



**ACADEMY FOR
HIGHER LEARNING**

**We're Changing Tomorrows
for Children Today.**

**PARENT AND STUDENT HANDBOOK
2010-2011
Tenth Edition**

All Excell Academy students are required to wear designated uniforms daily.

**EXCELL ACADEMY
PARENT/STUDENT HANDBOOK
2010-2011**

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August 17, 2009

Dear Families of Excell Academy:

The staff at Excell is excited about the upcoming 2009-2010 school year. We have been working diligently all summer long preparing to make this the most successful year ever in the eight year history of Excell Academy.

Excell's school wide theme is "Raising the Standard." This year, the standard of Excell-ence is being raised for staff, students, parents and the community as we partner together to help our students reach above and beyond academically and socially.

Staff are "Raising the Standard" by being prepared with more training and development of identifying and meeting the needs of individual students both academically and socially, as well as in the area of cultural competency. Teachers have continued with their Responsive Classroom training in order to build and maintain a sense of respect and community within each classroom and the entire school.

As we implement our new school wide character education program this year, students will be "Raising the Standard" in character development. Students will also be "Raising the Standard" academically as Excell emphasizes reading skill development and inquiry skills in the science program.

Excell is also "Raising the Standard" in the area of technology. Our Director of Technology has revised and updated our website to make it more user friendly and interactive for parents, staff and students. Please visit Excell's website regularly to keep abreast of school announcements, updates and information pertaining to your child's classroom. We encourage you to place ExcellAcademy.org as your computer's homepage. Also, please be certain to give your email address to your child's teacher as another means of communicating with you.

As we enter into this new school year, join with us in "Raising the Standard" to make this year the best ever for your child. You can help be attending all parent meetings, information sessions, orientations, open houses, concerts, parent-teacher conferences, ensuring your child gets 8-10 hours of sleep each night, getting your child to school on time, checking your child's back pack daily, reading all notes that come home, and giving your child lots of encouragement and hugs.

Sincerely,
Mrs. Sabrina R. Williams
Founder, Head of School

VISION

Excell Academy for Higher Learning’s board of directors envision excellent staff, excellent curriculum, excellent student body, and excellent parent and community involvement in the program. In addition, Excell Academy’s **goals** included providing:

- Our students with learning opportunities and academic experiences which normally are not made available to them
- High standards and high expectations for all our learners
- Support in academic, social and emotional issues which are specific to the learners and their families
- A culturally comfortable learning environment in which students are free to express themselves intellectually, creatively, and affectively
- An environment where individual and cultural differences in teaching and learning styles are acknowledged
- A racially, culturally, and economically diverse student body
- A socially and academically responsive curriculum, in which problem-solving and critical thinking apply to the culture and history of diverse groups
- Content about minority groups integrated as a regular integral part of the curriculum
- “Real-Life” learning experiences
- A “continuous progress” system for individualized learning
- Multi assessments to monitor student achievement
- Staff members who are active and proactive in seeking professional development to work effectively with diverse populations of students
- Extended-day enrichment activities and homework assistance
- Parental involvement training and development
- Opportunities for community partnerships and other types of community involvement

MISSION

Excell Academy for Higher Learning’s mission is to equip and prepare its learners for higher levels of education and to be positive productive citizens.

Excell Academy will achieve its mission by identifying, nurturing, and developing its learners’ academic gifts, talents and creativity. With the belief that all students are capable of achieving at a higher level, Excell Academy offers exceptional learning experiences and quality curricula to foster the learners’ fullest potential.

HANDBOOK PURPOSE

This handbook is being provided to families in order to establish a clear process, to communicate expectations, and provide students and families with information regarding Excell Academy's programs, policies, goals, services and general organizational structure.

GLOBAL LIMITATIONS POLICY

The Director of Excell Academy for Higher Learning will not cause or allow any practice, activity, decision or organizational circumstance which is either unlawful, imprudent or in violation of commonly accepted school business and professional ethics and practices.



CORE VALUES

A love for children and belief that every child can and will learn

High expectations of self, students and co-workers

Commitment to outreach and involve the broader community in Excell

Commitment to creating a culturally inclusive and safe learning environment

Commitment to supporting student academic success and social competence

Commitment to individual needs of students

Contribute to the success of the entire organization

EXCELL ACADEMY General Information

Excell Academy for Higher Learning
6510 Zane Avenue North
Brooklyn Park, Minnesota 55429
Phone: (763) 533-0500
Fax: (763) 533-0508
K-5 Class Hours 9:10 am – 4:05 pm

Pre-Kindergarten
6500 Zane Avenue North #115
Brooklyn Park, MN 55429
(763) 533-0500
Class Hours 8:30 am – 4:00 pm

Excell Academy Middle School
6400 85th Avenue North
Brooklyn Park, MN 55445
763-614-8693
6-8 Class Hours 9:10 am – 3:45 pm

Main building office hours at Excell Academy are 8:15 a.m. to 4:30 p.m.
Student school hours are 9:10 a.m. to 4:05 p.m.

