

**Prospective
Parent Handbook
2019–2020
School Year**

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Greetings,

Welcome to Success Academy! Thank you for exploring an exceptional educational opportunity for your child. We look forward to sharing information about our whole-child approach to education.

This handbook is an important resource on our school design and a guide to our enrollment process.* It will answer the majority of your questions. However, you can also get invaluable information from the Success Academy Enrollment Dashboard at [Enroll.SuccessAcademies.org](https://enroll.successacademies.org). Use the same email address and password you used to apply to:

- See frequently asked questions
- Learn about each step of the enrollment process
- See and reschedule your upcoming meeting assignment
- Update your contact information
- Add schools to your application
- Check the current status at each of the schools you applied to
- Add a parent/guardian to your account
- Re-rank your school choices
- Reset your password
- Upload required forms and documents
- View links to important documents
- Close your application

If you have any additional questions, you can always reach out to the Success Academy Enrollment Team at Enrollment@SuccessAcademies.org.

Thank you for your interest in Success Academy!

**Both accepted and waitlisted families are invited to participate in the enrollment process. Only an accepted status guarantees your scholar a seat at a Success Academy school.*

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SECTION 1

Why Success Academy?

Our History, Growth, and Results

Success Academy was born out of a dual mission: to build world-class public schools that prove that children from all backgrounds can succeed and to serve as a national model for education reform. Our first school, Success Academy Harlem 1, opened in 2006, serving 165 kindergartners and first graders. Today we operate almost 50 schools across four boroughs, serving 17,000 scholars, with plans to expand even further.

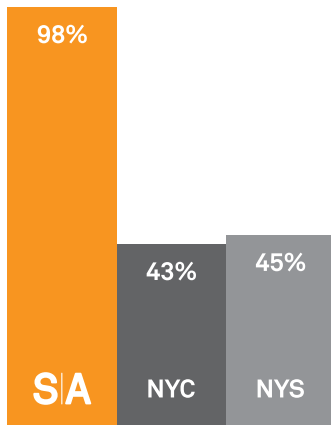
Results

We are incredibly proud of what our scholars have accomplished. They are among the highest-achieving students in the state, thanks to the support of our dedicated teachers, staff, and parents, as well as the preparation provided by our comprehensive curriculum and school design.

2018 New York State Exams

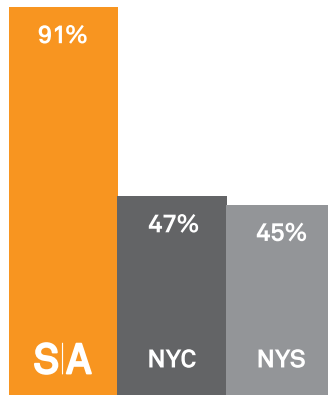
Top 1% Math

Ranked in the **top 1%** among all schools in the state.



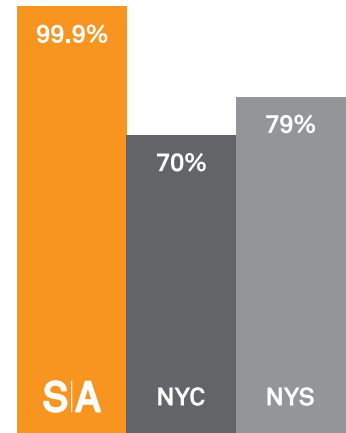
Top 1% English

Ranked in the **top 1%** among all schools in the state.



Top 1% Science*

Ranked in the **top 1%** among all schools in the state.



*Rank based on percentage of students scoring at the advanced level (Level 4).

In addition to closing the achievement gap, our scholars have earned acceptances and robust financial aid packages to some of the nation's top colleges and universities:

Class of 2022 Acceptances

Albright College, Bard College, Barnard College, Boston College, DePauw University, Emory University, Goucher College, Grinnell College, Hobart and William Smith Colleges, Lehigh University, Lewis and Clark College, Massachusetts Institute of Technology, Morehouse College, Ohio Wesleyan University, Rutgers University, Skidmore College, Spelman College, SUNY (Albany, Binghamton, and others), Tufts University, Tulane University, University of Southern California, Wake Forest University

Class of 2023 Acceptances (as of January 2019)

Alfred University, Bard College, Boston College, Howard University, Iona College, Ithaca College, Kent State University, Lafayette College, Mount Holyoke College, Pitzer College, Siena College, Skidmore College, SUNY (Albany, Buffalo State, Fredonia, Oswego, and Purchase), Tufts University, Tulane University, University of Pennsylvania, University of Wisconsin

The Benefits of a Fully Integrated K–12 Education

Success Academy offers a world-class education from kindergarten through high school. Once a student wins a seat in the lottery, he or she is guaranteed a seat in a Success Academy middle school and high school. You may find a full description of our K–12 curriculum at SuccessAcademies.org/Curriculum-Guides/.

Success Academy Middle School (Grades 5–8)

Success Academy middle schools offer our scholars an education that's comparable to elite private schools and the best gifted-and-talented programs in New York City. A well-rounded, forward-thinking curriculum — with an emphasis on critical thinking, technology, and writing — prepares students for the intellectual challenges they will face in high school. All eighth graders study algebra and are prepared to take the Regents exam. Having completed Algebra I, they will be ready to take on Algebra II in high school and Calculus their senior year.

Scholars discover and develop their unique strengths and interests by choosing from a variety of electives, which could include art, chess, dance, competitive sports (basketball, cross-country, volleyball), debate, musical theater, newspaper, and robotics. They also continue to participate in field studies to expand on their learning in the classroom.

We focus on helping scholars develop their independence and leadership skills while providing rich, engaging, and varied content to keep scholars falling in love with learning, just as they did throughout elementary school. Our middle school design supports scholars through the changes of adolescence, responding to the intellectual curiosity that scholars bring to their studies during these years while also guiding them in learning social and emotional aptitudes and skills. This is also a critical time for establishing lifelong habits in time management, goal setting, and independent learning. Our advisors

(who are also teachers) address and support these aspects of academic and personal development during a dedicated daily period during which small groups of scholars discuss challenging social issues and develop new competencies and practical skills.

Take a virtual tour of our middle school at VirtualSchool.SuccessAcademies.org/MiddleSchool.

