Success Unlimited Academy, LLC

Montgomery's Foremost Institution
Dedicated to Individualized Education

Making a Difference One Student at a Time

Parent - Student Handbook

K4-8th Grades

4500 Vaughn Road
Montgomery, AL 36106

334.676.1629
Fax 334.676.1616

9-12th Grades

2328 Fairlane Drive
Montgomery, AL 36116

334.213.0803
Fax 334.819.8008

www.suacademy.com

Accredited by Cognia

WELCOME...

to the Success Unlimited Academy Family!

Dear Parents,

I would like to welcome you to Success Unlimited Academy. I am privileged to serve as your child's Headmaster. At SUA, open lines of communication between our school and your family are key to your child's successful experience. If you have questions or needs concerning your child's education, I encourage you to please call and make an appointment with me. The primary goal at SUA is to successfully prepare your child academically, spiritually, and socially for the future.

I will pray daily for our SUA families as WE work together toward reaching your child's greatest potential.

Again, welcome to Success Unlimited Academy Family.

Sincerely,

Susan Alred, M.Ed

SUSAN ALRED, M.Ed
Headmaster

Making a Difference One Student at a Time

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MISSION STATEMENT

Our mission at Success Unlimited Academy is to provide a safe and loving environment where students feel accepted and are challenged by educational excellence, instilled with loyalty to our country, and developed through spiritual growth. We believe all students can be successful through Christ who strengthens them.

VISION STATEMENT

The vision of Success Unlimited Academy is to become the foremost institution dedicated to individualized Christian education in the River Region.

LIFE VERSE

"I can do all things through Christ who strengthens me."

Philippians 4:13

SUA MOTTO

Making a difference, one student at a time.

COMMUNICATION

SUA believes in an open communication policy. By using various methods of communication, parents and students are made aware of important information/messages. SUA uses the following to communicate effectively: email, texting alerts, phone calls, written notices, and conferences. It is important to make sure parents have a valid email address. Please make the receptionist aware of any additions or changes to your email address or phone numbers as needed. This will ensure an effective means of communication.

COMMUNICATION INFORMATION

PARENT/ TEACHER CONFERENCES

Parents are encouraged to schedule a conference to discuss academic progress or any other concerns with their child's teacher. Conferences are held before or after school by appointment only. Parents should contact the school receptionist to set up an appointment. If you must reschedule, please contact the receptionist as soon as possible. Please call (334) 213-0803 (Grades 9-12 Fairlane) or (334) 676-1629(Grades K-8 Vaughn Road) for teacher-parent conferences.

RenWeb ACCOUNT

RenWeb is an internet/smartphone service that provides easy, quick access for students and parents to view grades, attendance, and other pertinent information related to assignments, homework, and class activities. Grades, attendance, and homework/Friday Remote Class assignments with Virtual Turn In. Students and parents will need to visit the website to follow instruction on. how to "turn in" using RenWeb Drop. Parents will be able to communicate with teacher and other school staff online whenever necessary. Steps to set up a student's RenWeb account will be given to parents at registration. The district code for Success Unlimited is SUA-AL. If you are having difficulty connecting to RenWeb, please contact Mrs. Morgan (Lmorgan@suacademy.com) A computer is set up at each campus for parents to check RenWeb if needed.

SCHOOL PROGRAMS: Hours of Operation/After School Information
SCHOOL HOURS
An SUA employee will be on site Monday-Thursday at 7:45 am at the Vaughn Road and Fairlane campuses to supervise students who arrive at 7:45.

Lower Campus: Grades K4-8 and Achievers Classes

The SUA Lower and Middle School Campuses are located at 4500 Vaughn Road.

HOURS OF OPERATION

- K4-8 8:15 am- 12:15pm
- Achievers 8:15am - 12:15 pm

K4 - 3rd

The K4-3rd grade experience offers a loving, caring environment with teachers that provide an innovative curriculum and small group instruction. Field trips and activities are planned to enhance the academic program.

4th - 5th Grades

SUA introduces learning through exploration, discovery, and research in the upper elementary classes. Students are challenged in the language arts and basic social programs. Students are engaged daily in the following classes: English, math, science, social studies, reading, and spelling. Students are also exposed to the Fine Arts Program. The classroom setting is small; and allows students to benefit from group instruction, as well as individualized instruction.

6th - 8th Grades: Middle School

Students are taught English, math, science, and social studies. Reading, spelling, music, and fine arts opportunities round out the basis for a strong foundation towards high school. Students are required to participate in physical education 30 minutes daily. Parents and students are responsible for returning the P.E. calendar forms. Forms are available on the SUA website, www.suacademy.com.

Upper Campus: Grades 9-12

The Upper Campus is located at 2328 Fairlane Drive. Success Unlimited Academy offers an AdvancedED accredited and SACS approved diploma. SUA offers three high school programs: Day School, Night School, and Distance Education. **Hours:** 8:30 am - 12:30 pm Grades 9-12
8:15 am - 12:15 pm Achievers

DAY SCHOOL

SUA Day School is a traditional learning environment that is based on block scheduling. Students will take 3 classes per semester. Each grade level will be taught the core classes: English, math, science, and social studies. Students have a wide variety of electives to choose from to balance out their class schedule. Day school is held Monday-Thursday. Friday class work is assigned and must be turned in by Sunday evening at 11:59 p.m. to RenWeb Homework Drop.

ACHIEVERS AND SPECIAL NEEDS PROGRAM

The SUA Achievers Class is a classroom setting that benefits students needing a smaller teacher-student ratio to be successful. Classroom instruction is based on one-on-one instruction and individualized lesson plans. Students follow a diploma completion track and will graduate after 24 credits are satisfactorily earned. This program is designed for students to succeed working at their own pace. Students are taught the basic core subjects along with art, music, life skills, and health/physical education. Hours of Operation: Fairlane & Vaughn Road 8:15 am - 12:15 pm.

NIGHT/HYBRID SCHOOL

SUA Night/Hybrid School is a great option for the non-traditional student wishing to receive his/her high school diploma. Non-SUA students, who have been granted permission from their base school, may be dually enrolled in the SUA Night/Hybrid School Program to earn credits towards graduation. Night/Hybrid School Program is held on Tuesday and Thursday afternoons from 2:30-5:30. Students enrolled at SUA will report to Night/Hybrid School at 2:30 and students who attend other schools will report to Night/Hybrid School at 3:30. SUA students must wear the SUA uniform to attend Night/Hybrid School. Students enrolled at other schools, must wear uniform of the school they attend during the day. If these circumstances do not apply, the students must wear khakis and a solid navy blue polo shirt.

DISTANCE/REMOTE EDUCATION (K4-12)

SUA Distance Education allows parents to educate their children at home with the supervision of an SUA certified teacher. Students receive lesson plans from SUA to complete at home. Completed assignments may either be emailed or brought to the SUA campus. The student and the Distance Education instructor will decide which is best for the student. All exams are to be taken on the SUA campus or by an approved site/proctor (by SUA) in your area. Students must be appropriately dressed to enter the SUA campus.

TUTORING SERVICES

The SUA Tutoring Center is open for students who need individualized instruction. Students enrolled in the tutoring program will be tested when they register to help identify their educational strengths and weaknesses. SUA students, as well as students who attend another school, may enroll in tutoring for additional instruction. The Tutoring Center accepts students ages 3 to adult.

CONTINUING EDUCATION

After graduation, SUA provides a continuing education program for the students in the special needs program who need additional continued academic and training instruction before entering the work force or technical program.

DISMISSAL PROCEDURES

Arrangements for picking up students after school should be made prior to the school day. If you have an emergency, please call the school and inform the receptionist of revised plans for your child. (Vaughn Road campus K4-8th (334.676.1629) / Fairlane Drive campus 9th-12th (334.213.0803.)

K4-8th Grade students must be picked up by 12:30 pm. Students picked up after 12:30 pm will be sent to After Care. After the 2nd late pickup and thereafter, parents will be assessed at a fee of $20 per day (daily rate of After Care). Parents must come in to sign out the child.

