STUDENT HANDBOOK

Students assigned to the Phenix City Success Academy are still enrolled in their local schools and are educated here as an extension thereof. This handbook supplements the rules, regulations, policies, and procedures of the schools in which Success Academy students are enrolled.

SUPPLY LIST

Elementary Students – K-5

Paper, Pencils, Supplies Required by the Regular Classroom Teacher

Students in Grades 6 – 12

Paper, Pencils, *HEADPHONES, School Assigned Computer or iPad

***NOTE: FOR STUDENTS IN GRADES 6-12 MOST INSTRUCTION IS DELIVERED VIA THE INTERNET. STUDENTS MUST HAVE AND WEAR HEADPHONES OR GET SUSPENDED FROM SCHOOL.**

SCHOOL OFFICE

Students who need to come to the school office must ALWAYS get permission from their teachers. Classroom teachers will email the office when students make requests. Someone from the office will call for the student at an appropriate time.

The telephone in the office may only be used by students when an adult authorizes them to do so.

VIDEO SURVEILLANCE

All students, parents, teachers, and visitors at the Phenix City Success Academy are under video surveillance where appropriate. All video surveillance recordings can and will be used in due process and criminal proceedings as necessary.

PLACEMENT

1. Students may be placed at the Success Academy by one of the following methods:
 - a. A hearing with the Phenix City Schools Hearing Officer or designee.
 - b. An agreement between parents, the director of student services or designee, and the school principal or designee.
 - c. Placement by the superintendent or designee.
2. Students will be assigned to the Success Academy for a minimum period of time. This period may be extended for the following reasons:
 - a. Violations of the code of conduct
 - b. Failure to make adequate progress on assigned work as determined by the Success Academy staff.
 - c. Poor quality of schoolwork.
 - d. Poor attendance as determined by the hearing officer or designee. Absences not excused by a medical professional or necessary court documents will result in additional time.
 - e. Tardiness
3. Students are required to bring textbooks from their home school. The Success Academy is not responsible for lost or stolen textbooks.
4. Students must furnish their own school supplies when attending the Success Academy.

SCHOOL WORK ASSIGNMENTS

1. Work assignments will come from a student's home school. Grades will be assigned by each student's home school.
2. Students may not receive answers, checks, or more than 1 (one) retake on any assignment, quiz, exam or cumulative exam when using Edgenuity. Students will not be allowed to retake an assessment of any kind without showing instructors detailed notes taken on the topic for which the retake is requested. Students who rush through assessments will not be allowed to retake them.
3. Students using computers may only use Edgenuity on those computers unless class assignments make it necessary to do otherwise. In the event that class assignments necessitate the use of programs other than Edgenuity, students must get permission from their teachers before each use.
4. Students taking courses in Edgenuity may not use outside resources when taking quizzes, exams, or other assessments. Students caught doing so will be issued a grade of zero for such assessments and the Success Academy staff will document the reason for the zero.
5. Students working in Edgenuity may be allowed to redo work. This is completely at the discretion of the Success Academy staff. Students who do not take notes, who are not actively engaged, or who do not take time on tests may not be allowed to retake tests.

DISCIPLINE:

1. All students will comply with their local school code of discipline and dress code while at the Success Academy.
2. All students will comply with any additional discipline and dress code regulations that the Success Academy deems appropriate or necessary.
3. In addition to the above, all students will comply with the Phenix City Schools' Code of Conduct found in their home school's registration packet.
4. It is the duty of the parent or guardian to advise the Success Academy of any special needs your child may have.
5. Students are expected to comply with requests and directives of any Success Academy or school board employee while at the Success Academy. They should comply with courtesy and immediately.
6. Students may only walk in designated areas on the grounds of the Success Academy. In general, students may only use the front walk which leads to the front doors and the adjacent front driveway. Students found elsewhere on the grounds of the Success Academy will be subject to disciplinary action and/or trespassing charges.
7. Students may not come on Success Academy grounds when school is not in session.

