



**Smythe Academy of Arts & Sciences**  
**Grades K-6**  
**A Charter School of Choice**

**Smythe Academy of Arts & Sciences is for students who are willing to:**

- ✓ Make a commitment to realize their academic potential
  - ✓ Meet high behavioral expectations
  - ✓ Cultivate self-motivation for lifelong learning
- ✓ Make a commitment to attend school every day, on time
  - ✓ Interested in project-based curriculum
  - ✓ Participate in art and science activities
  - ✓ Participate in extended day instruction

**1<sup>st</sup> - 6<sup>th</sup> Grade Application Packet**  
**2025-2026**

<b>Student Name</b> (Last) _____ (First) _____
<b>Student Birthdate</b> _____
<b>Grade Applying For:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6

**Application Deadline**

The completed enrollment packet must be received at Smythe Academy K-6  
by

**3:30 p.m. on February 6, 2025**

**Smythe Academy K-6**  
2781 Northgate Blvd  
Sacramento, Ca 95833  
916-566-2740

<http://smythe6.trusd.net/>

# Application Checklist

- ☐ Cover Sheet (page 1)
- ☐ Application Checklist (page 2)
- ☐ Application for Admission (page 3)
- ☐ Parent Assurances (page 5)
- ☐ Proof of Age (e.g., copy of birth certificate, Passport)
- ☐ Proof of Required Immunizations
- ☐ Most Recent Report Card
- ☐ Current School Behavior Report
- ☐ Current School Attendance Report
- ☐ Request for Records
- ☐ IEP/504 Plan/Current ELPAC test results (if applicable)
- ☐ Legal Documentation related to Custody/restraining orders (if applicable)
- ☐ Medical paperwork that the school needs to be aware of, asthma, allergies, medication etc. (if applicable)

**\*Keep Student Behavior Plan, Parent Participation Agreement, School Rules, and Enrollment Information for your records**

**\*\*\* FOR SCHOOL OFFICE STAFF USE ONLY \*\*\***

Application received on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_

- ☐ Application complete
- ☐ Priority Status \_\_\_\_\_
- ☐ Other - explain \_\_\_\_\_

## Application for Admission

### STUDENT INFORMATION

Student Name _____					
Last		First		Middle	
Legal name, if different _____				Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Birth date _____			Birthplace: _____		
Month	Day	Year	City	State	
Home address _____					
Number		Street			
City			Zip Code		
Home phone number _____					
Please list any Medical Conditions, Medication & Allergies Below: _____ _____					

### PARENT/GUARDIAN INFORMATION

Parent Name _____	Relationship _____
Address, if different _____	
Home Phone _____	Cell Phone _____
E-mail address _____	
Parent Name _____	Relationship _____
Address, if different _____	
Home Phone _____	Cell Phone _____
E-mail address _____	

### STUDENT EDUCATION INFORMATION

Current School Name _____	City, State _____
Current Teacher Name _____	
Is your child currently enrolled in any special programs? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please check those that apply.	
<input type="checkbox"/> GATE <input type="checkbox"/> IEP <input type="checkbox"/> 504 Plan	
List any additional support your child receives at school and/or from outside agencies: _____ _____	
Has your child ever been expelled from another school or district? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please indicate when and which district _____	
Parent/Guardian Signature _____	Date _____

## Parent Assurances

**Please take time to read over the following statements and initial and date each item.**

I understand that parents/guardians are requested to complete a minimum of 30 hours of parent participation per year.	_____ Initials	_____ Date
I understand that I am required to attend back to school night and all parent conferences.	_____ Initials	_____ Date
I understand that students are held accountable to the state standards of achievement, and I also understand my child may be required to participate in additional academic interventions to help her/him meet those standards.	_____ Initials	_____ Date
I understand that my child may be required to participate in field study activities including service learning.	_____ Initials	_____ Date
I understand that my child is required to be at school every day on time and stay for the entire school day. I understand that my child's absences may only be excused in accordance with TRUSD board policy.	_____ Initials	_____ Date
I understand that my child is required to wear a proper school uniform daily.—Khaki bottoms, with a white, Forest green or black collared shirt.	_____ Initials	_____ Date
I have read and support the student behavior plan on the next page. I understand that my child will be held accountable for his/her behavior and that I will be an active participant in encouraging and promoting good behavior. I understand that students may be disenrolled from Smythe Academy in accordance with Smythe's Behavior Plan.	_____ Initials	_____ Date
I will support the policies that govern Smythe Academy of Arts and Sciences.	_____ Initials	_____ Date

## **Student Behavior Plan**

As a charter school of choice, parents select our campus knowing positive student behavior is an integral component of our school.