Entry/Exit Door

Students can be dropped off at door #101(near mailboxes). Students who are not a part of the before and after school program may only enter the building after 8:45 a.m. All students who are eating breakfast must report directly to the lunchroom between 8:45 and 9:05a.m. Students will not be allowed to enter the cafeteria for breakfast after 9:05 a.m. Classroom teachers will escort these students to the cafeteria for breakfast.

DISMISSING STUDENTS

When school is dismissed, a teacher will escort students to their bus. Upon leaving the building, students are expected to go straight home or to another prearranged destination. No students are allowed in the building after hours unless they are participating in the before and after school program or unless being supervised by an authorized adult. Parents may pick up their students by 4:05 p.m. at door 103, Door 115 (Pre-Kindergarten). ½ day Pre-K and Kindergarten students must be picked up by 12:00 noon.

Students will leave school based on the instructions that we have been given by the parents. This means, students scheduled to ride the bus, will leave on the bus; students who are scheduled to be picked up should be picked up by 4:00 p.m. If, for any reason you would like your child to get home different from the schedule you have given us, please send a note with your child for our Transportation Coordinator stating how you would like your child to get home. Or, you can call the school and inform the school secretary or the child's teacher by 3:30. **A verbal message from your child will not be sufficient.**

All Excell Academy students are required to wear designated uniforms daily.

Insert Org Chart Here

Insert Excell's Academic Calendar

WEATHER/SCHOOL CLOSURE

School will be open Monday through Friday, except as indicated on the school calendar. When severe weather warrants the closing of the school, such announcements will be made on WCCO radio 830 AM, Channels 5, 9 and 11, as well as on the schools website. If the weather is severe but not impassable, we ask you to use your own judgment about sending your child to school. Age of the child and health problems should be considered.

ABOUT US...

Excell Academy for Higher Learning is a charter school, which is sponsored by North Central University. Our charter was approved by the Department of Children, Families and Learning (now known as the Minnesota Department of Education) in April 2000. Excell Academy Charter School was opened to students fall 2001. Located at 6510 Zane Avenue North in Brooklyn Park, Excell Academy serves pre-kindergarten through seventh grades.

At Excell Academy we offer a challenging curriculum to all students. Part of our curriculum is E.D. Hirsch's Core Knowledge Sequence. We also promote Critical Thinking, Higher Level Thinking Skills, Creativity, Conflict Resolution Skills and Problem Solving. In addition, we also implement Character Education that provides students with training and skills in becoming responsible citizens. Our curriculum is designed to meet the students at their achievement level. Our daily class schedule is synchronized to offer individualized learning. At Excell Academy we pride ourselves on our family-community atmosphere.

RESPONSIVE CLASSROOM

The Responsive Classroom philosophy entails schools becoming communities where children feel understood, safe, valued and respected, and where they learn to value and respect others. Children attain the greatest cognitive and social growth when they learn to care for themselves, and the school environment. Daily experience in the classroom has taught us to integrate academic and social learning throughout the school day, nurturing students who are informed, ethical problem solvers. Excell Academy is eager and excited to utilize this approach to learning school wide.

As the school year progresses, we will also share with parents as to how they too can use many of the techniques of the Responsive Classroom at home.

All Excell Academy students are required to wear designated uniforms daily.

We work very hard at Excell Academy to make learning a very pleasurable experience for all involved.

EXCELL ACADEMY

CURRICULUM DEFINITION

WHAT IS DIRECT INSTRUCTION?

Grades K-1

Direct Instruction is a structured method of teaching reading in small, individualized groups. We will be using the *Reading Mastery Series*. This highly effective series stresses early decoding skills and advanced comprehension of reading texts. Direct Instruction teaches students not only WHAT to learn but HOW to learn.

Basic components of Direct Instruction includes:

- A Tightly Coupled Curriculum
- Consistent Staff Development and Monitoring
- A Structured School-Wide Management System
- A Strong Parent Involvement Program

Reading Street - Grades K-8

All grades will implement this new reading series which encompasses guided reading strategies, differentiating for individual achievement levels and quality literature selections.

WHAT IS CORE KNOWLEDGE?

The Core Knowledge Sequence (CKS) is a specific, carefully sequenced body of factual information and skills that is designed to build a broad foundation of knowledge for elementary student in the areas of American history, government, world history, geography, science, math, literature, English, music, and art. Developed by educators, subject specialists, and parents under the direction of Dr. E.D. Hirsch, CKS was influenced by curricula used in countries that score high on international assessments of student achievements. CKS is taught in over 800 schools throughout the United States. It comprises approximately half of the school's curriculum. The other half is used for instruction in the skill areas of reading, writing, physical education and local curriculum requirements. Consistency of curriculum content in all classes at each grade level is an important feature of Core Knowledge schools.

WHAT IS SAXON MATH?