9th-12th Grade students must be picked up by 12:45 pm. If a student is not

picked up by this time, the student will be sent to the late pick-up holding room. The parent must come in the building to pick up their child. After the 2nd late pickup and thereafter, parents will be assessed a fee of **$20** per day (daily rate of After Care).

Night/Hybrid School Program: Night School begins at 2:30 pm and ends at 5:30 pm on Tuesdays and Thursdays. Students should arrive no earlier than 2:15 pm. All Night School students must be picked up and leave the SUA Fairlane Campus by 5:35 pm. After the 2nd late pick up and thereafter, parents will be assessed a fee of $20 per day.

SCHOOL ATTENDANCE POLICIES

Students enrolled in K4-8th grade are allowed a total of 16 absences per year. After the 16th absence the student will be denied credit for the year and must repeat the grade.

Students in grades 9-12 may miss no more than 8 excused or unexcused days of school/class per semester. Students who are absent more than 8 class periods per course during a semester will lose credit(s).

Exceptions may be made for a documented chronic illness or hospitalization. Documentation must be provided to the administration immediately. At that time, the Advisory Board and Headmaster will make the final decision on excessive absences and the consequences with regards to retention and course credit. Excessive tardies, check-ins, and check-outs will be will be reviewed as well. Extended Day Program students may only miss 4 school days per semester before course credits are denied.

Every attempt will be made to contact parents daily when a student is absent from school. It is the responsibility of the parent to ensure that their child is in compliance with the school attendance policy.

When students are not in class, they miss valuable instructional time, tests, quizzes, and daily assignments. Attendance is recorded and posted on RenWeb. It is the responsibility of the parent to view their child's RenWeb account on a regular basis to check attendance.

Distance/Remote Learning Education students must attend all teacher conferences and testing appointments.

CLASS TARDIES AND CHECK-INS

Students at the Fairlane Campus:
8:25 AM The bell rings allowing students to enter the building.
8:30 AM Students should in homeroom
8:31 AM Students are **TARDY** to class.

For grades K-8 and Achievers, the school day begins at 8:15. A tardy for students K-8/ Achievers is 8:16 am.

CONSEQUENCES OF UNEXCUSED TARDIES AND CHECK-INS

1) Three tardies to any class (9th-12th) result in one absence.
2) Three tardies for grades (K4-8th) will result in an absence.
3) Consistent tardiness is a basis for disciplinary action. Class work and graded assignments/tests/quizzes missed due to an unexcused tardy will result in a 0 and may significantly affect the student's GPA.

CHECK-IN PROCEDURES

1) Students arriving late will report to the front desk, sign in, and receive an admittance slip to go to class. (Grades 6-12)
2) Students who check in due to dental or doctor appointments must bring in a medical excuse.
3) In order for the check in to be excused, the students must give the receptionist a note signed by the parent or guardian stating the reason.
4) Parents of **non-driving students** must come inside the school to check in the student in school.
5) Parents of students **who drive to school** will be contacted to confirm the acknowledgment of a check- in.

EXCUSED CHECK-INS

1) A medical or dental appointment - doctor's excuse required
2) Illness - parental note or phone call required
3) Death/funeral in the family
4) School-sponsored events that are officially announced as such by the administration and for which the students are released from class by the administration.
5) A PRE-PLANNED absence must be arranged at least 3 school days prior to the absence. Students must obtain an ABSENCE REQUEST FORM from the school receptionist or print from the SUA Website. This form is signed by the parent and administration. The student is responsible for getting assignments in advance and checking RenWeb for more information. The form is on the SUA website, www.suacademy.com. All work is due on the day you return.
6) Personal emergency - administrator's discretion

MAKE-UP WORK

Students that have an excused absence or excused tardy, are allowed to make up their missed assignments. It is the student's responsibility to get their assignments from RenWeb. Students that do not have access to RenWeb, should have his/her parent call the school receptionist for missed assignments before dismissal of the school day. Students should be prepared to take tests, quizzes, and turn in any project previously assigned within 3 days. Special Projects and Term Papers with deadlines must be met. Parents should bring these projects and term papers to school to turn in for their child on deadline date.

ABSENCE DOCUMENTATION

When a student returns to school after being absent, a note written by a parent or guardian must be given to the homeroom teacher within 3 days of the return. Please include the student's name, date the student was absent, and the reason. Failure to do so will result in an unexcused absence and zeros will be given for all missed assignments. All excuses will be recorded and filed for documentation purposes.

EXCUSED ABSENCES

1) A medical or dental appointment - doctor's excuse required
2) Illness - parental note or phone call required
3) Death/funeral in the family
4) School-sponsored events that are officially announced as such by the administration and for which the students are released from class by the administration.
5) A PRE-PLANNED absence must be arranged at least 3 school days in advance. Students must obtain an ABSENCE REQUEST FORM from the school receptionist. This form is signed by the student, parent, teachers, and administration. The student is responsible for getting assignments in advance and checking RenWeb for more information. All assignments are due upon the day of the student's return.

COLLEGE VISITS

SUA recognizes the importance of visiting prospective colleges and schools. SUA recommends that college visits occur when our classes are not in session. In order for the day to be excused the following criteria must be met:

1) An appointment should be made with the college admissions office
2) Completion of Planned Excused Absence Form (pick up form in front lobby or download from the SUA website.)
3) Student must have the college request form signed by the college representative/ or proof of a college visit.
4) All missed assignments are the responsibility of the student and due upon return.

UNEXCUSED ABSENCE

All unexcused absences will result in zeros for all missed work.

1) Truancy
2) Failure to complete Friday assignment
3) Cutting class
4) Uniform violations
5) Conduct infractions
6) Personal appointments that are non-medical
7) Personal Celebrations - birthday etc.
8) SKIP DAYS – There are no sanctioned skip days at SUA for any grade.

CHECK-OUT PROCEDURES

1) No student will leave during the day without permission from SUA. When early departure is planned, the student must bring a note from the parent

stating the time and the reason the student is to be dismissed. All check outs will be confirmed by a phone call to the parent and the student will not be released until confirmation is verified.

2) Dental or medical appointments should be scheduled after school hours or on Fridays.
3) Parental permission to check a student out of school does not necessarily constitute an excused absence. For early release to be excused, it must meet the criteria for an excused absence.
4) A parent must come in the office to check out the student. If the student is a driver, then the parent will give verbal permission via telephone to the receptionist giving the student permission to leave. Even if the driving student presents a note to grant permission to check out, the parent will still be called to confirm.
5) Students who are responsible for transporting other student(s) to/from school will need to make arrangements for the other student(s) to have a ride prior to the check out. (ie: Student cannot check out because his/her ride is checking out!)

FRIDAY REMOTE DAY/VIRTUAL TURN IN ASSIGNMENS

SUA students receive classroom instruction Monday-Thursday. Friday is part of the school week Extended Day Program. Every Thursday, students (K4-12) will receive all FRIDAY ASSIGNMENTS from their teachers. It is the responsibility of the student to check RenWeb for assignments if he/she is absent. All ASSIGNMENTS WILL BE TURNED IN BY HOMEWORK DROP ON RENWEB (Grades 6-12). The students will be provided instructions of how to turn in assignments in class and step by step instructions will be on the SUA website. ASSIGNMENTS are due by MIDNIGHT on SUNDAY EVENING. Students in grades K4-5 will turn in all assignments to their teacher on Monday morning. Failure to turn in the assignment will result in the following consequences:

1) All assignments will be given a zero. If a student turns in the assignment on Tuesday, the grade will be docked 20 points for being turned in late.
2) Failure to turn in Friday assignments will result in being counted ABSENT on Friday, regardless if the work is turned on the following day.
3) If the student is absent on Thursday to receive his/her Friday Assignment, the student/parent can check RenWeb for the assignment, call a classmate, or call the school on Friday and speak to Mrs. Morgan for further information. This assignment will be accepted on Tuesday, if the absence is excused.

ALERT: Many students accumulate excessive absences due to the failure to complete Friday Remote/Virtual Assignments. Students often have to attend Summer School for this reason.