Success Academy High School (Grades 9–12)

At Success Academy High School of the Liberal Arts, scholars encounter sophisticated, collegiate-style academics; discover and develop talents; and forge close bonds with peers and faculty as they grow into informed, thoughtful citizens. Our goal is to prepare scholars to graduate from college in four years and pursue a life of unfettered choice and personal fulfillment. Every aspect of our high school model is designed to cultivate the skills, mind-sets, and knowledge that our scholars need to successfully navigate the demands of college, citizenship, and professional life.

Your child arrives at high school having developed a critical foundation in our K–8 program; he or she is prepared for a challenging college-prep experience. The high school program immerses scholars in great texts, ideas, and events from across human history, and places special emphasis on science, mathematics, and engineering. Scholars can choose from a robust selection of electives, clubs, and teams to engage their passions and build confidence and character, and they are immersed in the wider world through internships, field studies, and summer programs.

Scholars receive comprehensive support in navigating the college application and financial aid process, including extensive, cost-free preparation for SAT and AP exams. Counselors help identify the best colleges where financial support is available, partner with families to complete financial aid forms, and work with scholars to showcase their achievements in compelling applications. Unlike most schools that begin college advising in junior year, counselors begin working with scholars in grade 9, ensuring that they know early on what it takes to get into top universities and helping them craft action plans to get there.

Perhaps most importantly, our high school community is warm and supportive, fostering and celebrating emotional maturity, kindness, independence, and leadership. Scholars enter young adulthood in an environment where they feel safe taking risks and tackling new challenges.

Take a virtual tour of our high school at VirtualSchool.SuccessAcademies.org/HighSchool.

Our Approach and Design

At Success Academy, we constantly ask, “Would our scholars come to school if they didn’t have to?” Our formula for a resounding “Yes!” is what we call “joyful rigor” — a whole-child approach to setting the bar high and ensuring that school is filled with opportunities for discovery, inquiry, and off-the-charts engagement.

While this handbook is mostly focused on the first part of a scholar’s educational journey — elementary school — it is truly only the beginning. It is the foundation for an exceptional middle school and high school experience, supporting the ultimate goal of getting all scholars to and through college. Success Academy’s holistic approach to the K–12 experience provides scholars with a challenging, knowledge-rich, and immersive program that is inquiry-based and collaborative. We strive for mastery of a broad range of knowledge and skills, and we believe that pushing students to do the thinking work through dialogue, debate, and hands-on learning best enables expertise. Our curriculum encourages scholars to think critically and incisively, to develop and debate ideas, and to always support their ideas and opinions with evidence. In middle and high school, we also offer a variety of enriching electives that serve as critical outlets for creativity and self-expression, and foster self-awareness, confidence, and independence.

Our K–12 program has enabled our first graduating class to achieve 100 percent college admissions to top schools, many with competitive financial aid packages, and our current seniors have already received impressive offers. We invite you to learn more about the full extent of our integrated approach and design by watching the SA Middle School and High School Virtual Schools at SuccessAcademies.org/Virtual-Schools/.

Approach

Building Moral Character

Our scholars and staff learn and follow our ACTION values, which help us achieve a strong and vibrant school community! These values are not just a tagline we hang on our walls — they are at the core of our expectations for scholars, staff, and parents.

Agency: Every member of our community takes ownership.

Curiosity: Our schools are fueled by wonder.

Try and Try: Tackling tough challenges requires grit and perseverance.

Integrity: We are honest, open, and transparent.

Others: We always look out for one another.

No Shortcuts: Excellent learning takes time and effort.

Scholar-Led Learning

Throughout the entire school day, we emphasize letting kids do the thinking work. We believe that doing is at the core of learning. The majority of the day is devoted to small-group instruction and hands-on learning. Scholars are constantly sharing their thoughts, strategies, and work, allowing class time to foster cooperation and innovative thinking.

Joy

Our scholars achieve great things every day, and we believe that achievement should be exhilarating and fun! In specials, our scholars have the opportunity to explore their creativity and express themselves through the arts, block play, chess, and sports. Recess is just as important as other times of the day, and we make a point to get outside every day. Through frequent field studies, scholars discover New York City and experience all that our great city has to offer. Our emphasis on learning through discovery creates a unique school environment in which scholars are excited about learning.

Rigor

We set the bar high for our scholars — and we give them the tools to reach it. Through frequent small-group instruction across subjects, we are able to give extra assistance to scholars who need it and extra attention to scholars who are excelling. There is no “teaching to the middle.” We are continuously assessing scholars so that all of them are being challenged at their current abilities. The focus is on progress for all scholars, no matter their starting point. Our expectations are high because we believe that children have limitless potential to think and achieve at high levels.

Safety and Classroom Management

Safety in our schools is our primary concern, and we ensure that our classrooms are orderly, inviting spaces for learning. Children cannot learn if the classroom or lunchroom is chaotic, and we cannot allow one child to freely disrupt the learning environment for all. Most of the time, our teachers and school leaders can address the needs of a child who is disruptive without taking additional measures. With the exception of violent behaviors that put the community at risk, we believe children need multiple opportunities to correct their behavior.

If a student becomes physically violent and harms another student or an adult — or bites, spits, kicks, or overturns furniture — we believe there should be a consequence, which is a suspension. When a child is dangerous to himself or herself or others, or engages in inappropriate behavior, such as cursing at a teacher or bullying, we respond to the situation. Cheating, stealing, and highly inappropriate gestures and language may also result in a suspension.

Suspensions are used for serious violations of our code of conduct, and they are always part of a multipart process that includes parent dialogue, scholar reflection, and a restorative conversation with the scholar upon return.

Parent Involvement

Success Academy can help your child achieve outstanding academic results and personal growth — but we can't do it without your help. As a member of the Success Academy community, we will expect you to:

- Partner with your child's teacher and be actively involved in his or her learning, including reading a book every night with your child.
- Communicate with us. We'll return your call or text within 24 hours, and we expect the same from you!
- When requested, meet with school staff to discuss your scholar's progress.
- Help us develop your scholar's work habits. Make sure all homework is completed every night.
- Bring your scholar to school in uniform, on time, every day.