8. The lot south of and adjacent to the Success Academy (in front of the Phenix City/Russell County Library) is property of the Phenix City Board of Education. Students MAY NOT OCCUPY THAT PROPERTY FOR ANY REASON.
9. Students assigned to the Success Academy for disciplinary reasons may not attend their home schools nor any school functions except those associated with registration or withdrawal from school. Students may not attend athletic events, drama presentations, or other extracurricular events or activities while assigned to the Success Academy. Students found on school grounds or at school activities may be charged with trespassing.
10. Students may not have gum, candy, drinks, snacks, or food of any kind on campus.
11. Students may not have electronic devices on campus. This includes phones, pagers, radios, mp3 players, iPod, iPad, tablet computers, games, or any related items.
12. Students will be monitored appropriately during restroom times. They should go to the restroom at home each day prior to school and will have two scheduled restroom breaks during the school day. Students must have a note from a medical doctor if they have unusual restroom needs.
13. Students who are absent MUST, immediately upon returning to school, provide their teacher with any documentations relating to their absences (i.e. Medical excuses, court excuses, etc.)
14. As a matter of convenience for the families, students will be allowed to bring cell phones to the Success Academy under the following conditions:
 - a. The student has the phone **OFF** and **IN HAND** upon arrival.
 - b. The student turns the phone over to the teacher upon arrival.
 - c. The student will be given the cell phone at dismissal.
 - d. The phone must remain **OFF** until the student leaves campus or exits the bus.

NOTICE: STUDENTS WHO BRING CELL PHONES OR OTHER ELECTRONIC DEVICES TO THE SUCCESS ACADEMY AND DO NOT ABIDE BY THE SUCCESS ACADEMY CELL PHONE POLICY WILL BE SUSPENDED FOR THREE DAYS AND CELL PHONE PRIVILEGES WILL BE REVOKED

EXCESSIVE MINOR INFRACTIONS THAT MAY RESULT IN AT LEAST A 1 DAY SUSPENSION

- Going to a website that is not linked to E2020**
- Failing to immediately comply with a reasonable request from an adult**
- Having gum or candy**
- Wearing immodest or revealing clothes (handbook p. 4)**
- Sagging pants below the waist**
- Wearing unauthorized jewelry**
- Wearing slides, sandals, flip-flops, or house shoes – open toed shoes are not allowed**
- Taking off shoes in class**
- Bringing a toy or electronic game**
- Wearing clothing with inappropriate images or writing**

- Talking with other students during class**
- Talking back to an adult**
- Sleeping in class**
- Not actively engaged in schoolwork (idle time, not enough time logged in, working extremely slowly on purpose, not productive).**
- Getting out of seat without permission**
- Leaving before bus or car riders are called**
- Watching a lecture without earphones**
- Leaving the classroom without permission**

BUS CONDUCT

1. Students will have assigned seats on the Success Academy bus.
2. Students will sit facing forward with legs out of the aisle.
3. Students will not talk or make noise of any kind.
4. Students may not write, use pens, pencils, nor any other sharp objects on the bus.
5. After one bus referral, the student will be suspended from the bus for their remainder of their time at PCSA

SUCCESS ACADEMY DRESS CODE

Students are expected to follow the dress code for Central High School while at the Success Academy. They must also adhere to the following:

- A. Clothing must appropriately cover students and must be worn appropriately.
 - a. Students may not wear immodest or revealing clothing including clothing which is low cut, exposes the midriff, or is sleeveless.
 - b. Students may not wear pants below the waist.
- B. No gang, sexual, violent, alcohol, or drug related logos or print is permitted on clothing.
- C. Clothing must not be torn, cut, or mutilated.
- D. No house shoes or open toed shoes of any kind may be worn. Shoes must be laced up.
- E. Shirts/blouses must have sleeves.
- F. No jewelry except as noted:
 - a. Males are allowed to wear one watch.
 - b. Females are allowed to wear one watch, and one set of small earrings

- G. Book bags are not allowed. Female students may have a small purse for necessary personal items. The purse may be no longer than 6 inches and no deeper than 6 inches. Purses are subject to search at any time.
- H. Nothing is to be worn in the mouth with the exception of prescription dental appliances.
- I. Pants must be worn outside of socks.
- J. Hoods and hats may not be worn in the building. Students who wear hoodies or hooded shirts and jackets must keep their hoods off in the building. Students who continue to wear hoods inside the building will not be allowed to wear clothing with affixed hoods to school.

Interpretation of the dress code is at the discretion of the Success Academy staff. Anything that may cause a distraction to others will not be allowed.

MEDICATIONS

All medications must be given to the PCSA secretary, Mrs. Blevins upon arrival at the PCSA. A medication certificate must be presented or faxed from the student's home school before medication will be administered.

Prescription medication must be in its original container. The PCSA will follow Phenix City Board of Education Policy on medication.