ATTENDANCE REQUIREMENTS/ATHLETICS/ EXTRACURRICULAR

Students must be present in school for at least half of the school day in order to participate in school sponsored athletic events, practices, activities, or

performances. Students that are suspended/expelled are not allowed to travel to any school authorized function, participate in athletics, extra curricular activities, practices, performances, or travel to any school authorized function during the suspension.

UNIFORM INFORMATION POLICIES, REQUIREMENTS, AND CONSEQUENCES

SUA will follow updated guidelines for safety and concern for COVID issued by the CDC.

K4-12

The SUA student dress code and appearance standards are intended to foster a quality academic environment. These policies are designed to help students comply with the school's requirement that students must demonstrate modesty and good taste in dress and grooming at all times while at school. Students must remain in their SUA uniform while they are on campus unless the student is involved in an extra-curricular activity or athletic event that requires a separate dress code.

PROHIBITED CLOTHING/PERSONAL ITEMS (K4-12)

- **HOODIE JACKETS ARE NOT ALLOWED ON THE SUA CAMPUS.**
- NO CARGO PANTS: (male/female) are allowed on the SUA CAMPUS as part of the school day/night uniform. This means SLACKS, PANTS, or SHORTS! (Cargo pants have multiple sized POCKETS on the side of the garment.)
- Pants must be hemmed. Pants cannot have holes or tears. Slacks must be straight legged. Slacks CAN NOT have elastic at the bottom cuff.
- Any apparel, jewelry, accessory, notebooks, books, or manner of grooming, which by virtue of its color, arrangement, trademark, or any other attribute, denotes advocacy of drug use, violence, hatred or disruptive behavior is not allowed.
- All uniforms must cover the midriff area and the backside area. This means **SAGGING** is not allowed and underwear is not to be shown.
- Students are not allowed to have lip, tongue, brow, or nose piercings.
- Gauges are not permitted. No visible tattoos are permitted.
- Female students are only allowed to have 2 ear piercings per ear.
- Large or excessive jewelry and chains are prohibited. Administration has the right to determine if the jewelry is acceptable.
- Elaborate and/or distracting makeup, hair colors, or styles are not permitted. HAIR COLOR MUST FALL IN NATURAL GUIDELINES. Males must maintain their hair length at the top of the collar.
- If you are wearing a fleece, jacket, or sweatshirt (SUA SCHOOL APPROVED ONLY) you must have your school shirt under the jacket.

ENFORCEMENTS AND CONSEQUENCES

Attire may be checked at any time. If a teacher believes an article of clothing is in violation of uniform guidelines, appropriate measures will be taken. Students will be sent to the administration. The administration will call the parent immediately to bring clothes/shoes for the student to be in the correct dress code. The student may be sent home in order to change into appropriate clothing or issued clothing from the SUA CLOTHES CLOSET (fee of $5 will be charged and paid the following day). Class time missed for a violation will count as an unexcused absence. The administration reserves the final decision about the appropriateness of a manner of dress. Three dress code violations may result in In-School Suspension and a plan of an alternative dress code (ie: Constantly wearing skirts that are too short may result in wearing slacks everyday).

BOYS' UNIFORM ATTIRE GUIDELINES K4-12 UNIFORM REQUIREMENTS

SLACKS (May be purchased from Southern School Uniforms or at another store if the slacks meet SUA DRESS CODE REQUIREMENTS) Slacks must be Khaki or Navy Pleated or Flat Front Slacks. Slacks must be light khaki- not muddy khaki or olive khaki.

SHORTS (May be purchased from Southern School Uniforms or at another store if the items meet SUA DRESS CODE REQUIREMENTS.) Shorts must fall in the Khaki color guideline or Navy Blue. The shorts can be pleated or flat front shorts. Shorts must be knee length.

OXFORD SHIRTS: (Purchased at Southern School Uniforms) Yellow Short Sleeved/Long Sleeved Oxford Cloth Shirt with Embroidered School Monogram or Appliqué.

UNDERSHIRTS: (Purchased at local stores) White Only
KNIT SHIRTS: (Purchased at Southern School Uniforms) Navy or Yellow Short Sleeve or Long Sleeve Polo Style Knit Shirt with SUA School Appliqué or Embroidered School Monogram (Collared Shirts).

SWEATERS/SWEATER VEST: (May be Purchased from Southern School Uniforms or another store) Navy or Black Crew Cardigan, Navy or Black Zip Crew Cardigan, Navy or Black V-Neck Pullover (Embroidered School Monogram or Appliqué). Or a SOLID NAVY or Black sweater/ sweater vest may be purchased at another store if applicable. The sweater /sweater vest does not have to have the monogram on the item.
SWEATSHIRTS: Sweatshirts must be solid navy and may or may not have the SUA logo. No other sweatshirt is allowed on the SUA campus. Again, **NO HOODIES**.

OUTERWEAR: ALL OUTERWEAR MUST BE PURCHASED AT SOUTHERN SCHOOL UNIFORMS AND MUST HAVE THE SUA LOGO. NO HOODIES OF ANY KIND ARE ALLOWED.

BELTS: SUA DRESS CODE REQUIRES 6th-12th Grade MALES to wear a Black or Brown belt daily (Braided or Solid Leather Belt.)

SOCKS: Solid Black, White, or Navy Socks Only. (Ankle Socks May Be Worn With Athletic Shoes) Mismatched socks are not allowed. No stripe/neon socks or inappropriate or socks that would cause a distraction.

SHOES

Grades K4- 5th grade

- Must wear rubber sole shoes. This can be an athletic/ tennis shoe, closed toe/heel shoe with a rubber sole.
- No BOOTS, no sandals, no flip flops, no shower shoes/slides.
- Athletic/Tennis Shoes must be black, gray, blue or white with minimal color trim.
- No neon/fluorescent or shoes are allowed.
- Shoe laces must match shoes.
- No Crocs

Grades 6-12

- Males must wear closed toe/heel shoes or boots.
- Males are not allowed to wear flip flops or shower shoes.
- All Shoes may be brown, black, tan or blue.
- Laces must match the shoes.
- No neon/fluorescent socks or tennis shoes are allowed.
- No Crocs

REMINDERS

- Males must tuck in their shirt tails and wear a belt daily. (6th-12th)
- Males are not allowed to wear ear jewelry, necklaces, or gauges.
- Males may have facial hair that is neatly trimmed to the face. No long beards (Duck Dynasty type) allowed. This is for the first semester only. If the male students comply with the rules, then the rule will be used in the second semester as well.
- Hair for males must be no longer than the top of shirt collar.
- Hair cannot cover eyes.
- No hats, bandanas, headbands, or other headgear will be worn on the SUA Campus.

GIRLS' UNIFORM REQUIREMENTS K4- 12

JUMPERS (Purchased from Southern School Uniforms) Khaki Jumpers/Navy Jumpers/ Plaid Jumper # 57 (Any Style - Cannot be shorter than 2 inches from the back crease of knee) Must be worn with a blouse/knit shirt - SUA APPROVED.

KNIT SHIRT DRESS: K4-5 Grade only (purchased from Southern School Uniforms) Navy Knit Shirt Dress with School Appliqué

SHORTS: (Purchased from Southern School Uniforms or any other store as long as it meets SUA Dress Code) Khaki/Navy Blue. Not shorter than 2 inches from back crease the knee.

SKORT: Style # 907 (Plaid #57) Khaki or Navy Wrap Skort or Plaid # 57

SKIRTS: (Plaid # 57 must be purchased from Southern School Uniforms) Khaki or Navy Blue skirts may be purchased from Parker or another local store. Skirts must not be shorter than 2 inches from the back of the knee.

SLACKS: (May be purchased from Southern School Uniforms or at another store if the items meet SUA DRESS CODE REQUIREMENTS) Light Khaki or Navy Blue

OXFORD SHIRTS: (Purchased from Southern School Uniforms Only) Yellow Short Sleeved/Long Sleeved Oxford Cloth Shirt with Embroidered School Monogram or Appliqué

UNDERSHIRTS/CAMISOLES/RIBBED TANKS: White Only

KNIT SHIRTS: (Purchased from Southern School Uniforms Only) Navy or Yellow Polo Style Short Sleeve or Long Sleeve Knit Shirts with SUA School Appliqué (Collared Shirts)

SWEATERS/SWEATER VESTS: Navy or Black Crew Cardigan, Navy or Black Zip Crew Cardigan, Navy or Black V-Neck Pullover, Sweater Vest (Embroidered School Monogram or Appliqué).