- Celebrate your scholar’s successes at family meetings and academic events.
- Model the Success Academy ACTION values at home.
- Be an active member of the school community. Opportunities include:
 - Class parents
 - Field study chaperones
 - In-class volunteering
 - Advocacy (see page 17)
 - Parent Council

School Staff

Great learning is, of course, not possible without great teaching. Our teachers are recruited through a very selective interview process — but we don’t stop there! Success Academy teachers are constantly improving their craft. With the equivalent of 13 weeks of professional development every year, they are well-prepared to help scholars achieve their best.

Because each school location employs its own business operations manager, who is charged with managing the safety and operations of the school, the principal is free to focus entirely on teaching and learning. This allows the principal to provide ongoing feedback to staff so that teacher practice is always improving in real time.

Curriculum

Literacy

Our literacy program introduces scholars to great literature and emphasizes critical thinking by incorporating reading and writing workshops, guided reading, read alouds, shared text, book discussions, and more. Our approach to teaching literacy stems from our belief that if children love reading and read exceptionally well, they can teach themselves anything. Every classroom has its own handpicked library packed with the best and most engaging children’s literature for all reading levels.

Math

Our math program is centered on activity-based investigations, which encourage scholars to think flexibly and develop a deep conceptual understanding of mathematical content through problem-solving. We believe that success in mathematical learning is not possible without a deep conceptual understanding and strong problem-solving skills blended with precision and accuracy.

Science

Beginning in kindergarten, scholars receive hands-on, inquiry-based science five days a week with a dedicated science teacher. Success Academy scholars develop scientific understanding through investigations that engage them in the discovery of content and offer them opportunities to refine their scientific skills. We believe in a well-rounded STEM (science, technology, engineering, and math) education and incorporate the three main disciplines of science — life, physical, and earth — into each year’s curriculum. On any given day a scholar might design an amusement park, program a robot, or explore land changes through exploding volcanoes!

Chess

Chess is a critical part of our elementary curriculum for all scholars. Learning and playing chess sharpens scholars' analytical skills and competitive instincts, all while encouraging scholars to think strategically and have fun! Success Academy has more than 500 U.S. Chess Federation–rated chess players. Our scholars regularly qualify for and compete in state, regional, and national elementary and middle school chess tournaments.

Sports

Scholars in early grades are introduced to basic skills and movement concepts through a variety of engaging movement games. Later, older scholars can receive in-depth instruction in team sports — such as volleyball, basketball, and soccer — to prepare them for advanced instruction both in school through electives and outside of school through after-school and network clubs.

Visual and Performing Arts

All Success Academy schools provide inquiry-based art education that requires scholars to deepen their expressive and critical faculties, hone their art skills, develop their imaginative and creative capacities, become literate in art, and make cultural and historical connections. In Visual Arts, scholars learn to express their unique ideas through many art mediums, including drawing, collage, painting, clay, printmaking, and sculpture. Scholars' artwork is displayed throughout the year to celebrate their artistic growth with the school community. In Performing Arts, scholars develop the foundational skills of dance, theater, and music, as well as gain exposure to the fundamentals of performing through seasonal performances for families and the school community.

Choice Time

Kindergarten scholars engage in play that has been carefully planned to stimulate curiosity and creativity as the children decide how they will explore and interact with materials of their choice. Play invites problem-solving and risk-taking, improves collaboration skills and language development, and puts children's imaginations to work.

Block Play

Kindergarten scholars construct cities, design vehicles, and build a world of possibilities in our dedicated block rooms. Scholars use descriptive and precise language to share what they have built, and classmates are encouraged to ask questions of the builder. This time cultivates creativity, critical problem-solving, and social growth.

Our curriculum guides are available online at SuccessAcademies.org/Curriculum-Guides/.

Academic Intervention and Special Education

At Success Academy, we begin with the core belief that disability does not mean inability. We are committed to helping every one of our scholars, including those with special needs, tackle challenging academic work and meet sky-high expectations. Because of this core commitment to every child, we have always deployed techniques typically reserved for special education settings, such as parallel teaching and utilizing manipulatives, in all of our classrooms. We believe that all students learn best by doing and that frequent assessments and study of scholars' work move all students forward. We believe that the best way to support children with special needs is not to offer a separate education but to help them close in on the academic benchmarks that we set for all children. So we purposefully expand on our general model for children with learning challenges.

All of our teachers receive comprehensive training on assessing scholar needs; specialized staff members work with families to navigate the special education bureaucracy and secure necessary services; and our special education teachers receive ongoing training to ensure that they are experienced in the most current research-based practices for supporting students with specialized learning needs.

The vast majority of kids (98 percent) can be served in our setting when provided with dedicated structures and resources. However, just like with district schools, occasionally we find that even this high level of service is insufficient for students. And like zoned district schools, we find that for approximately 1 to 2 percent of our scholars who have unique learning needs, we must draw upon special schools for high-needs kids. (In New York City, these are called District 75 or nonpublic school placements). Nonpublic school placements are awarded by the Central-Based Support Team (CBST), providing students with funding for private specialized schools meant to serve children with unique or severe learning challenges.

About 16 percent of Success Academy scholars have been identified for Individualized Education Programs (IEPs), and we devote considerable resources to serving them by offering targeted robust special education supports.

Special needs scholars achieve at a high level in our schools.

- On the most recent state exams, 90 percent of Success Academy's children with special needs passed math (compared with 15 percent of special needs students citywide), and 74 percent passed English (compared with 16 percent citywide).
- Scholars with disabilities at Success Academy outpaced the New York City average for students without disabilities in ELA (74 percent versus 55 percent) and dramatically outperformed in math (90 percent versus 50 percent).

English Language Learners

From day one, English Language Learners (ELLs) at Success Academy are placed in regular classrooms where they are fully immersed in the English language. ELL scholars receive a variety of support, including one-on-one tutoring and small-group instruction. By mixing ELLs and native English speakers in smaller playgroups, we foster English conversation skills among younger scholars. Like all of our scholars, ELLs are encouraged to be “loud and proud” in presenting their ideas to their peers and participating in class discussions. Additionally, all scholars are able to select books from our wonderful in-classroom library collections and benefit from Success Academy’s strong belief that scholars should fall in love with good books.