Saxon Math is a curriculum developed around the philosophy that students learn most effectively through gentle development of concepts practiced over a considerable period of time. Such incremental development and continual practice and review allow students to become familiar and comfortable with math concepts since topics are never "dropped" but are instead developed in complexity. Saxon Math is founded on the premise that by building a foundation for fundamental math skills, students will receive more satisfaction and success from math and develop more self-confidence in their mathematical abilities. To achieve this end, the Saxon approach is highly structured. The earliest grades follow a scripted program so teachers know what to say and how to say it. The programs are divided into lessons that are taught sequentially, guaranteeing all students will cover the same material in a uniform and consistent manner, which again ensures all students a chance at genuine learning in their math classes.

EXCELL ACADEMY DAILY AFFIRMATION

TODAY WILL BE ONE OF THE BEST DAYS OF MY LIFE!

I WILL THINK, SAY AND DO POSITIVE THINGS ONLY!

I WILL NOT ALLOW OTHERS TO HINDER ME.

FOR IF I ALLOW OTHERS TO HINDER ME, I WILL NOT BE

ABLE TO COMPLETE MY ASSIGNMENTS ON TIME!

MY PURPOSE FOR COMING TO *EXCELL ACADEMY* IS TO LISTEN

SO I MAY LEARN.

AND LEARN, SO I MAY TEACH OTHERS.

I AM EXPECTED TO SHOW FORTH ENTHUSIASM ABOUT

THE LEARNING EXPERIENCE.

FOR IF I AM ENTHUSED ABOUT LEARNING, I WILL BE ABLE

TO REACH MY MAXIMUM POTENTIAL!

SINCE I AM A VERY GIFTED,

TALENTED, AND CREATIVE STUDENT,

I CAN ACCOMPLISH WHATEVER I SET OUT TO DO!

THEREFORE, TODAY WILL BE,

NOT MAYBE OR MIGHT, BUT TODAY WILL BE

ONE OF THE BEST DAYS OF MY LIFE!

All Excell Academy students are required to wear designated uniforms daily.

Excell Academy Admissions Policy

Admission to Excell Academy is open to students who are school-aged. Acceptance into the school is based on a first come first serve basis. Parents who are interested in choosing Excell Academy for their child's school, should visit or call the school and request information about our program. At that time families will be notified of space availability for specific grade levels. If there is no availability, the child will be placed on a waiting list. Registration packets are available in the school office.

Families are required to participate in a Family Goal Setting Conference. The conference will be conducted by the classroom teacher. This conference does not qualify you for admission. This is an opportunity for families to ask specific questions and state concerns as it pertains to their child. Excell Academy is an equal opportunity school. No student will be discriminated against based on race, color, creed, sex, religion, national origin, marital status, sexual orientation, status with regard to public assistance or disability.

To enter Kindergarten, a child must be 5 years old by September 1st, have current immunization records/physical exams, birth certificate, psychological service records (if applicable), and Early Childhood screening results. If a child is deemed to be matured and socially and academically ready for kindergarten, and their 5th birthday falls after September 1, parents may request their child to be assessed for early kindergarten entrance. Excell Academy will accept all students who will be 5 years old by November 1 providing that they score a 90% on the entrance evaluation/assessment.

WITHDRAWAL PROCEDURE

Please notify the school office at (763) 533-0500 as soon as you know you will be moving to another school. We will also need this information in writing. Please note that upon withdrawing your child from Excell Academy, school uniforms are not returnable. However, you are welcome to donate uniforms to our school Clothes Closet. Please see K-Readiness manual for their withdrawal procedures.

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School Supplies

A list of supplies the classroom teacher would like your child to bring and maintain during the year is available from the classroom teacher. There is also a list of school supplies towards the back of this handbook. Other items such as paint aprons, gym shoes, and other special supplies will be requested, as necessary. The school makes every effort to limit the amount of school supplies requested so that family budgets will not be stretched too much. Parent cooperation in keeping children supplied with the basic necessities of schooling is greatly appreciated. There is a \$10.00 materials fee for all students in grades K-8. Further note that it is the parents/guardians responsibility to have adequate supplies at home to use for homework. School supplies are to remain at school.

If a student damages school property, his/her families will be responsible to pay for them. This is also true of other items like lost library books and textbooks. Please help your child be responsible for items in his/her care.

COMMUNICATING WITH THE SCHOOLS

The following steps will help Excell Academy, parents and school staff to effectively address concerns and questions:

- Send a note, call (leaving a message in the staff members voice mailbox), or stop to request a conference with the staff member involved with the concern or question.
- When you come to school, report to the main office area first. The school secretary will notify the person of your presence and arrange a convenient meeting location.
- If you feel the problem was not resolved to your satisfaction, see the Associate Principal , then the School Director.
- If the problem is not solved at that level, then address a letter stating your concerns to the Board of Directors and leave it with the school secretary.
- A Parent Suggestion Box is located in the main office area.