SWEATSHIRTS: must be purchased at Southern School Uniforms.

OUTERWEAR: must be purchased at Southern School Uniforms.

BELTS: Optional for Girls: Black or Brown (Braided or Solid Leather Belt)

SOCKS: Solid Black, White, or Blue Socks. (Ankle Socks May Be Worn with Athletic Shoes) Mismatched socks are not allowed. No stripe/neon socks.

TIGHTS: Black, White or Navy Solid Colored Tights or Leggings. No lace, design, fishnet, animal print etc. is allowed. **Leggings/Jeggings cannot be worn as slacks.**

SHOES: (Purchased at local stores)
K-5th must wear athletic shoes only. This is a tennis shoe. All soles must be rubber (athletic shoes). Shoes must be black, gray, navy or white with minimal

color trim. **Neon/fluorescent tennis shoes are not allowed.** Shoelaces must match shoe.

6th-12th Female students are permitted to wear sandals (no flip, flops), closed toe shoes, or boots. Black, Brown, Tan, or Blue Shoes/solid color. Predominantly White, Black, Blue or Gray athletic shoes with minimal colored trim. **Neon/fluorescent tennis shoes are not allowed.** Shoelaces must be the predominant color of the shoe; Keds Tennis Shoes are allowed in navy, gray, white, black. Other shoes may be worn including sandals, must be solid black, gray, white or tan.

GIRLS' UNIFORM ADDITIONAL GUIDELINES/ INFORMATION

- Tight clothing is not allowed. No "JEGGINGS" are allowed. No STRETCH PANTS are allowed.
- Blouses and knit shirts must be loose-fitting enough to conceal undergarments and any cleavage. Undergarments should not be visible by virtue of color, design, or fit.
- Boots are permitted in grades 6-12, but must be black, brown, or tan. Slacks are permitted to be tucked into boots.
- Scarves may be worn to accessorize the SUA uniform. Scarves must be within school colors: white, navy, or yellow.
- Earrings must be posts or a small loop.
- Hair accessories must be within keeping of school colors. Ribbons must be white, blue, or yellow/gold. No caps or hats of any kind. No HEAD RAGS or WRAPS or NETS of any kind. Students may wear hair clips/hairbands: brown, black, or school colors. Headbands cannot be worn around the forehead.

"SPECIAL OUT OF DRESS CODE INFORMATION"

The ADMINISTRATION will designate special days as "OUT OF DRESS CODE DAYS" for SUA.

- Every **WEDNESDAY (WONDERFUL WEDNESDAYS)** of each month (K4-12) will be **JEANS and Spirit Shirts/Regular SUA shirt day**. **Students may pay $1 to** participate (JEANS ONLY). This includes SENIOR SPIRIT SHIRTS, CLUB SHIRTS, HERFF JONES PURCHASED SENIOR SHIRTS, and school sweatshirts. These shirts will be available for purchase during the first few weeks of school. The money collected will be used to support Honor Roll Celebrations and Honor's Assemblies.
- SPIRIT WEEKS will be announced through email and classrooms. Students will follow **GUIDELINES** set forth by the administration to participate in those special activities.
- Various "SPECIAL" days such as "PINK OUT" or "BLUE JEANS FOR BABIES" days will be added by the administration. Participation by the students is encouraged. Days such as **"PINK OUT"** will be used as a charity fundraiser and will be assigned a donation amount.

ATHLETIC TEAMS DRESS CODE

The ATHLETIC TEAMS at SUA will be given permission by the Athletic Director to dress for game days and events. Special days will be announced and approved by the administration. This information will be sent to the parents. At no time will athletes be allowed to wear athletic wear as part of their uniforms, except for SUA ATHLETIC JACKETS. This includes all female and male athletes. ATHLETIC JACKETS (no hoods)are allowed to be worn during the school day. This will be considered as SUA approved outerwear. If a student has an athletic jacket that has been worn previously and he/she is not on the athletic team at the current time (ie: Cheerleading), then the student is not to wear the garment. Athletes should not allow other students to wear their athletic wear.

SUA CLOTHES CLOSET "PRELOVED SUA UNIFORMS"

The SUA CLOTHES CLOSET is available to all parents/students. The Clothes Closet is housed at the Fairlane Campus. You will need to make an appointment to shop THE CLOTHES CLOSET. Contact Fairlane Receptionist at reception@suacademy.com.

SUA CODE OF CONDUCT/DISCIPLINARY ACTION PLAN

SUA administration, faculty and staff strive to promote an environment that is conducive to learning. Students are challenged with Christian principles, good citizenship skills, academics, extracurricular activities, and athletics that help to promote the development of the total person. SUA encourages students to be involved in community service to reflect a positive image. In order for this type of atmosphere to occur, students must accept responsibility for their actions. Students are expected to conduct themselves in an appropriate manner at all times, while at school, out of school, or while attending school functions. Students are expected to comply with SUA standards and accept consequences of their misconduct. With regard to athletics and extra-curricular activities, the respective coach or sponsor shall establish polices and rules that the team (organization) must abide by. Thus, the student must answer to both school discipline and team (organization) discipline.

FINAL AUTHORITY REGARDING THE ASSIGNMENT OF DISCIPLINARY ACTIONS RESTS WITH THE HEADMASTER AND THE ADMINISTRATION.

GENERAL POLICIES K4-12

1) Every student has the right to learn, every teacher has the right to teach, and every parent has the right to expect an exceptional educational environment for their child.
2) SUA attempts to instill within each student a sense of integrity, good citizenship, and an understanding of right and wrong.
3) SUA will not tolerate rude or violent behavior from students, parents, faculty, or staff. Negative comments about SUA on social media will be addressed. Such behavior will not be tolerated on the SUA campus or in the community.

PERSONAL ELECTRONIC POLICY

Due to the abuse of technology and the distraction to the education process, all personal electronic devices (PEDS) with the exception of non-cell phone calculators, including phone calculators, are not permitted to be used during school hours or once the student is on the school campus. Some of the devices are listed for further reference (but not limited to): cell phones, cameras, ipads, ipods, tape recorders, music devices, laser pointers, game devices, personal computers, ear buds, ear phones and other handheld devices. Such mentioned devices should never be used to photograph, send, pose a photograph/video to which could cause any student/faculty/administration harm or embarrassment. Students who post such information online or share photos/videos that share illegal or immoral behavior or show an act to cause harm to an individual(s) will be called before the administration for further action (i.e. suspension, change of day school to night or distance programs). Students must adhere to the **SUA RESPONSIBLE USE POLICY (RUP**). Accommodations and exceptions will be made with approval by the administration if it is noted in the students personal learning plan (PLP). The Director of Academic Support will notify the teachers of these accommodations.

- Confiscated PEDS will be turned into the administration.
- 1st violation $10.
- 2nd violation $20.
- 3rd Violation $30 Fine, parent must be present to redeem the PEDS.
- Upon the 4th violation and thereafter, the student will be fined $40 (increased by $10 per violation) fine and suspension. The administration will meet to discuss the future of the student to be allowed to return to day school program.

Parents and friends should not TEXT OR CALL students between the hours of 7:45 am - 12:45 pm or once the student is on the campus. Please make sure your child is aware of appointments and transportation arrangements before he/she leaves for school each day. If you need to get a message to your child, please contact the school and speak to the school receptionist. (See phone numbers listed on the front cover of the handbook.)

BEHAVIORAL INFRACTIONS/CONDUCT

Behavioral Infractions are classified into 3 categories. The ADMINISTRATION has the right to add to the infraction list at any time.

GRADES K4-12

The following are violations of Success Unlimited Academy's standards of behavior. Many of the **CLASS 1 Disciplinary Infractions** will be handled by the classroom teacher; however, the information will be documented on the SUA Student's Personal Behavior Log. Depending on the infraction, further action may be taken as deemed by the teacher/administration. Infractions are cumulative throughout the school year. All polices will be enforced on the SUA campus during school hours and after hours at school related events.