Students are not allowed to have medication of any kind in their possession. This includes but is not limited to: Tylenol, Advil, Excedrin, peppermint, etc. When needed, students may bring cough drops. These should be in a Ziploc bag labeled with the student's name and handed to the instructor upon arrival.

STUDENT HOURS

- Students must arrive no earlier than 7:30 and are tardy after 8:00 a.m. Lunches are ordered at 8:00 each day. Students who arrive after 8:00 will be provided cereal and milk for lunch.
- Students must depart between 2:25 and 2:30. Students not picked up on time will be referred to DHR and/or the Phenix City Police Department.

ARRIVAL PROCEDURES

Upon arrival, students should enter the building in the following manner:

1. Enter the Success Academy through the main entrance only (except New Beginnings students)
2. Pockets and purses are subject to inspection.

3. Cooperate while metal detectors are used to scan for contraband.
4. Relinquish any contraband immediately when asked.
5. Report to your assigned unit as directed.

Note: No student is cleared to enter the success academy until having complied with all arrival procedures. Failure to immediately comply with arrival procedures will result in disciplinary action.

DEPARTURE PROCEDURES

Unit instructors will dismiss students who will proceed single file without talking and exit the building as directed. While on campus, students must use sidewalks and other walkways. They must stay off the grass.

TRANSPORTATION PROCEDURES

When students enter the Success Academy, parents are asked to notify the staff if students will ride a bus or a car. Students must be transported in the manner indicated by their parent or guardian on their transportation sheet unless they are removed from the bus for disciplinary reasons. No exceptions will be made.

Students who are car riders will be dismissed each day at 2:25. Parents should not park in the bus lane until the bus leaves campus.

The Success Academy will provide transportation to and from pre-determined stops throughout the city. A list of these stops will be provided to you when your child is registered here. These stops are determined by the Phenix City Schools transportation department in accordance with State law and school board policy. The preset stops cannot be changed as a matter of convenience.

Students who are not appropriately waiting at their bus stops will lose bus privileges.

MEALS

Breakfast is served daily between 7:45 and 8:00. Students must arrive on time to receive breakfast.

Lunch is served daily. Students must order lunch when a cafeteria representative comes and takes orders. *Otherwise, no lunch will be provided.

***If you will be late for school, please call the secretary at 334-298-9876 and order a lunch no later than 8:15.**

STUDENTS WILL NOT BE ALLOWED TO CHARGE MEALS.

AFTER SCHOOL

With written permission from parents, students may stay after school until 3:30 on Tuesdays, Wednesdays, and Thursdays to continue to work.

This privilege will be revoked if the student is picked up late.

ATTENDANCE

Students are assigned to the Success Academy for a set period of time. Students who are absent must make up absences at the Success Academy unless those days are excused by a medical doctor.

STUDENTS WHO ARRIVE AFTER 8:00 A.M. WILL BE REQUIRED TO MAKE UP THE DAY. STUDENTS ARE EXPECTED TO ARRIVE ON TIME.

Students may not be checked out as a matter of convenience. Students who are checked out will have to make up the day unless excused by a medical doctor.

PROGRESS REPORTS

Parents may check student progress at any time by having their student log on to Edgenuity at home and show them currents and progress. Parents are expected to do this weekly and document their efforts. Parents may make an appointment on any school day come to the success Academy and meet with teachers or administrators as they are available. Please call the school for an appointment.

Parents are expected to register with Remind – a messaging service – while their students are the Success Academy.

RETURNING TO SCHOOL

Students may return to their home school when all the conditions listed below are met:

- i. The student has served his/her minimum time at the Success Academy.
- ii. The student has made up absences, tardiness, or extended departures from his/her time at the Success Academy.
- iii. The student has SATISFACTORILY completed all assignments given during his/her stay at the Success Academy.

- iv. The student has returned a completed Success Academy Parent Progress Check Sheet.

DISCIPLINARY ACTIONS

Students who violate the Code of Conduct or Success Academy rules and/or procedures will be subject to any disciplinary measures to include but not limited to:

- Student Conference
- Parent Conference
- Detention
- Suspension from 1 to 9 days
- Extension of time at the Success Academy
- Loss of bus privilege
- Referral to juvenile court
- Referral to juvenile probation
- Referral to the District Attorney
- Referral to DHR
- Suspension pending a hearing with Student Services
- Extended classroom services
- Expulsion