A Day in the Life*

7:30 AM–7:45 AM	Arrival (Scholars arrive and are greeted with a handshake by a staff member. An optional breakfast is provided for all scholars.)
7:45 AM–8:10 AM	Unpack and Morning Meeting
8:10 AM–8:55 AM	Shared Text
9:00 AM–9:45 AM	Specials (Chess, Art, Sports)
9:50 AM–10:05 AM	Snack (A healthy snack is provided for all scholars.)
10:10 AM–10:55 AM	Reading
11:00 AM–11:30 AM	Read Aloud
11:30 AM–12:15 PM	Recess/Lunch (Lunch is provided for all scholars.)
12:20 PM–1:05 PM	Science
1:10 PM–1:55 PM	Math
2:00 PM–2:45 PM	Number Stories
2:50 PM–3:35 PM	Writing
3:35 PM–3:45 PM	Pack Up and Dismissal

Daily Dismissal (Monday, Tuesday, Thursday, Friday)

Kindergarten through Grade 4: 3:45 PM

Early Dismissal Days for School Staff Professional Development

All grades: 12:30 PM every **Wednesday** afternoon

*Daily schedule will vary by grade and school; however, the curriculum is the same across all schools.

A great way to get a sense of our scholars' day-to-day lives is to follow our Facebook page at [Facebook.com/SuccessAcademies](https://www.facebook.com/SuccessAcademies).

Advocacy and Parent Choice

At Success Academy, we believe in parent choice — that all parents should have the right to choose the school that best serves their child’s needs. We have expanded rapidly to meet parents’ demand for high-quality schools. Unfortunately, there are well-funded and powerful special interest groups, as well as the mayor of New York City, that oppose charter schools and work hard to limit our growth, restrict our freedom, and discredit our achievements. That is why our advocacy work is essential to every school and every family whose child is enrolled in our schools.

Without the advocacy of our parents and teachers, who stood up and spoke out about the need for schools like Success, we would never have been able to open a second, third, or fourth school — much less the nearly 50 Success Academy schools that will be open by next August. The fact that you have the option of sending your child to Success Academy next year is due to thousands of parents and teachers who fought on behalf of other people’s children.

Our parents and educators have marched across the Brooklyn Bridge and rallied at the New York State Capitol, in Albany. They have met with their local elected officials, spoken at press conferences, written letters to the editor and op-eds, signed petitions, and let their voices be heard on social media. Through those efforts, more children can attend a high-quality charter school like Success Academy. But every year, tens of thousands of New York City children don’t win the lottery and are stuck on waitlists, and that is why our movement is so important. Until all children can attend a great school and expect a world-class education that will prepare them for college and a career, our advocacy is essential and requires active engagement and participation from all our parents and teachers. As a Success Academy parent, you are expected to pay it forward by actively contributing and helping to build a culture of advocacy at your school.

To find out more about our schools, and to see our teaching and learning in action, check out our virtual tours at SuccessAcademies.org/Tours.

SECTION 2

The Enrollment Process

Summer Enrollment Overview and Checklist

Both accepted and waitlisted families participate in the enrollment process. Only an accepted status guarantees your scholar a seat at a Success Academy school. Some waitlisted families are invited into the enrollment process in the likelihood — but with no guarantee — that their child will become accepted at some time during the summer. Please be aware of your child’s accepted or waitlisted status, as it will affect what steps you need to take to remain engaged in the process.

Welcome Meeting

Complete! You met Success Academy staff, principals, and families; learned more about our school design and approach; had questions answered; and received information about your next steps in the enrollment process.

Your Date

Complete



Confirm Your Interest

After the Welcome Meeting, we want to know if we are the right school for you! In late May, you will receive an email requesting that you tell us that you’re still interested in continuing the enrollment process. This step is entirely online — quick and simple.



Uniform Fitting

At the Uniform Fitting in June, we will measure and fit your child for a uniform. If your child is accepted at this time, you will place your order and pay for your scholar’s uniform package. If your child is waitlisted at this time, we still ask you to come to the Uniform Fitting so that you will be ready to place your order immediately should your child be offered a seat.



Dress Rehearsal (Accepted Only)

Dress Rehearsal in August is for accepted scholars only and will take place at the Success Academy school your child will attend. Scholars will spend time with their teacher and classmates. Parents will attend a meeting with the principal, complete final registration forms, and socialize with other families.



First Day of School (Accepted Only)

The first day of school will be in late August. The exact day will depend on your child’s grade (see page 32).



What do I do if I can’t come to a meeting or complete a required step?

Each step of the enrollment process is vital in preparing you to become a member of the Success Academy community. We strongly encourage you to do your best to come to every meeting and meet the deadlines outlined above. **If you are unable to complete a required step, you must reach out to the Enrollment Team at 646-472-1911 or Enrollment@SuccessAcademies.org.** If you do not complete a step and we do not hear from you, we will assume that you are no longer interested in continuing the enrollment process.

If You Are on the Waitlist

Don't give up hope!

Although your child is currently on the waitlist, please stick with us! While we can make no guarantees, and we encourage parents to explore all of their educational options for their child, historically many waitlisted families gain acceptance over the course of the summer. Accepted families can move or make other choices for their children's education. We will conduct waitlist pulls throughout the summer and into November, and update families if a seat opens up.

Why didn't my child get a seat?

Admission to our schools is determined by random lottery. According to New York State law, when a public charter has more applications than open seats, a lottery must be held to determine admission. We can offer seats only to scholars who become accepted — the rest of the applicants are placed on the waitlist.

What does my waitlist status mean?

Likely: Your child is on the waitlist for this Success Academy location. Although we offer no guarantees, your child has a good chance of being placed at this Success Academy location this year.

Not Likely: Your child is on the waitlist for this Success Academy location; however, your child is unlikely to be placed at this Success Academy school this year. Unless you have applied to other Success Academy locations with more favorable results, we suggest you begin to explore other options for your child.

What is my waitlist number?

Immediately after the lottery, waitlist numbers may not give an accurate impression of your likelihood of acceptance. For this reason, we give you a waitlist status (outlined above) at each school to give you a more realistic idea of your chance of acceptance. We will release waitlist numbers in June, when they will more accurately reflect your scholar's chance of acceptance.