- If a student fails to comply to the rules and regulations set forth by the SUA Administration, the student's behavior/discipline log will be reviewed further. If the students exhibits behavior not acceptable in the day program, the student will then be asked to go to the SUA Night School or Distance Education Program.

CLASS 1 INFRACTIONS

1) Non-Conformity to dress code
2) Providing false information
3) Possession of items that will create a nuisance in the classroom: playing cards, toys, trading cards, and any other item that causes attention, distraction, or disruption to the classroom
4) Violation of Parking/Driving on School Campus

CLASS 1 INFRACTIONS may result in one or more of the following consequences:

- Teacher/administrator will notify the parent
- Suspension/Conference

CLASS 2 INFRACTIONS

1) Skipping part or all of a class
2) Disruptive classroom or out of class behavior – This infraction could also be a MAJOR INFRACTION
3) Cheating
4) Defacing school property; vandalism - less than $50.00
5) Insubordinate, argumentative or disrespectful behavior to a fellow student, SUA faculty member, staff, or administration
6) Harassment, intimidation of others, threats, including cyber or any form of (written or verbal.) This policy applies on and off campus
7) Theft of other's property: Using someone else's property without permission (i.e. valued $5 or greater)
8) Public display of affection with classmates or others on SUA campus or school related functions
9) Use of racial slurs, ethnic insults, sexual harassment - gestures, verbal, physical or written
10) Use of profane/obscene language, hand gestures, possession of inappropriate material
11) Abusing lockers, desks, computer, or other school property
12) Violations of PLAGIARISM as defined in the SUA HONOR CODE Students will also receive a zero for work which was plagiarized.
13) Cheating on tests or copying other's work, FRIDAY ASSIGNMENTS, or any infraction described in the HONOR CODE will result in a zero

CLASS 2 DISCIPLINARY INFRACTIONS may result in one or more of the following consequences. Class 2 infractions may result in suspension or expulsion from day school to an alternative program (Night School or

distance education).
The following consequences will be enforced (but not limited to other disciplinary actions.)

- Removal from the classroom setting by administration.
- Parent Conference
- Suspension
- Expulsion from SUA

CLASS 3 INFRACTIONS (which are subject to Suspension or Immediate Expulsion)

1) Possession, sale, use of prohibited items, inappropriate devices or substances while on school campus or at school-sponsored events will result in disciplinary action. Prohibited items include, but not limited to: mace, pepper spray, knives, guns (any type), lighters, matches, fireworks, or any type of explosive or any item that may be construed as a weapon
2) Prohibited substances include: alcohol, any type of tobacco, vapors or juuling/e-cigs non-prescriptive/prescriptive drugs, drug paraphernalia, inhalants, aerosol sprays, or other over the counter products. SUA has the right to search any student, book bag, purse, locker, or vehicle at any time.
3) Any device/or substance that is a replica/facsimile of the above mentioned is in violation. This includes being on person, property (i.e. book bag, purse), or vehicle
4) Any attempt to light, discharge or ignite any type of explosive in the building, on SUA SCHOOL GROUNDS, or at a SUA school event will result in an arrest and probable expulsion from SUA
5) Bomb threats or any such said communication(s)
6) Being under the influence of prohibited substance on campus or at school sponsored events. (see Drug Testing)
7) Inappropriate sexual behavior: verbal, written, gesture or computer/social media/cell phone
8) Forging notes and signatures, deception, or misrepresentation
9) Defacing property over $10
10) Pulling fire alarms or tampering with security systems
11) Theft of another person's property over $20
12) Physical confrontation that leads to injury on or off SUA campus with another SUA student/SUA staff or placing such said event on social media.
13) Gambling - any participation in games of chance for money and/or other items of value (which includes shooting dice)
14) Providing false information to a SUA faculty, staff, or administrator.
15) Severe Threat, Harassment, Sexual Harassment, Intimidation of students/faculty. This can be in written, gesture, verbal form, or cyber form
16) Any tampering of any school security system wifi, door security, computer software or equipment.

CLASS 3 INFRACTIONS result in an immediate conference with the parent/ teacher/ student and law enforcement when necessary. Class 3 Infractions may result in arrest, indefinite suspension or expulsion. The administration will decide on the appropriate discipline plan of action for the student based on each events and prior student behavior.

SUSPENSION AND EXPULSION

- Suspension is a temporary removal of a student from class attendance by the school. Expulsion is a permanent removal from classroom setting.
- The administration will notify the parent. The reason and the terms of the suspension will be stated.
- All assignments, quizzes, and tests missed during the suspension will result in a zero.
- The administration reserves the right to make the decision of expulsion when necessary.
- The Headmaster and Administration will meet to discuss the best possible plan for the student.
- Students will not be allowed to participate in any athletic/extracurricular activities until the headmaster and administration have met and reached a decision.
- Any suspension during the school year will disqualify the student from being exempted from semester exams.
- Additionally, a suspension within the school year may affect membership in the National Honor Society or other academic, honor recognitions, athletics, or extra-curricular activities.

HARASSMENT

SUA will not allow students being unkind to other students, faculty, or staff. Forms of harassment include (but not limited to): written, verbal, gestures, or cyber. Refer to the Code of Conduct for further information and consequences. If you feel your child is being harassed or if you have a concern, please contact the headmaster immediately. (principal@suacademy.com)

DRUG TESTING AND SEARCHES

SUA is dedicated to academic excellence and the personal well being of our students; therefore, we require a safe and drug-free environment. Students will be randomly drug tested, and parents will be notified of the results. Students who test positive, may not return to school until they have been seen by an approved drug counselor. Follow-up testing will be conducted on any student who has previously tested positive. The cost of the retest will be incurred by the parents. If a student tests positive on his/her retest, that student will be referred to the headmaster and administration to discuss alternate school placement (night school or distance.)

SEARCHES

Book bags, pockets, purses, clothing, and vehicles are subject to be searched if

suspicion deems necessary. SUA retains the authority to conduct routine patrols of the student parking lot and students' vehicles. The exterior of student cars will be inspected as needed. The interior of student vehicles may be inspected whenever school authority has reasonable suspicion to believe that illegal, unauthorized, and/or contraband materials, or any items deemed suspicious or that can be used as weapons are contained inside the vehicle. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

SEARCHES INVOLVING OUTSIDE PERSONNEL, DOGS, AND/OR DETECTION DEVICES

Searches of students, student lockers, and/or student vehicles which involve outside (non-school) personnel, dogs, and/or detection devices are permitted and conducted without notice when appropriate.

SEIZURE OF ILLEGAL MATERIALS

SUA reserves the right to conduct a search. If a properly conducted search yields illegal, unauthorized, and/or contraband materials, such said items will be impounded by school officials. Parents or guardians shall be notified of all items seized. SUA established protocol will then be followed.

PARKING AND PARKING VIOLATIONS

SUA promotes safe driving for their students and considers it a privilege to allow students to drive on campus. SUA allows students who have a valid driver's license to drive and park on the SUA campus. Students are allowed to purchase parking permits by grade level before school starts each year. Students will be notified of such said time through email by the activities director. Assigned parking spaces are for students who are going to drive every day to school and not just occasionally. Students must follow all SUA traffic rules and park in their assigned parking space. Students must provide the following: current driver's license, proof of insurance for the car that is to be driven and parked on campus, and parking information form filled out by parents. Vehicle must have current up to date tag. The cost of the parking permit is $30.00 per year.
Due to the limited number of parking spaces allowed for students, the SUA Vaughn Road lower campus parking lot will be used as the overflow section. Students not receiving a parking space at the high school campus will park at the VR campus and be transported to the high school campus by SUA staff. Van pick up will be at 8:25 each morning and will take students back after school at 12:40. The SUA admin team has the right to revoke driving privileges at any time. SUA staff will direct traffic before and after school daily. SUA students must adhere to the commands and directions of the SUA staff traffic team.

DRIVING RULES AND PROCEDURES

1) Students must abide by the speed limit in the parking lot. Speed limit is VERY SLOW!