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CONFERENCES & PROGRESS EXPECTATIONS

Parent-Teacher conferences will be held twice a year at the end of the fall and spring quarters. All parents are expected to attend conferences. These conferences are designed for parents and teachers to share useful information concerning your child. When you receive a request from your child's teacher for a conference, we require you to make a sincere effort to keep the appointment. If you are unable to attend the conference, please send a note or call the teacher to arrange another meeting time.

We are open to meet with parents at any scheduled time. Please leave a detailed message on the teacher's voicemail box or in the main office for the teacher/staff. Messages will be picked up by teachers/staff daily before and after school hours. Due to the intensity of our instructional day, we are requesting that parents/guardians reserve phone calls to either before or after school hours. Only in the cases of emergencies will we interrupt classroom during instructional time, but in a non-emergency, we will ask the caller to leave a voice or written message for teacher/staff.

Students not maintaining expected academic progress may be recommended for In School Educational Support or possible after school tutoring assistance. This will be at no cost to parents. Although Excell Academy staff will utilize every resource available to help your child succeed academically, grade level retention may be recommended if satisfactory progress is not made. Parents will be kept aware of students progress by the teacher in the form of written communication, report cards and conferences.

PARENT PICK-UP

Student pick-up begins at 4:05 p.m. until 4:15 p.m. All students must be picked up no later than 4:15 p.m. ***If students are not picked-up by 4:15, they will attend our After school program if available. Starting at 4:16 p.m. a late fee of \$1.00 will be charged for every (one) minute late, due upon arrival. If at 6:00 p.m. students are still not picked up, they will be taken to the Brooklyn Park Police Station.*** It is very important that parents call when they are going to be late. A late fee is still due.

VISITORS

All visitors must report to the office, sign in and get name tag, before visiting any classroom or office. Appointments with teachers and administrators should be scheduled in advance. Informal conferences with teachers may take place before 8:30 a.m. and after 4:15 p.m. daily, upon availability.

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NON-SCHOOL STUDENT VISITS

It is the policy of our school that children who are not registered at our school are not permitted to visit classrooms without parents during regular school sessions. Friends and relatives will not be allowed to attend classes with Excell Academy students.

Older school-aged siblings and friends will not be allowed to remove students from class and should not be in the school during school hours. If a student is to go home after school with an older brother/sister from another school, he/she should wait outside door 108 until students are dismissed so they will not disturb classes.

FIRE AND TORNADO DRILLS

Fire drills will be conducted on a regular basis during the school year. It is important that each student knows and understands the procedures during a fire drill. Volunteers and guests who are in the school during a fire drill are expected to exit the building with the students when alarm sounds.

Two natural disaster (tornado) drills are also conducted. Students are taken to approved areas and remain in “duck and cover” positions until an all-clear signal is given. Safety “Lock-Down” procedures are also drills that are conducted throughout the year in the case of an intruder. Please discuss both of these emergency drills with your children to reinforce their importance. Excell Academy’s Emergency Disaster Plans are available for review upon request.

In the event of a real emergency, students will remain in their safe areas until the “all clear” signal is given, even if this means delaying student dismissal at the end of the school day. Parents should **not** come to get their children until it is safe to bring them outside.

FIELD TRIPS

Field trips enrich the school curriculum by providing learning experiences that compliment the regular classroom setting. Parents will be notified in a timely manner when field trips are planned and are encouraged to come along as chaperones and/or group leaders. No student will be denied a field trip opportunity due to financial reasons; however, parents are asked to make a monetary contribution when applicable.

If a student does not attend a trip with his/her class, the child will be supervised by another teacher until the class returns.

TEXTBOOKS

Students may be issued textbooks from Excell Academy. If textbooks are lost or damaged, parents must pay a replacement fee. Replacement cost information can be obtained from the curriculum coordinator.

The teacher will monitor the usage of each book and make random checks, to encourage students to keep their books in good condition and bring them to class daily.

LOST AND FOUND

A “lost and found” bin is located near the 4th grade classrooms in the hall. Most items that are found are placed in this area. Money, jewelry or other valuable items should be brought to the teacher or school secretary. We strongly urge all parents to keep track of clothing items taken to school and follow up by coming to school and checking the lost and found.

We urge all parents to mark all articles of clothing, shoes, lunch boxes and backpacks with your child's

name. Indelible (waterproof) ink on tape or sewn on with a tag is one of the best methods. If a marked article is found, it can easily be identified and returned to the owner. At the end of the school year, items in the lost and found will be donated to a non-profit charitable organization or to Excell Academy's Clothes Closet.

ACCIDENTS/MINOR MISHAPS

All accidents must be reported immediately to the teacher or staff in charge then to the office. The teacher will fill out an accident report form, duplicate and a copy will be kept on file in the office. Parents will be informed promptly about any incident requiring immediate medical attention.

All Excell Academy students are required to wear designated uniforms daily.