What if I have one child with a "Likely" waitlist status and another child with a "Not Likely" waitlist status?

If you are applying for more than one child, it is possible for each child to receive a different waitlist status at the same Success Academy location. Children with a "Likely" waitlist status have a good chance of becoming accepted. If a "Likely" sibling becomes accepted, siblings remaining on the waitlist for that school (both "Likely" and "Not Likely") will receive a sibling preference at that Success Academy location. While a sibling preference does not guarantee acceptance, it moves waitlisted siblings to the front of the waitlist for that school.

When will I know if my child will be accepted?

We conduct waitlist pulls every three to four weeks, and more often as we get closer to the first day of school, through November. If your scholar becomes accepted, it will be reflected on your Dashboard, and we will notify you immediately via email or a phone call.

I was on the waitlist last year — is my number the same?

No. Our waitlists do not roll over from year to year. By law, we must conduct a new lottery every year.

How do I change my school ranking?

Please see the instructions on page 26. Rankings can be changed until June 1, 2019.

What if I don't want to stay on the waitlist?

If you have decided on another educational option for your child and do not want to remain on the waitlist for any Success Academy school, please let us know immediately! We want to offer the opportunity to attend our schools to as many families as possible. You can do this by closing your application on your Enrollment Dashboard.

What are my next steps?

Please stay involved in the process! Your next step will be to **Confirm Your Interest** online — you will receive an email in late May asking if you are interested in continuing the enrollment process this summer. If you click yes, you will be assigned a Uniform Fitting date in mid-June. We ask waitlisted families to attend Uniform Fittings so that you are prepared to place your uniform order should your scholar become accepted. However, you are not required to purchase the uniform until your child has been accepted into one of our schools. If you still have not been offered a seat after your Uniform Fitting, don't give up hope — it's possible for children on the waitlist to be accepted as late as November. Remember, if you do not complete these steps or we do not hear from you, we will assume you are no longer interested in attending a Success Academy school.

Questions? Reach out to us at 646-472-1911 or Enrollment@SuccessAcademies.org.

If You Are Accepted ... Congratulations!

I was accepted to a Success Academy school that is not my first choice. Can I transfer my acceptance to another Success Academy location?

Unfortunately, you cannot transfer your acceptance from one Success Academy location to another. That would mean jumping ahead of everyone else on the waitlist for that school.

Please make sure your top Success Academy choice is ranked No.1 on your application. You can adjust your ranking anytime before June 1 on your Enrollment Dashboard at [Enroll.SuccessAcademies.org](https://www.SuccessAcademies.org).

Ranking will not increase or decrease your chances of getting into any particular location. It only tells us where to reserve a seat for you if you are accepted to more than one location.

If you do not get into your top-choice Success Academy location this year, you can reapply through the lottery for next year. If you know you will not attend your accepted location, please let us know — we can help you decline that acceptance without affecting the other Success Academy schools you applied to.

If I enroll at Success Academy, do I have to go through the lottery with my child every year?

No. Once your child enrolls at Success Academy, we plan to educate him or her through grade 12. However, you will have to enter the lottery for any other children you would like to send to Success Academy.

All scholars are entitled to re-enroll for the following school year. However, if a student or his or her family is failing to meet the requirements of the school by, for example, having excessive unexcused absences or regularly showing up out of uniform, the school may require an in-person meeting for re-enrollment.

All fourth graders participate in Middle School Placement (there are currently 14 Success Academy middle schools). All middle school scholars are guaranteed a seat in a Success Academy middle school; they are assigned a placement based on their preference and available seats, with priority given to scholars with siblings currently enrolled and those living in closest proximity to their preferred school. For more information about these placement programs, go to [SuccessAcademies.org/MSPlacement](https://www.SuccessAcademies.org/MSPlacement).

Our high school scholars attend the Success Academy High School of the Liberal Arts.

What are my next steps?

Please stay involved in the process! Your next step will be an online step called **Confirm Your Interest** — you will receive an email in late May asking if you are interested in continuing the enrollment process this summer. If you click yes, you will be assigned a Uniform Fitting date in mid-June, when you will be asked to pay for your child's uniform (see page 29 for uniform pricing). If your child is entering grade 2 or above at one of our schools, you will be invited to attend an assessment to determine your child's appropriate grade level (see page 28 for more on assessments). Remember, if you do not complete these steps or we do not hear from you, we will assume you are no longer interested in attending a Success Academy school.

I do not want to accept my seat at Success Academy. What should I do?

You may opt to decline individual schools on your application while remaining on the waitlist for other schools. To decline an accepted seat or waitlisted position, call us at 646-472-1911 or email us at Enrollment@SuccessAcademies.org. If you would like to close your child's application entirely, you may do so by selecting "Close your application" from the "What would you like to do?" menu on your Enrollment Dashboard.

Other questions? Reach out to us at 646-472-1911 or Enrollment@SuccessAcademies.org.

Your Online Enrollment Dashboard

Remember, the information on your Dashboard is the best, most up-to-date way to get answers about your enrollment process (see page 1).

What if I've forgotten my password?

You can reset your password by visiting Enroll.SuccessAcademies.org and clicking "Forgot your password?" in the Returning Users section.

What if I submitted a paper application?

If you submitted a paper application and provided us with an email address, you may gain access to your online account by visiting Enroll.SuccessAcademies.org and clicking "Forgot your password?" in the Returning Users section to create a password. If you did not provide us with an email address, you can reach out to us at 646-472-1911 or Enrollment@SuccessAcademies.org, and we can help you access your account.

How do I update my contact information or add another adult to my application?

Once you are logged in at Enroll.SuccessAcademies.org, scroll down to the "What would you like to do?" drop-down menu and click "Update your contact information" or "Add a parent/guardian."

How can I add a school to my application?

You can add another school to your application at any time, but keep in mind that your application to that school will be considered late, since it will be submitted after the April 1 deadline.

To add another school to your application:

- Log in to Enroll.SuccessAcademies.org with the email address and password you used during the application process.
- Once you're logged in, scroll down to the "What would you like to do?" drop-down menu.
- Click "Add School."

Ranking

What is ranking?

If you applied to more than one school, you were given the option to rank your schools in the order of your preference, with 1 being your most preferred. If you did not rank your schools, they were ranked in order of their proximity to your home address.