2) Students must enter the parking lot slowly and exit the parking lot slowly.
3) Students seen speeding or reported speeding or driving recklessly before entering the parking lot or after leaving the parking lot will lose their parking privileges.
4) Students must display the SUA Parking Hanging Tag at all times on the SUA Campus.
5) Students must turn down their music once he/she pulls onto the SUA campus. No music should contain vulgar language.
6) Students cannot allow other students to drive their vehicle on the SUA campus.
7) Once the student parks his/her vehicle, the student must exit/lock the vehicle and wait on the school grounds.
8) Students not willing to obey and follow all safety rules concerning driving on and off the campus will have their privileges revoked.

SUA HONOR CODE

The SUA Honor Code is based on personal and academic honesty and integrity. The primary objective of the SUA Honor Code is to encourage and promote honorable and ethical behavior of all students. Violations of the honor code will be addressed by the headmaster and administration.

ACADEMIC INTEGRITY

As a part of the SUA Honor Code, SUA does not condone a student using the work of another student and claiming it as his/her own. Doing so is considered a form of cheating. This shows a lack of personal integrity and confidence. Copying any assignment of another student is considered cheating. Students should neither give nor receive assistance on homework, quizzes, tests or exams as authorized by their teacher. If a student is found to be cheating, the student will be given a grade of zero on their assignments and will be suspended 1 school day. All missed classwork, homework, tests, and quizzes assigned during suspension will receive a zero.

PLAGIARISM, ACADEMIC DISHONESTY, AND OTHER FORMS OF CHEATING

In an effort to foster academic integrity, SUA has established the following guidelines concerning plagiarism and cheating:

1) Using the exact words of another person's work or writing without acknowledgment of the source through the use of quotation marks and correct citation/documentation
2) Rephrasing a passage by another writer without giving proper credit
3) Using someone's facts or ideas without acknowledgement
4) Using a piece of writing for one course that was already used in a previous course (or courses you are simultaneously enrolled) without expressed permission from both instructors to do so

5) Presenting fabricated or falsified citations or materials
6) Merely changing the order of words or passages from sources without proper documentation
7) Merely substituting synonyms for a few words in passages from sources that are being used
8) Buying and using an assignment such as a documented essay or search paper
9) Presenting an assignment that was created by someone else, including peer or parent, to a teacher for a grade

SUA GRADING POLICIES AND COURSE OF STUDY

Progress Reports and Report Cards/Homework

SUA provides progress reports midway through each quarter and report cards at the end of each nine-week period to insure academic progress is being made, to recognize excellence, and to assist any student who is at risk of failure. Progress reports and report cards may be viewed online. Dates for progress reports and report cards are listed on the school calendar, RenWeb calendar, in the back of the handbook, and the SUA school website (www.suacademy.com). K4-12 progress reports and report cards are issued online. Any parent needing a paper copy of a progress report or report card may request a printed copy of their child's report through Mrs Morgan @ LMorgan@suacademy.com

Daily Work and Projects	40%
Tests	60%
Final Exam	1/3 of final average (Grades 9-12 only)

Grading Scale

Letter Equivalency	Numerical Grade	Quality Points
A	**90-100**	**4**
B	**80-89**	**3**
C	**70-79**	**2**
D	**60-69**	**1**
F	**0-59**	**0**

FINAL EXAMS

Grade 9-11 are required to take 1st and 2nd semester exams. **Seniors** who have maintained an A average in a course and have no more than 4 absences in a whole credit course (excused or non-excused) and no suspensions, may be exempt from that exam. Dates and times for final exams are posted on the RenWeb Calendar, on the SUA School Calendar, and the SUA school website (www.suacademy.com).

***** Classes that are ½ credit (9 weeks) ie: Government, Economics, Health, Bible etc. Classes scheduled for a nine week period will allow 2 absences per 9 weeks.**

HOMEWORK

Homework plays a major part of a student's success at SUA. Purposeful assignments are given and evaluated. Students receive homework as a continuation of the work learned in class for practice, retention, and mastery of the material; therefore, all homework assignments should be completed and turned in on time. Students who are absent, tardy, check-in or out of school, should check RenWeb for homework postings online or contact another student for their assignments.

FRIDAY REMOTE/VIRTUAL ASSIGNMENTS

Friday Assignments are required each week (except during Holiday breaks). The assignments are required for each subject in grades K-8th and required for each class period in grades 9th-12th, including electives. Friday Assignments are collected by teachers on Monday for grades K-5. Friday Assignments are submitted on RenWeb in the CLASS DROP BOX for grades 6-12 by Sunday evening at 11:59. Teachers are to check the Friday work, grade, and record in their grade book/ RebWeb,

Students that do not turn in Friday work will be given a "0" for that assignment. Late assignments must be turned in by Tuesday morning. The assignment will be given a grade of "80", but maybe adjusted depending on the accuracy of the assignment.

SCHOOL COMPUTER LAB/COLLEGE/CAREER/RESEARCH CENTER

If a class assignment requires the student to do research or to use a computer, the student may make an appointment to come to school on Friday between 8:30-11:00 or Monday/Wednesday afternoon from 1:00-3:00 pm to use the computers at SUA. Cost of printing an assignment is $.25/per page. To set up an appointment for Friday at the Fairlane Campus. This includes the Vaughn Road Campus.

CLASSWORK/ REQUIRED CLASSES/ ELECTIVES

FOREIGN LANGUAGE

SUA recommends that students, who opt to take a foreign language, take 2 years of the same language. Many colleges require at least one year of a foreign language. Students may want to research the requirements of the colleges(s) they wish to attend in order to plan their course of study. Please consult Mrs. Morgan for assistance.

PHYSICAL EDUCATION

In accordance with the Alabama State Department of Education, students in grades K4-8 are required to participate in 30 minutes of physical activity, Monday through Friday. Keeping a P.E. calendar is required in order to document the activities and assess the P.E. grade monthly. The student's teacher will collect, record, and file the P.E. calendar each month. The responsibility of the P.E. calendar to be turned in is that of the student/parent. Forms are located on the SUA website.

Grades 9-12 are required to earn .5 credit of physical education. All 9th grade students will be required to keep a physical education documentation calendar for 1 semester. Students in grades 10-12 who have not earned their P.E. credit will follow the same protocol. SUA athletes will earn their P.E. credit through their participation in a sanctioned sport and documentation will be turned in by their coaches. If a student enrolls after the 1st semester begins, the P.E. documentation will begin 2nd semester. This is a required course and it is the students responsibility to make sure this document is turned in at the end of the 9 weeks.

TECHNOLOGY

SUA classrooms are equipped with up-to-date technology and equipment that enhances the learning environment. Classrooms are equipped with Smart-boards, digital cameras, and WiFi. A portable computer lab is equipped with laptop computers which enable students to do research, Excel, PowerPoint, Word, Publisher and other current software which helps prepare them for college or the workforce. Students have the opportunity to visit the College, Career, and Research Center to apply for college scholarships, complete applications, and to do research for academic courses.

COLLEGE ENTRANCE INFORMATION

SUA is an AdvancED/SACS Accredited School; therefore, students will receive an accredited diploma. The SUA diploma is accepted by post-secondary institutions, but students must also meet additional college requirements to be fully accepted. Such requirements are ACT scores and GPA. Some universities require a foreign language. It is the responsibility of the SUA senior to check the requirements of the college(s) he/she may wish to attend. Please contact Lead Principal Morgan for assistance with this information. (Lmorgan@suacademy.com)

NCAA ELIGIBILITY CENTER

Athletes interested in earning an athletic scholarship must be cleared by the NCAA Eligibility Center. SUA course work has been NCAA approved. Please consult the athletic director or the activities director for more information. This needs to be completed by the end of your junior year. Athletes/Athlete's parents are responsible for setting up and completing the NCAA account. (www.ncaa.org)

DUAL ENROLLMENT

SUA students are allowed to enroll in a Dual Enrollment Program offered by area specified colleges. Students will earn college credits, high school credits or both depending on the college and circumstances. Students interested in Dual Enrollment should make an appointment with Mrs. Morgan.