FEES

Extended Day Kindergarten Age Program

The Extended Day Kindergarten Age Program allows your child the opportunity to be in the same structured learning environment all day. Kindergarten is funded by the state for the hours of 9:10 a.m. until 12:00 noon. Students are allowed to stay in the same learning environment with the same licensed teacher until 4:05 p.m. for a fee of \$150.00 monthly. There is a \$25 registration fee for this program. All fees are non-refundable. Full payment is due whether or not your child is in attendance (including Holidays). No refunds are made due to absences. Excell Academy reserves the right to discontinue or limit service due to non-payment.

Late Fees Policy

The Extended Day Kindergarten fee is to be paid in advance on the first day of every month. If this fee is not received by the fifth day of the month due, there will be a \$10 late charge added. If the fee still remains unpaid by the 10th calendar day of the month due, your child will be dismissed from the program and his/her slot will be offered to the next person on the waiting list. If you are eligible for county childcare assistance and we have not received your authorization, you are responsible for paying these fees and the same guidelines apply. **At this point you may choose to continue utilizing our kindergarten program for the hours of 9:10 a.m. to 12:00 noon. Students are to be picked up at 12:00 sharp. Late pick-up fee for any of these services is \$1.00 per minute after assigned pick-up time.**

Full Price or Reduced Meals **Excell Academy does not provide free meals. Governmental assistance is available upon completion of a qualifying benefit application.**

All meals must be paid in advance of eating. It would be very convenient if these meals were paid for on a monthly or weekly basis. If at any time there is a \$0 or negative balance in your child's meals account, he/she will not be able to eat meals at school. You will be expected to send bag lunches to school. If there is a positive balance in the account at the end of the month, this will roll over for future meals. **Please pay close attention to these guidelines. You may not receive a monthly bill for any of these services.**

Fundraising Policy

Excell Academy will be conducting many fundraisers throughout the school year. Parents/guardians will be notified before any fundraiser starts. Funds that are raised will go towards enhancing different programs at Excell Academy and also to lessen the cost of some field trips.

Under no circumstances is fundraising to be undertaken without the expressed written authorization from the School Executive Director nor should the Excell name, logo or school facilities be used without written authorization of the same.

STUDENT RECOGNITION

Recognition of student achievements is a positive student motivator and keeps the focus of our school on academic success, talent and service. Teachers provide recognition and positive support on a daily basis and exemplary student work is displayed in classrooms and halls as much as possible, providing a positive model for other students. At the end of the year, a recognition assembly is held for students to share talents with their peers.

Other opportunities for recognizing achievement will be held once a month. At this time students will be recognized for **perfect attendance, good citizenship, most improved, peacemaker, etc.** On the **last Monday** of the month, students will be recognized for monthly achievements. This recognition will be based on students performances of the previous month.

FUN FRIDAYS allow all students to participate in fun activities promoting exercise and creativity, social skills, group participation and good old light hearted fun.

Promoting a positive school climate and responsibility, all students are given an opportunity to earn **Excell Bucks**. Students who show good behavior, a kind gesture, politeness, good leadership, and any other model behavior, will earn **Excell Bucks**. Students will be given the opportunity to redeem their Excell Bucks monthly at the Excell Store. Students will also be rewarded quarterly for wearing the correct uniform daily. The classroom teacher keeps a daily record of students in complete uniform.

All Excell Academy students are required to wear designated uniforms daily.

STUDENT COUNCIL

Students in grades 4th, 5th, 6th, 7th and 8th are given an opportunity to vote for two students in their classroom to represent them in the Student Council. The representatives will meet once a month to help plan special events for the school. Only **seventh** graders will be voted in for Student Council President and Vice President. In order to be considered for Student Council, students must have an impeccable behavior record.

PARTIES

Teachers have parties for students from time to time for special occasions or rewards. Parents who do not want their children to participate should notify the teacher and other activities will be provided. Parents who wish to help with parties are invited to contact the teacher.

BIRTHDAYS

Some parents desire to send treats for their child to share with his/her class on the child's birthday. If you choose to do this, please make arrangements ahead of time with your child's teacher so he/she can plan a time that will be the least disruptive to the class. Health regulations require that all treats be commercially prepared, not homemade. No student is required to provide treats, it is strictly a voluntary action by child/parent.

Parents are asked not to deliver very large birthday balloons or other displays to celebrate their child's birthday in school. These surprises are best done at home, where they will not disrupt the class educational activities for the whole day.

SPORTS ACTIVITIES

Excell Academy students may participate in seasonal organized sporting events. The school gym co-ordinator will be able to answer questions regarding such activities.

BOOK-IT

Our school participates in Pizza Hut's Book-it program. The monthly sheets will be sent home by the classroom teachers with a reading goal for your child. If your child returns the monthly book sheet, he/she will receive a coupon for a free personal pan pizza at Pizza Hut. This program runs from October to March. At Excell Academy we encourage our students and families to read together on a regular basis

THINGS TO LEAVE AT HOME

MONEY

It is requested that money not be brought to school except for a special reason (i.e. pictures, lunch, field trips etc.). Loose money tends to create problematic distractions in the classroom. If a student is required to bring money to school, you will be provided with information regarding the purpose of that request. Sending the money in an envelope with student's name, grade, teacher and purpose will avoid much confusion.