Most applicants to Success Academy apply to more than one school, but we can hold only one accepted seat for a child at any given time. We ask you to rank your schools so that if your scholar is accepted to more than one location, we know where to place your child. We will hold a seat for your scholar only at your highest-ranked accepted location. The deadline to change your ranking is June 1, 2019. After this date, you will not be able to adjust your ranking.

Does ranking affect my chance of my child being accepted?

No. Your child's chance of acceptance is determined by your random number assigned at the time of the lottery. Ranking merely lets us know where to hold a place for you if your child gets accepted to more than one location.

What happens if my child gets accepted to a higher-ranked school?

If in a waitlist pull your child gets accepted to a higher-ranked school, we will release your lower-ranked acceptance and reserve a seat for your child at the higher-ranked school only. You will be notified via email or a phone call that your accepted school location has changed, and your Dashboard will reflect the former location as "Accepted but Not Preferred."

What happens if my child gets accepted to a lower-ranked school?

If in a waitlist pull your child gets accepted to a lower-ranked school after already being accepted into a higher-ranked school, your child will keep his or her seat at the higher-ranked school only. Your lower-ranked acceptance will be released and will be reflected on your Dashboard as "Accepted but Not Preferred."

What happens if I applied for more than one child and the school rankings are different on each application?

We strongly recommend that for each child's application, you re-rank the schools the same way. Additionally, we recommend that you apply your children to the same schools where they are grade eligible, since not every Success Academy school has every grade.

How can I change my ranking?

- Log in to [Enroll.SuccessAcademies.org](https://enroll.successacademies.org) with the email address and password you used during the application process.
- Once you're logged in, scroll down to the "What would you like to do?" drop-down menu.
- Click "Re-Rank Schools."
- Assign a number to each school, with 1 as your first-choice school.
- Every school must have a number assigned; do not assign the same number to more than one school.

- When complete, click the “Change My School Ranking” button.
- If accepted at more than one school, a seat will be reserved for your child at only the higher-ranked Success Academy school.
- If you are applying for more than one child, all grade-eligible schools should be ranked the same for each child.

The deadline to change your rankings is June 1, 2019. After this date, you will not be able to adjust your ranking.

You Should Know

School Calendar

Success Academy schools do not follow the New York City Department of Education calendar. If you enroll at a Success Academy school, your first day of school will be in August! Please see page 32 for more information about the Success Academy school calendar.

School Hours

Monday, Tuesday, Thursday, Friday: 7:45 AM–3:45 PM (Kindergarten through Grade 4)

Wednesday: 7:45 AM–12:30 PM

Arrivals after 7:45 AM are considered tardy, and scholars will receive an infraction on their record.

Busing/Transportation

Success Academy does not permit private busing, van service, or taxis to or from any of its schools. In elementary school, parents are expected to drop off and pick up their scholars in person every day or arrange for a friend, family member, or nanny/babysitter to do so.

There are many reasons that we do not offer busing at our schools. A close partnership between you and your scholar’s school is one of the most critical components of the Success Academy model. An important aspect of this partnership is the daily face-to-face interaction that you, or another trusted adult, will have with your scholar’s teacher during arrival and pickup.

Additionally, bus service is expensive, and we believe those resources are put to better use serving our scholars in the classroom.

For these reasons, and for your scholar’s safety, we require that elementary school scholars be escorted by a parent, a guardian, or someone on the pickup list at both arrival and dismissal. In middle and high school, scholars can take themselves and self-dismiss from school.

After School

Success Academy does not offer after-school programming. Our school hours are long, and once the scholars have gone home, our staff has more work to do! Our schools have lists of neighborhood after-school programs available in their Main Office. Success Academy does not recommend or endorse any particular after-school program, and it is the responsibility of a scholar’s family to arrange for appropriate after-school service if necessary.

Assessments

All accepted children entering grades 2 through 4 at one of our schools will be assigned to attend a scheduled assessment in mid-July. Assessments are a normal part of the Success Academy enrollment process. We want to ensure that scholars are entering the grade that is appropriate for their current academic capabilities. This assessment will help ensure that every scholar will start the school year in the right grade. Some scholars need to repeat a grade for the best chance of success, while others are above grade level and need to skip into a higher grade to be challenged.

You do not need to do anything to prepare your scholar for the assessment. It will consist of an observation of grade-appropriate academic comprehension skills. If your child needs to attend an assessment, you will receive your scheduled appointment and detailed information at your Uniform Fitting in June.

Holdovers and Grade Skips

Children mature, grow, and learn at different rates, often having little to do with their age. At Success, we do not believe age is the best determinant of grade placement, and sometimes it's in the best interest of the child to take an extra year to mature or master content. Thus, holdovers — and sometimes skips — are common at Success Academy. We want all scholars to be challenged at their most appropriate level, giving them their greatest chance to succeed.

Once the school year begins, your scholar's teacher will be in frequent dialogue with you about your scholar's progress. If your school feels that a holdover or a grade skip may be appropriate for him or her, you will be made aware in advance and your school will suggest study tactics that may help. For grade skips, we consider parent input; however, holdovers are the school's decision. Holdovers and skips may be implemented at any time before, during, or after the school year.

While parents may sometimes view such decisions as punishments, we know from years of experience that an additional year will benefit the child. Some of our top high school students were held over in younger grades and are now excelling. An extra year of school — essentially more time to mature and learn — can be critically important for a child's long-term success.

School Supplies and Costs

Success Academy provides all scholars with their necessary school supplies — you will never have to purchase pencils, notebooks, or other classroom supplies.

Lunch and snacks are provided free of charge for all scholars, except on early-dismissal days. Scholars who arrive to school early also receive free breakfast every day.

Incoming fourth graders will pay a technology fee, and some extra activities, like sports teams, may require a participation fee, but otherwise, the only item your family is required to purchase in elementary school is your scholar's uniform (see page 29).

The Success Academy Uniform

Success Academy is a uniform school — we believe that uniforms keep our scholars focused and eliminate distractions. Scholars are required to wear their uniform every day of the school year, unless we communicate otherwise for special spirit days. Success Academy offers all families free school supplies and field studies, as well as free breakfast, lunch, and snacks. The uniform is the only item we ask you to purchase. Uniform costs are listed below. Please factor the cost into your budget now. You will have the opportunity to have your child measured in June by our uniform vendor, FlynnO’Hara.