SCHOLASTIC RECOGNITION/ATTENDANCE RECOGNITION/ HONOR ASSEMBLIES

Honor Roll recognition is given to students who earn A and or A-B on their report card per grading period. Students who have maintained perfect attendance each grading period will also be recognized. Perfect attendance means no absences, no tardies, check-ins, or check-outs per nine weeks. Students will be recognized per 9 weeks.

- Grades 9-12 will be recognized per semester for perfect attendance and A/A-B honor roll in a 1st and 2nd SEMESTER HONORS ASSEMBLY.
- Grades K4-8 will be recognized at the END OF THE YEAR HONORS ASSEMBLY at the close of the school year for A/A-B Honor Roll/Perfect Attendance.

MEDICAL INFORMATION/ILLNESS

MEDICATIONS AND IMMUNIZATIONS

No medications will be given to a student without a parent's specific permission. Students are not allowed to carry any type of medication including any non-aspirin or aspirin-type medication or over-the-counter drugs in book bags, purses, etc.

PRESCRIBED MEDICATIONS

At some time your child may be required to take a prescribed medication. The office staff will hold and dispense such approved medication only with written instructions for administering along with the parent/guardian's written authorization. The medication must be in a zip-lock bag marked clearly with the student's name and dosage. The medication should be brought to the school receptionist. All medications should have the original label from the physician.

CHRONIC ILLNESS, ALLERGIES, MEDICAL DIAGNOSIS

If your child has a chronic illness, (diabetes, food allergy, insect allergy, depression, neurological diagnosis, epi pen, or other significant issues) the administration/staff/faculty need to be alerted with this information. By knowing this information, your child will have the assurance that proper medical protocol and attention will be followed.

IMMUNIZATION RECORDS

Alabama State Law requires all students to provide a current Certification of Immunization which will be on file. This certificate should be presented upon enrollment. The law does not allow any student to attend SUA until we receive up-to-date immunization records.

FINANCIAL RESPONSIBILITY

TUITION

Information concerning tuition, payment due dates, and other financial

responsibilities are listed on the Terms and Conditions Agreement received at registration. The Director of Finance (directoroffinance@suacademy.com) will contact parents concerning late payments. A Late Fee Assessment of $25.00 will be added to your tuition. Books will be collected from your student and returned once financial responsibilities are met. The student will not be allowed to attend class nor participate in athletics or extracurricular activities until the issue is resolved.

FINANCIAL AID/SUA SCHOLARSHIP INFORMATION

Parents may apply for financial assistance. Applications must be completed by February 1 for the following school term and reapplied for each year. Financial assistance is not available for summer school term. For more information on scholarships consult the SUA website. (www.suacademy.com) See admissions page.

WITHDRAWAL FROM SUA

Parents must make an appointment with the Headmaster to start the withdrawal process from SUA; however, parents are still obligated to the SUA Terms and Conditions Agreement signed at registration. Withdrawal records must be completed in order for the student to withdraw. This process also applies to students not wishing to enroll in SUA the following school year.

DAMAGED BOOKS

Students will be assessed a $45 fee for any damaged or lost book. The student/parent should notify the teacher immediately if a book is lost or damaged in order to rectify this situation.

SUA SENIOR GRADUATION REQUIREMENTS/ ACT INFORMATION

SUA seniors are encouraged to take the ACT College Entrance Exam by February of their senior year in order to meet college requirements. Juniors are encouraged to take their ACT in spring of their junior year. Accommodations are available for students needing extra assistance. Students should make an appointment with the vice principal to discuss special accommodations and qualifications, registration deadlines.

For more information concerning dates/times/ location of ACT Testing, please refer to the website listed below:
www.actstudent.org/regist • SUA SCHOOL CODE is 011-916

DIPLOMA REQUIREMENTS

SUA requires the following courses to earn an AdvancED/SACS accredited high school diploma (Grades 9-12):

4 credits of English Language Arts
4 credits of Science
0.5 credit of Physical Education
0.5 credit of Career Preparedness
4 credits of Math
4 credits of Social Studies
0.5 credit of Health
0.5 credit of Fine Arts
6 credits of Electives (1 of the credits must include a Bible course SUA required)

Total: 24 Carnegie Units are required to graduate at SUA.

SENIOR FEES

Senior Fees are due at the time of registration. The fees include the following:

Cap and Gown Rental Fee
Graduation Tassel
25 Graduation Announcements/Envelopes
Prom Ticket (1)
Senior Banquet Tickets (3)
50 Name Card Enclosures
Diploma and Cover
Senior T-Shirt
Senior Souvenirs
Venues for Senior Events, Decorations, Printing & Publications

TRANSCRIPTS

Seniors requesting **HIGH SCHOOL TRANSCRIPTS** to be sent to colleges must pick up a COLLEGE TRANSCRIPT FORM from Mrs. Morgan. The form should be completed and returned to Mrs. Morgan. Contact Lmorgan@suacademy.com for more information. SUA students will be allowed three transcripts to be sent free of charge. Each additional transcript $5. Transcripts forms are on the school website (www.suacademy.com)

SENIOR SCHOLARSHIPS AND AWARDS

Academic Excellence Award and Scholarship: The Valedictorian and Salutatorian are awarded each year to the two students with the highest grade point averages and who demonstrate school leadership, and Christian character. The Valedictorian must have attended day school at SUA for 2 consecutive years. The Salutatorian may have attended day or Night School for two consecutive years. Both Valedictorian and Salutatorian recipients must have participated in community service projects and in extra-curricular activities. Both representatives must not have behavioral infractions.

Success Scholarship: This scholarship is awarded each year to the student with excellent academic achievement, and who has demonstrated school leadership by participating in either school government, athletics, or the arts.

Jinright Scholarship: This scholarship is given in memory of Jacob Jinright, a 2015 SUA graduate. This scholarship is awarded to a student who has participated in athletics at SUA. All criteria must be met which includes an essay.

Summit Scholarship: Summit Youth Ministries scholarship is given each year to the student that most exemplifies spiritual leadership and Christian character.

The Headmaster's Award: The Headmaster's Award is given to the student

who best exemplifies our school's mission. He/she must be a person of outstanding character and a role model to his/her classmates.

ATHLETICS

The SUA Athletic Department is a member of **(ACAA Alabama Christian Athletic Association)** (football, volleyball, basketball, softball, baseball, cheer). Athletic fees are due prior to the first game played by the athlete. All SUA athletes must have a physical prior to their participation in athletics. Athletes may secure all athletic forms from the athletic director or the SUA website (www.suacademy.com). There will aparticipation fee for each sport in which the athlete participates. This fee includes: rental of athletic uniforms, use and purchase of athletic equipment, conference fees, transportation to/from local athletic events, tournament, fee, travel and referee/umpire fees.

CLASS, EXTRACURRICULAR AND ATHLETIC FEES

SUA offers a variety of classes and activities which may require additional lab fees or assessments. The following classes may require such fees: Music, Art, and Drama. Other fees may include: After-School Extended Success Programs, Extended Day Child Care Program, Club Fees, and Athletics. Please refer to information concerning these activities.

AFTER-SCHOOL CHILD CARE PROGRAM

SUA offers After-School Child Care at the Vaughn Road Campus for students in K4-8 from 12:15 pm to 3:00 pm and as needed for students grades 9-12. Students needing this service will be supervised by a certified teacher. Students will report to the After School Classroom directly after school dismissal. Students must be picked up PROMPTLY at 3:00 pm. A LATE FEE of $10 will assessed for late pick-up. Activities include lunch, homework time, outside/inside physical activities, games, and art/music. The cost of the daily program is $20 per day or $80 per week

AFTER-SCHOOL CHILD CARE LUNCH OPTIONS

Students in the After-Care Childcare Program are allowed to bring their own lunch from home.

STUDENT LIFE

SUA strives to prepare students academically, as well as to give them opportunities in Christian service, community service, and extra-curricular clubs and activities. SUA encourages all students to participate in the extra curricular activities SUA has to offer.

DAILY DEVOTIONALS

SUA begins each day with a devotional and prayer time; all students are required to be in attendance. This time also includes announcements and the pledges of allegiance to the American. SUA Chapel is held on Wednesday for the K4-8th Campus and on Thursday for the 9th-12th campus. This is sponsored by the

Summit Youth Church Program.