Younger students are asked to give the money to the teacher for safekeeping; older students are responsible for the security of their own money.

THINGS OF VALUE

Family heirlooms, sentimental gifts, etc. are examples of treasured items, for which Excell staff is not responsible.

PLAYTHINGS, EQUIPMENT

Students are not permitted to bring personal belongings (including but not limited to, toys, sports equipment, roller blades, roller skates, scooters, video games skateboards) to school, without the written permission of a teacher. Unapproved playthings or equipment will be taken away from the student, labeled, and **will not be returned until the end-of-the quarter**. If items are brought repeatedly, parents will be notified that students may not get items back.

All Excell Academy students are required to wear designated uniforms daily.

IDENTIFICATION BADGES (ID)

Each student will be issued an Identification Badge along with a chain. This ID badge is to be worn when there is a substitute teacher or when the students are on a field trip. There will be a fee of \$10.00 to replace lost ID badges.

CHILD ABUSE/NEGLECT

As professionals, we are by law, required to report all cases of suspected child abuse. Minnesota Statute Section 626.556 states: “The legislature hereby declares that the public policy of this state is to protect children whose health or welfare may be in jeopardy through physical abuse, neglect or sexual abuse; to strengthen the family, and make home, school and community safe for children by promoting responsible care in all settings; and to provide, when necessary, a safe temporary or permanent home environment for physically or sexually abused children. In addition, it is the policy of this state to require the reporting of abuse or neglect of children; to require the assessment of investigation of reports; and to provide protective and counseling services when appropriate”. We are not required by law to notify the parent. ***Remember that this also includes a child who is tardy or absent on a regular basis. In addition, this also includes students who are not dressed appropriately for the weather and children who repeatedly fall asleep in class.***

Regular attendance and punctuality are important for students to gain the most out of their school experience. As this is an educational institution, we naturally wish to see the child present each day. However, this is not always possible, due to illness of the child or yourself. If your child must miss school due to illness or another emergency, please leave a message on Excell Academy's voice mailbox. **Children who are absent more than two consecutive days will need to bring a note from the parents or physician when they return to school.** Please include the following information on the note:

- Child's name
- Child's teacher
- Reason for absence
- Date of return
- Signature of parent or guardian and/or signature of physician

Any absence that the school is not notified about is regarded as an unexcused absence. At the end of the academic year, each child who has exemplified commitment in attendance, will be rewarded a certificate. Parents are encouraged to emphasize the importance of attending school to their children on an ongoing basis. **Chronic absenteeism and tardiness can cause your child to be considered truant and subject to the truancy laws for the State of Minnesota.**

Habitual Truant Information

As part of the federal reporting requirements for Title IV, each school must now report truancy rates.

Note: Habitual Truant is defined in Minn. Stat. ss260C.007, Subd. 19 as: a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven days if the child is in elementary school or for one or more class periods on seven school days if a child is in middle school, junior high, or high school; OR if a child is 16-17 years of age and the student has not legally withdrawn from school; they are considered habitually truant if they are absent from attendance without a lawful excuse for one or more class periods on seven school days.

WHEN SHOULD MY CHILD STAY HOME?

While regular attendance at school is very important, we ask that parents keep their children at home if they are obviously ill. This will protect the health of the other students as well as providing "healing time" for the sick child.

Many parents are unsure about when students should attend school or stay home. The following information is intended to help with this decision:

If a student has a temperature of 100 or more, the student should remain home for 24 hours after the temperature returns to normal.

- If a student has vomited (stomach flu) or has diarrhea, the student should remain home 24 hours after the last episode.
- If a student has a rash which may be disease-related, check with your family doctor **BEFORE** sending the child to school. Do not send the child to school while waiting for the test results.
- If your child is too sick to remain in the classroom and participate in indoor and outdoor activities, he or she should remain at home.

Attendance continued

WHAT IS CONSIDERED TO BE EXCUSED ABSENCES?

- Sickness of the child
- Serious illness or death in the family
- Impassable roads or weather making travel unsafe
- Observance of religious holidays (when school is notified in advance)
- Recognized cultural observance (when school is notified in advance)
- Family activity for up to five days within one school year, when arranged in advance. Any additional time must be discussed with classroom teacher to ensure the student's academic success. Work must be made up according to arrangement.
- Transportation problems caused by failure on Excell Academy's transportation system
- Appointments with health care providers or other professionals when unable to schedule outside school hours and when school is notified in advance.

WHAT ARE CONSIDERED UNEXCUSED ABSENCES?

- Too cold
- Suspension
- Frequent vacations
- Missed the bus excessively
- Staying home to baby-sit

EXCUSING STUDENTS FROM SCHOOL

Requests to excuse students from school (e.g., family trips, doctor appointments) should be made in advance to the classroom teacher as early as possible. Notes from the parents/guardians are most helpful. Students and parents are responsible for arranging make-up work with their classroom teacher. (We strongly encourage you to make doctors appointments after school to minimize the amount of classroom time missed. Generally, the most important part of the school days is the mornings, when the students are alert and not tired.)