Smythe Academy of Arts and Sciences holds high student behavior expectations to sustain a climate of academic focus and success.

Students are recognized for demonstrating positive school behavior through many positive incentive programs that are awarded daily, weekly, and monthly.

If students struggle to meet high behavior expectations, we take the following steps:

### **Classroom level**

Each teacher has a behavior-management policy, which will be taught to students and shared with parents at the beginning of the school year. Chronic violations of the classroom management policy will result in corrective action according to the school-wide system.

Minor Behavior: Classroom consequences are implemented. If behavior is not responding to redirection (2 citations), then Administration is contacted through an office referral. Data is entered into Aeries. Administration will interview involved students. Minor consequences will be assigned as needed.

### **Administration level**

Major Behavior: Administration will be contacted and an online office referral is filled out. Data is recorded in Aeries. Administration interviews involved students. Referral recorded and parent contacted. Major consequences are assigned as appropriate.

Smythe Academy will support individual students as needed through the Student Assistance Plan process, Student Success Team meetings, and Behavior Support Plans.

Parents will be notified in writing should their child's behavior result in multiple referrals and the case will be forwarded to the impartial Discipline Review Committee to determine if the student may continue enrollment at Smythe Academy. Parents will be informed of the committee's decision. Students who are allowed to remain at Smythe Academy will be placed on a probationary period for 20 school days. During this time students may be referred back to the Discipline Committee should misbehavior reoccur.

# Smythe Academy School Rules

	Be Safe	Be Respectful	Be Responsible
Arrival and Dismissal	Use crosswalks.  Watch for cars.  Stay on sidewalks.	Greet others kindly.  Keep hands, feet, and objects to yourself.  Wait patiently in your designated area.	Arrive to school on time. <i>Breakfast begins at 7:40. Class begins at 8:10</i>  Stay in supervised areas.  Go directly home or to after-school activities promptly.
Hallways	Always walk.	Use good manners and quiet voices.	Use a hall pass.  Go straight to your destination.
Cafeteria	Stay seated.  Walk.  Eat your own food.	Use your manners.  Use an inside voice.  Be courteous.	Clean up your area
Blacktop and Playground	Tell an adult if there is a problem you can't solve.  Walk to designated Area.  Keep hands and feet to self.	Play fair  Follow game rules.  Be a good sport, take turns and share.	Use the bathroom and get a drink of water during recess.  Use trash cans.  Listen for whistle or bell.  Put away equipment and belongings.
Classrooms	Follow directions first time asked.  Follow classroom procedures.	Use inside voices Say and do kind things to others.  Allow others to work without interruption.	Be an active listener.  Complete your work.  Follow your classroom rules.
Bathrooms	Wash your hands.  Keep water in the sink.  Report any problems or issues.	Give people privacy.  Wait your turn.  Use quiet voice.	Throw trash in garbage can.
Office	Walk in quietly	Wait patiently	Have a pass.
Library	Hands and feet to self	Wait quietly in line to check out books.  Use quiet voice.	Take care of the books.  Return books to proper place.
Assemblies	Hands and feet to self  Remain seated until Excused.	Focus on the presenter.  Applaud appropriately.	Stay with your class.

## **Parent Participation Agreement**

I understand that by enrolling my child(ren) at Smythe Academy, I have agreed to participate in my child(ren)'s schooling by committing time and/or expertise. I am committed to support Smythe Academy's high standards of education. I will carry out my responsibilities in the Parent Compact. I also understand that Smythe Academy is a public charter school rather than a traditional public school and its success depends on the active participation of all families.

I agree to/understand the following:

- ✓ Complete 30 hours of school participation according to Smythe Academy's Parent Participation guidelines
- ✓ I am aware of various options available for completion of this agreement and of the procedure for requesting an exemption as may be necessary in special/extreme circumstances.

Parents may complete their participation hours in a variety of ways before, during and after the school day or at home. Examples of various ways to complete your hours are listed below; however, we also encourage parents to utilize their interests or skills. If you have a new or creative ideas, please discuss it with your child's teacher or the office.

Remember that you may complete up to 10 hours of participation by visiting museums, attending cultural events or taking family outings outside of school or on non-school days.

### **Leadership**

Participate in on-going school committees including: School Site Council, English Language Advisory Committee, PTO Board and General Meeting Attendance

### **School Wide events**

Volunteer to help with family night events, student performances, book fair, Back to School Night, Open House, etc.