Accepted Scholars: Uniform payment is due at the time of your Uniform Fitting in June! You must purchase a required package. At this time you may also choose to purchase any additional items according to your budget or needs.

Waitlisted Scholars: If your child is on the waitlist at the time of your Uniform Fitting, no payment will be required at that time. Please continue to factor uniform costs into your budget in the event your child is accepted at a Success Academy school after your Uniform Fitting.

Girls — 2019 FlynnO’Hara Required Uniform Packages and Prices

Girls — Required to purchase from FlynnO’Hara
Kindergarten to Fourth Grade Total : \$250–\$254 (with shoes)* \$212–\$216 (without shoes)*
2 Plaid Jumpers 2 Short-Sleeve Orange Polo Shirts 1 Long-Sleeve Orange Polo Shirt 1 Blue Cardigan Sweater 1 Small or Large L.L.Bean Backpack with School Logo (prices vary)
Girls — Mandatory items but can be purchased from FlynnO’Hara or on your own
1 Pair Plain Black Shoes with Leather Soles (no laces, no designs, no logos) Lycra Shorts Navy Opaque Knee-High Socks Navy Cable Knit Knee-High Socks Navy Opaque Tights
Girls — Optional items
Blue Elastic-Waist (K) or Flat-Front Pants (first grade and up) Blue Shorts D-Ring Belt L.L.Bean Lunch Box

*Price includes shipping and handling. Specialty sizing may incur additional cost.

Boys — 2019 FlynnO’Hara Required Uniform Packages and Prices

Boys — Required to purchase from FlynnO’Hara
Kindergarten Total: \$209–\$213 (with shoes)* \$171–\$175 (without shoes)*
2 Pairs Blue Elastic-Waist Pants 2 Short-Sleeve Orange Polo Shirts 1 Long-Sleeve Orange Polo Shirt 1 Blue Cardigan Sweater 1 Small or Large L.L.Bean Backpack with School Logo (prices vary)
First Grade to Fourth Grade Total: \$281–\$285 (with shoes)* \$243–\$247 (without shoes)*
2 Pairs Blue Pants 2 Long-Sleeve Blue Oxfords 1 Short-Sleeve Blue Oxford 1 Blue Cardigan Sweater 4 Orange Ties 1 D-Ring Belt 1 Small or Large L.L.Bean Backpack with School Logo (prices vary)
Boys — Mandatory items but can be purchased from FlynnO’Hara or on your own
1 Pair Plain Black Shoes with Leather Soles (no laces, no designs, no logos) Navy Blue Socks
Boys — Optional items
Blue Shorts L.L.Bean Lunch Box

*Price includes shipping and handling. Specialty sizing may incur additional cost.

In cases of financial hardship, assistance is available. Please fill out and submit the Uniform Financial Assistance Request form found in the Forms and Documents section of this book. To qualify, you must submit a copy of the request form by uploading it through your Enrollment Dashboard at Enroll.SuccessAcademies.org.

Elementary School Locations

The Bronx	Grades	Location
SA Bronx 1	K,1,2,3,4	339 Morris Avenue
SA Bronx 2	K,1,2,3,4	450 Saint Paul's Place
SA Bronx 3	K,1,2,3,4	1000 Teller Avenue
SA Bronx 4	K,1,2,3,4	885 Bolton Avenue
Brooklyn	Grades	Location
SA Bed-Stuy 1	K,1,2,3,4	70 Tompkins Avenue
SA Bed-Stuy 2	K,1,2,3,4	211 Throop Avenue
SA Bensonhurst	K,1,2,3,4	99 Avenue P
SA Bergen Beach	K,1,2,3,4	1420 East 68th Street
SA Bushwick	K,1,2,3,4	139 Menahan Street
SA Cobble Hill	K,1,2,3,4	284 Baltic Street
SA Crown Heights	K,1,2,3,4	330 Crown Street
SA Flatbush	K,1,2,3,4	15 Snyder Avenue
SA Fort Greene	K,1,2,3,4	101 Park Avenue
SA Prospect Heights	K,1,2,3,4	760 Prospect Place
SA Williamsburg	K,1,2,3,4	183 South 3rd Street
Manhattan	Grades	Location
SA Harlem 1	K,1,2,3,4	34 West 118th Street
SA Harlem 2	K,1,2,3,4	144 East 128th Street
SA Harlem 3	K,1,2,3,4	410 East 100th Street
SA Harlem 4	K,1,2,3,4	240 West 113th Street
SA Harlem 5	K,1,2,3,4	301 West 140th Street
SA Harlem 6	K,1,2,3	461 West 131st Street
SA Hell's Kitchen	K,1,2,3,4	439 West 49th Street
SA Hudson Yards	K,1,2,3	500 West 41st Street
SA Union Square	K,1,2,3,4	40 Irving Place
SA Upper West	K,1,2,3,4	145 West 84th Street
SA Washington Heights	K,1,2,3,4	701 Fort Washington Avenue
Queens	Grades	Location
SA Far Rockaway	K,1,2,3,4	10-45 Nameoke Street
SA Rosedale	K,1,2,3,4	147-65 249th Street
SA South Jamaica	K,1,2,3,4	120-27 141st Street
SA Springfield Gardens	K,1,2,3,4	132-55 Ridgedale Street

School Calendar — Important Dates

At Success Academy, we believe in making the most of every minute of class time. We are giving you the 2019–2020 school calendar now so that you can plan around the start of school and scheduled days off. Please note that we do not follow the New York City Department of Education (DOE) calendar — we begin earlier and follow a different vacation schedule. Success also does not close for many of the holidays that the DOE does — from the Jewish holidays to Veterans Day. (Scholars may be excused for religious observance, of course.)

First Days of School

The first day of school for kindergarten, grade 3, and grade 4 is Monday, August 26.

The first day of school for grades 1 and 2 is Wednesday, August 28.

All scholars will have a half day every day for the first week of school (Monday, August 26, through Friday, August 30).