If leaving during the day, the student **must be signed out** in the office. Students should remain in the classroom while parents are signing them out. When students return during the school day, **they must be signed in** by a parent/guardian.

MAKE UP WORK FOR EXCUSED ABSENCES

When students are absent from school, they often fall behind their classmates academically unless they make up their schoolwork. If parents know ahead of time that their child is going to be absent, a request should be made to the teacher, as far in advance as possible, so students can have their schoolwork in advance of the absence.

STEPS TAKEN IN CASES OF EXCESSIVE “UNEXCUSED” ABSENCES AND TARDINESS

1. Phone Call to family 1st day absent.
2. Letter will be sent home to parent/guardian after 3 days of unexcused absences.
3. Letter will be sent home to parent/guardian after 7 days of unexcused absences.
4. Referral made to the school Disciplinary Committee after 7 days of consecutive unexcused absence.
5. Upon the 8th day, a warning letter from the Principal and Disciplinary Committee will be sent to parent/guardian.
6. Upon 10th day of unexcused absences, a Truancy Referral Petition will be sent to Hennepin Juvenile Court for proceedings.
7. Upon 15th day of unexcused absences, the student will be recommended for withdrawal from Excell Academy.

Please remember that children do best when there is good and frequent communication and cooperation between parents/guardians and schools. Please contact us with any questions or concerns.

Minnesota Statute 120.05 Continuing truant: means a child who is subject to compulsory instruction requirement of section 120.101 and is absent from instruction in school without valid excuse within a single school year for: (1) Three days if the child is in elementary school habitually tardy students will be treated as truants.

TARDINESS

At Excell Academy the instructional day is from 9:10 a.m. to 4:05 p.m. Students are considered tardy after 9:15 a.m. There are 169 full instructional school days for all kindergarten to 8th grade students. Six tardies are equivalent to 1 day absence. A daily tardy greater than 3 hours is considered a ½ day absence. Early dismissal before 1:00 p.m. will be considered ½ day absences. It is required that students attendance be at least 85% of instructional days which is 143 days. Fifteen consecutive or twenty five cumulative days of unexcused absences can result in recommendation to School Board for termination from Excell Academy.

In cases where students are absent for more than 25 days due to severe illnesses or severe emergencies, the School Board will review each situation on a case by case basis.

We ask parents/guardian to provide **a written excuse** for tardiness (except for in cases of a delay in bus services). A record of this is kept in the student records. Habitually tardy students will be treated as truants. **If a child arrives at school late, he/she should report to the school secretary to obtain a tardy slip. No student will be admitted to class without a tardy slip.**

Students who come to school late, often miss the morning directions that organize their day and are disruptive to the teacher and other students who are already working. Parents instill positive work ethics when they teach their children that school attendance and punctuality are important.

EXCELL ACADEMY UNIFORM POLICY

Excell Academy is a ‘required uniform school’ in which all students take pride in wearing the school uniform. The uniform promotes school spirit, eliminates parent/child conflicts over clothing, and direct students energy to academics instead of fashion.

School is the workplace of children and they should be cleaned and dressed for school with the same care that adults prepare for their jobs. Students are expected to be well groomed (bathed, clean hair, brushed teeth, deodorant for older children, etc.) with clean uniform of an appropriate size. Make-up (lipstick, eye shadow, nail polish, artificial nails, etc.) is not appropriate for elementary-aged students and should not be worn to school. Students who are out of uniform (as described below) without a reasonable written excuse from his/her parents/guardian will receive a written warning and parents will be called immediately to bring the appropriate clothing. Students who are repeated out of uniform will not be allowed in the classroom on the third offense. Parents will need to bring uniform to school. If a student continues to be out of uniform, parents will be fined \$5 per day. **Cardigan and sweaters are optional this year.** However, we strongly encourage parents to purchase school sweaters as the temperature in the classrooms vary. In addition, **absolutely no other sweaters or jackets will be allowed in the classroom.**

During the winter months, students continue to have outdoor recess unless the temperature and/or wind chill factor is below zero. Parents are asked to make sure their child is suitably dressed for the cold weather, (i.e. rain gear, boots, gloves, tights, socks, hats and scarves, etc.) in addition to their uniform.

Children will learn many ways to express themselves and engage in make-believe. The use of smocks and paint-shirts cannot guarantee clothes will not get messy. Please make sure your child does have a paint smock or an extra shirt in his/her backpack. We require that all uniforms and personal belongings be properly labeled.