### **Classroom/School**

Classroom volunteer, room parent, prepare teacher materials, art docent, input data, Helping Hands, library assistant, field trips, school beautification projects, school office projects etc.

### **Miscellaneous**

School fundraisers, parent classes/trainings, yard duty, special projects, organize uniform clothes closet, work in the school garden, baking/cooking for events, etc.



## Enrollment Information

Smythe Academy is a public charter school with an open enrollment policy. Students will be enrolled according to the following criteria:

1. Currently enrolled students in good standing.
2. Siblings of students enrolled in Smythe Academy.
3. Children of current Smythe Academy employees
4. Students who reside within the District; and
5. All other applicants.

Smythe Academy shall admit all new students who wish to attend the school on a space permitting basis. Once the number of students who wish to attend the charter school exceeds the school's capacity, enrollment shall be determined by a random public drawing held every 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month beginning on 3/13/2026.

\*\*\*Applications will be received by appointment only. Call 916-566-2740 or email [brandie.mcconahie@trusd.net](mailto:brandie.mcconahie@trusd.net) to make an appointment. \*\*\*

**Applications received after February 6, 2026 will be accepted as space permits.**

**All new student applicants will receive notification of their enrollment status no later than May 22nd, 2026.**

If your child has been accepted to one of our campuses, you will be **required** to complete online Enrollment. **It is the Parent/Guardian's responsibility to complete these documents.** Enrollment documents not received by May 29th, 2026 may result in loss of your child's spot in our school or placement on our waiting list.

If your child has not been accepted at this time, his/her name will be added to our waiting list according to the lottery placement and priority status. You will be notified if an opening occurs and any additional enrollment forms that are required at that time.





Smythe Academy of Arts and Sciences P-6  
2781 Northgate Boulevard,  
Sacramento, CA 95833  
Telephone (916) 566-2740 - Fax (916) 566-3584  
**Ken Dandurand, Principal**

## REQUEST FOR RECORDS

Today's Date: \_\_\_\_\_

Last School Attended:

\_\_\_\_\_  
(School Name)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

\* Please mail **school cumulative file/transcript records** to address above.

(Please include the following records if not in the CUM: Attendance, Psychological, Behavioral, School Health Folder, Medical, etc.)

**Student Name**

**Grade**

**Date of Birth**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Requested by: Brandie McConahie**  
**Office Manager**

*The Federal Family Rights & Privacy Act of 1974 and California Law do not require the school forwarding pupil records to obtain parent permission to release the records.*

Smythe Academy of Arts & Sciences  
Enrollment Packet 2026-2027

## Teacher Recommendation

**Parent/Guardian:** Please forward this form to your child's current teacher

**Teacher:** Thank you for completing this recommendation form on behalf of the student who is applying to Smythe Academy of Arts and Science. Your recommendation will give us a broader picture of the student. Please have your principal sign this form and forward it to the appropriate Smythe Academy campus.

**DO NOT RETURN TO THE STUDENT.**

**Student Name: (Last)** \_\_\_\_\_ **(First)** \_\_\_\_\_

Referring Teacher: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Current School: \_\_\_\_\_ Phone: \_\_\_\_\_

School District: \_\_\_\_\_

How long has this student been in your class? ☐ All Year ☐ Other-(Duration) \_\_\_\_\_

Favorable Unfavorable (circle one on each line)

5	4	3	2	1	Gets along with peers
5	4	3	2	1	Attends class regularly and punctually
5	4	3	2	1	Demonstrates positive citizenship
5	4	3	2	1	Completes academic assignments
5	4	3	2	1	Works independently
5	4	3	2	1	Works to his/her fullest potential
Yes	No				Meeting Grade Level Standards in READING
Yes	No				Meeting Grade Level Standards in MATH
Yes	No				Has applicant ever been suspended from school?
Yes	No				Student Assistance Plan (SAP) - please attach
Yes	No				Resource Specialist Program
Yes	No				GATE (Gifted and Talented Education)
Yes	No				Receives Speech Services

**Overall Recommendation:** Circle one

with great enthusiasm    with confidence    with some confidence    with reservation    do not recommend

**Special Talents:** \_\_\_\_\_

**Additional Comments:** \_\_\_\_\_

**Required Signatures:**

**Teacher Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mail or Email completed form to:**

Smythe Academy of Arts and Science (K-6)

2781 Northgate Blvd

Sacramento, CA 95833

Brandie.McConahie@trusd.net

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