COMMUNITY SERVICE PROJECTS

SUA provides many opportunities for community service. Students will be asked to participate in classroom, as well as school-wide, projects that encourage Christian service, patriotism, and good citizenship. All SUA students are expected to participate in community service projects in order to fulfill their service commitment and to develop a Christian spirit of giving. Many college(s) look at a student's GPA, ACT scores, and community service hours when awarding college/university scholarships. Students in grades 9-12 will be required to log in service hours monthly and turn in the information to the activities director. Students may obtain a SERVICE PROJECT DOCUMENTATION FORM from Mrs. Beard to document community service hours. The form is also on the SUA website (www.suacademy.com). Students earning the required hours will earn a Community Service Honor Cord to wear at the graduation ceremony. Community service hours begin in the 9th grade for consideration. All hours must be approved by SUA. Church Mission Trips and Church related hours are accepted, but hours must be earned through community service projects at SUA. To receive an honors cord at graduation students in grades 9-12 must complete 40 hours of approved and documented community service.

FINE ARTS PROGRAM

DRAMA

SUA provides the opportunity for students to participate in drama productions and fine arts showcases each semester. Auditions are open to all age groups throughout the year. Practices will be held after school. Upcoming tryouts and productions will be announced.

MEDIA TECH

Students interested in film production or media will have opportunities through the Media Club and Drama Productions.

PRAISE BAND/CHOSEN GENERATION

SUA's Christian praise band, performs weekly at the SUA High School chapel services and other area community and church events. Auditions are open for students 9th-12th in the fall.

MUSIC

Students participating in music classes or the Extended Success Music Program will perform in a Winter Concert and Spring Concert. Classes in violin/ cello may be added. Students would have to provide or rent their instruments. More information to follow. Parents, friends, and students are invited to attend the concerts. Students are encouraged to audition for the SUA SINGERS (grades 9-12) or SHINE (grades 6-8). Grades K4-5 will have the opportunity to participate in choral/drama productions annually. There is also an Honors Choir at the Vaughn Road Campus.

ART

SUA art classes participate in local, regional, and state competitions. Art classes are scheduled during the regular school day grades 9-12 and also through the Extended Success Program. Grades K-8 will be taught art by the art teacher on a rotating basis throughout the school year.

CLUBS AND ORGANIZATIONS

SUA students have the opportunity to participate in clubs and after school extracurricular activities. Students will be able to select clubs at the beginning of school year. Clubs meet in the morning before school or directly after school. A club schedule will be posted for the students and parents on the school activities calendar. Clubs that may be offered are: Art Club, Fellowship of Christian Athletes, Girl's Bible Study, Chess Club, Drama Club, H_20 (student devotional club), Key Club. Many new clubs are added yearly.

EXTENDED SUCCESS PROGRAM

SUA students are given the opportunity to participate in classes after school for an additional fee. Information concerning these programs will be given to students quarterly. Classes possibly offered are and not limited to: guitar, art exploration, piano, voice, life skills, dance, and home economics. The classes are based on interest and participation.

HONORS ORGANIZATIONS/ SELECTED CLUBS AND ORGANIZATIONS

The **National Honor Society** is selected in the fall and spring of each year. Requirements for being inducted into NHS are: Character, Leadership, Service, and Academic Excellence. Students must be on academic grade level with no modifications. Students must have a GPA of 3.6. Students are nominated by SUA faculty and staff. Classroom excellence, behavior, and community service are considered. Students receiving this honor will be required to pay NHS dues yearly and pay for their honor stole for graduation.

HONOR CORDS are earned by seniors who are graduating with a 3.5 or higher GPA. The student will be recognized at the senior banquet and graduation.

Seniors will receive **Valedictorian** and **Salutatorian** requirements at the Fall Senior Parent Meeting.
Yearbook Staff is selected by the Activities Director and is considered as an elective earning 1 Carnegie unit per year.
LifeSouth awards seniors a Red Honor Cord of courage when they donate 4 units of blood within grades 9-12.

THE **Student Government Association** (**SGA**) officers and **SUA AMBASSADORS** are either selected or elected based on their academic, citizenship and leadership qualities.

SUA STUDENT AND PARENT HANDBOOK AGREEMENT

PLEASE RETURN TO HOMEROOM TEACHER

SUA HANDBOOK AGREEMENT

The SUA Handbook is designed to outline the rules and regulations set forth by the SUA administration, faculty, and staff. The student's and parent's signatures represent that you agree and support the policies and regulations of the SUA handbook, code of conduct and attendance polices.

Student's Signature _____

Parent's Signature _____

SUA CODE OF CONDUCT

The SUA Handbook has outlined the Code of Conduct and the consequences set forth by the SUA administration, staff, and faculty. The student's and parent's signature's represent that you have read, agree, and will abide by the SUA Code of Conduct.

Student's Signature _____

Parent's Signature _____

FRIDAY REMOTE/VIRTUAL ASSIGNMENT AND AGREEMENT

The SUA Handbook has outlined the Friday Work Policy and the consequences set forth by the SUA administration, staff, and faculty. The student's and parent's signature's represent that you have read, agree, and will abide by the policies concerning Friday Work.

Student's Signature _____

Parent's Signature _____

SUA HONOR CODE

Personal and academic honesty and integrity are common goals of our school, the administration, staff, faculty and our students. The primary objective of the SUA Honor Code is to encourage and promote honorable and ethical behavior of our students. SUA wants this Honor Code to permeate all aspects of SUA and significantly impact the lives of SUA students. It is designed to be used as a guideline to aid students in making good choices and wise decisions that not only will affect he/she at SUA but, in life. The student's and parent's signatures represent the pledge and commitment to uphold the highest standards and components of the Honor Code: honesty, integrity, and ethical behavior in all of their action and deeds.

Student's Signature _____

Parent's Signature _____

SUA DRESS CODE AGREEMENT

THE SUA Handbook states that all students must be in dress code compliance daily. A detailed list of the compliance is in the handbook. The student's and parent's signatures represent that you both agree to follow the dress code plan outlined in the handbook. This also means that both the parent and student understand that SUA has a "no hooded jacket policy." This will be strictly enforced.

Student's Signature _____

Parent's Signature _____

Class 3 Infractions (which are subject to Suspension or Immediate Expulsion)

The SUA Handout outlines the Class 3 Infractions in the SUA handbook. The student's and parent's signature agree to the 16 -infractions listed in the handbook. A few of the infractions (among others listed) are listed below: Vaping, tobacco, juuling, drugs, or drug paraphernalia, smoking will not be tolerated.

Student's Signature _____

Parent's Signature _____

2024-2025 CALENDAR

August 2024

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- First Day of Semesters & Last Day of School
- School Closed/ Holiday
- Senior 2025 Graduation
- Teacher Inservice Day (No School for Students)
- Remote Learning Day
- Remote Learning Day & Teacher In-Service
- Final Exams (Grades 9-12 only)

Note: On Remote Learning Days, students will work at home.

Aug. 5-6: Teacher Inservice - No Students
Aug. 7: First Day of First Semester
Sept. 2: Labor Day - School Holiday
Oct. 14: Remote Learning Day - No Students
Nov. 4: Remote Learning Day/ Teacher Inservice - No Students
Nov. 11: Veterans Day- School Holiday
Nov. 25-29: Thanksgiving Break - School Holiday
Dec. 16, 17, 18: Final Exams (Grades 9-12)
Dec. 20-Jan. 3: Christmas Break - School Holiday
Jan. 2: Teacher Inservice - No Students
Jan. 6: Students Return 2nd Semester
Jan. 20: Martin Luther King Jr. Day - School Holiday
Feb. 17: Remote Learning Day - No Students
Mar. 17-21 Spring Break - School Holiday
Apr. 21: Easter Break - School Holiday
May 6, 7, 8: Final Exams (Grades 9-12)
May 13: Last Day of School
May 13: Teacher Inservice (Afternoon) - No Students
May 14: Senior 2025 Graduation (Morning)

"I can do all things through Christ who strengthens me."

Philippians 4:13

Rev. 08/24