School Holidays for All SA Schools 2019–2020*	
September 2–3	Labor Day
October 14–16	Columbus Day
November 25–29	Thanksgiving Break
December 23–January 6	Winter Break
January 20	Martin Luther King Jr. Day
February 17–19	Presidents' Day
Dates to Be Determined	Spring Break
May 25–27	Memorial Day
June 25	Last Day of School

*All school holidays are subject to change. Please follow up with your Main Office at the start of the school year for finalized school holidays.

SECTION 3

Required Forms and Documents

Overview

To remain in the enrollment process, a proof of residency and birth certificate must be submitted for each child with a lottery status of “Accepted” or “Likely.” Copies of both documents must be submitted by May 14 in order to proceed in the enrollment process.

If your child has an Individualized Education Program (IEP), please submit a copy to us by May 14.

All documents may be submitted by uploading them through your Enrollment Dashboard at Enroll.SuccessAcademies.org.

Please note: We are not able to accept documents presented in person at our school locations or central office.

Forms and Documents Checklist

To remain in the enrollment process, a proof of residency and birth certificate must be submitted for each child with a lottery status of “Accepted” or “Likely.” Copies of both documents must be submitted to proceed in the enrollment process.

If your child has an Individualized Education Program (IEP), please submit a copy to us as soon as possible.

Due by May 14

REQUIRED

Birth Certificate

Please submit a copy of your child’s birth certificate as proof of age and legal identity.

REQUIRED

Proof of Residency

All Success Academy scholars must be legal New York State residents. See page 37 for guidelines for supplying Success Academy with a proof of New York State residency.

SITUATIONAL

Residency Questionnaire

Families in transitional housing or who are homeless are not required to provide proof of address. Please download a Residency Questionnaire from your Success Academy Enrollment Dashboard or contact the Success Academy Enrollment Team at 646-472-1911 or Enrollment@SuccessAcademies.org for a copy of the form to indicate your exemption from this requirement.

SITUATIONAL

Individualized Education Program (IEP)

If your child has an IEP, please submit a copy to us as soon as possible.

REQUIRED

Health Form

Each scholar must have a health exam completed by a licensed health-care provider to attend school.

REQUIRED

Immunization Record

All children attending school in New York State must be up-to-date on required vaccinations. Please consult with your child’s doctor to confirm that your child receives the required immunization dosages for the 2019–2020 school year.

OPTIONAL

Due by June 1 (if applicable)

Uniform Financial Assistance Request

In cases of financial hardship, financial assistance is available for purchasing your Success Academy uniform. You must submit this form to be considered for assistance.

Guide to Proofs of Residency

Proof of New York State residency is required to establish your child's eligibility to attend a Success Academy Charter School. Your proof of residency must be submitted by May 14.

Acceptable Proofs:

- A utility bill (cable, gas, landline phone, or electric, issued by National Grid, Con Edison, Long Island Power Authority, etc.) in the resident's name
- Documentation or letter on letterhead from a federal, state, or local government agency showing the resident's name and address
 - This includes the Internal Revenue Service (IRS), New York City Housing Authority (NYCHA), Human Resources Administration (HRA), The Administration for Children's Services (ACS), Medicaid, Medicare, Child Health Plus, etc.
- An original lease agreement, rent statement, deed, or mortgage statement showing the resident's name and address
- A current property tax bill for the residence
- Official payroll documentation from an employer
 - This includes forms submitted for tax-withholding purposes, or a payroll receipt, a W-2, or pay stubs showing the resident's name and address.

The following cannot be accepted as proof of New York State residency:*

- Driver's license
- Nonutility bills (cell phone, furniture deliveries, etc.)
- Bank statements or documents
- A letter on the employer's letterhead, in place of payroll documents
- Hospital or clinic forms
- Private health insurance mail (versus public health insurance, such as Medicaid and others listed above)
- Social Security card

**An unacceptable proof of residency is not valid, even if notarized. If you provide us with an unacceptable proof of residency, you will be notified and asked to provide us with an acceptable proof.*

Note: Families in transitional housing or who are homeless are not required to provide proof of address. Please download a **Residency Questionnaire** from your Success Academy Enrollment Dashboard or contact the Success Academy Enrollment Team at 646-472-1911 or Enrollment@SuccessAcademies.org for a copy of the form to indicate your exemption from this requirement.

Proof of residency may be submitted by uploading through your Enrollment Dashboard at Enroll.SuccessAcademies.org.

Individualized Education Programs (IEPs)

Success Academy has a strong commitment to serving children with disabilities, and our schools have an exceptional track record of helping children with special needs achieve at a high level. We believe there is a tremendous need for high-quality education for children with special needs, and we are proud to offer outstanding programming for them.

We offer a wide array of special education services and programs at our schools. **If your child has an IEP**, please submit a copy of the most recent version along with the rest of your required forms.

Scholar Information Forms (Accepted Only)

In July, accepted families will receive an important email from Success Academy. This email will contain a link to fill out online forms that are required before the first day of school. These forms can only be submitted online. This is a separate step from the documents (birth certificate, proof of residency, health form, and immunization records) that you must submit to the Enrollment Team by May 14. More information regarding these forms will be sent to accepted families in the coming weeks.

Success Academy provides all field studies, school supplies, and every breakfast and lunch for free every school day for every child. The uniform is the only financial contribution we ask you to make toward your child’s education. If your family is experiencing a hardship that would qualify you for financial assistance to help pay for your child’s uniform, please fill out Option 1 or Option 2 below and upload this form via your Enrollment Dashboard before June 1 to be considered for assistance.

Parent/Guardian’s Name: _____

Child’s Name: _____

Address: _____

Please complete Option 1 or Option 2 below.

Option 1

List the current Food Stamp case number or TANF/FDPIR number from your benefit letter.

Food Stamp Case Number

TANF/FDPIR Case Number

Option 2

List your current household income.

Adult’s Name	Gross Income			
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Weekly	Monthly	Yearly
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Weekly	Monthly	Yearly

Total Number of People Living in the Household: _____

Name of Employer: _____

Employer Phone Number: _____

The foregoing information is true and accurate and based upon my own personal knowledge.

Print Name

Signature

Date



Questions?

Reach out to the Enrollment Team at 646-472-1911
or Enrollment@SuccessAcademies.org.