BOYS COMPLETE UNIFORM**K-5****GIRLS COMPLETE UNIFORM**

Long or Short Sleeve Polo Shirt (Light Blue)*

V Neck Cardigan or Vest (Navy)*

Pleated Doubled Knee Pants *or*Pleated Shorts (Navy) (as weather permits) *or*

Corduroy Pants (Navy)

Only navy, black, or white socks

***must have proper Excell Academy Logo**

Long or Short Sleeve Polo Shirt (Light Blue)*

Crew Neck Sweater (Navy)*

V Neck Pleated Jumper (Navy)* *or*

Pleated Skort (Navy)

Only navy, black, or white socks

***sweaters/vests are optional**

Uniforms are to be ordered through FrenchToast.com or purchased at Excell Academy to ensure uniformity **or else where with prior approval of Director . (See samples w/style numbers)**. Any students wearing any items that are not included on the above list will be asked to remove them. **These uniforms are designated by the board; there will be no exceptions. All students must be in full uniform by the end of the 2nd week of school.** Further information is available at the front desk.

SCHOOL/GYM SHOES, SOCKS/TIGHTS

Because of the many problems that we have experienced with students wearing a variety of shoes, it is necessary that all students wear ***only rubber sole shoes or gym shoes to school***. With the exception of the above statement, Excell Academy does not have a strict policy on shoes but **students are required to wear gym shoes** on days when they attend physical education classes. Students should not wear high heeled shoes, boots, or sandals in school. White, blue, or black are the only colors socks/tights that are acceptable with the school uniform. Heelies are not allowed.

DRESS CODE

Necklaces are not to be worn at school

- No loop earrings are allowed. Boys are not permitted to wear earrings.
- No hats or caps or head wraps are to be worn during school hours.
- No buttons or decals may be worn on uniform.
- Gym shoes are mandatory on gym days.
- No jewelry nor accessories may be worn to gym.
- Students frequently out of gym shoes will receive an out-of-uniform slip.
- Students frequently out of gym will jeopardize their physical education grade.
- We **strongly discourage** nail polish on fingernails.
- No artificial nails are to be worn to school.
- Shoes that are not enclosed are not to be worn during school.
- Turtle necks are not to be worn during school.
- No boots are to be worn at school. Sandals or high heel shoes are not permitted.
- We **strongly discourage** students from wearing hair beads. However, if beads are worn they are to be secured off the face.
- Parents must check the lost and found regularly.

All Excell Academy students are required to wear designated uniforms daily.

RULES, RESPECT, AND RESPONSIBILITY

It is the assumption of Excell Academy that the success of a student is the responsibility of all students, staff and parents/families. To be successful in our supportive and challenging academic program, there are basic expectations that all students must meet. We have developed the Excell Academy's list of Expectations.

RESPECT: Treat others the way that you want to be treated.

RESPONSIBILITY: Keep promises to yourself and others.

RULES: Everyone needs to be safe.

EXPECTATIONS

All students are required to meet the following expectations at Excell Academy community:

Do your best at all times

- Be responsible for your own behavior
- Treat others with dignity, worth and respect and cooperate with others
- Respect the rights of self, others, and property
- Be safe

Do your best at all times

Students will strive to do their best in all school endeavors. Students will reach their goals set by their parents, their teachers and themselves. By learning to put forth maximum effort to meet these goals and social, academic and physical challenges that school success requires, each student will be prepared to continue a life-long quest of developing his/her full potential.

You are responsible for your own behavior

Students are expected to arrive on time with a positive “can-do” attitude. This includes being organized, anticipating and accepting consequences, and participation actively throughout the school day. This will prepare each student to continue a life-long quest of developing his/her full potential.

Treat others with dignity, worth and respect and cooperation with others

Students are expected to work together with staff and peers to create a positive learning environment. Students are expected to develop their ability to work cooperatively through actively participating in a variety of classes and school activities. **Students must understand they significantly impact and contribute to the lives of their schoolmates.** Meeting this expectation will enable students to participate in creative and challenging learning activities.

All Excell Academy students are required to wear designated uniforms daily.

GENERAL RULES:

- Always use personal and school property properly.
- Come to school ready to learn.
- Always move safely and promptly in the hallways and classrooms.
- Use kind words and an appropriate tone of voice.
- There is absolutely no “chewing gum” allowed during school hours.
- Always follow directions that are given by the adult in charge.
- No electronic gear is to be brought to school.
- No spitting screaming, shouting or making any other disturbing noises.
- No name-calling, swearing, or teasing.
- No pushing, hitting, or shoving.
- No stealing or disrespecting the property of others.
- Absolutely no chewing of gum.
- Complete uniform is required daily with the exception of Fridays.
- No hats or scarves should be worn in the building.

EXPECTED BEHAVIOR IN THE CAFETERIA

- Pleasant**- inside voices, be positive.
- Proper** – no touching or sharing food with others, keep hands and feet to yourself, clean up after yourself. No throwing of food. Be quiet and orderly as you get ready to go outside for recess.
- Polite** – Listen when an adult is speaking, say “please and thank you” and be kind to classmates.
- Keep your hands and feet to yourself.
- Food is to be eaten only in the lunchroom.

EXPECTED BEHAVIOR IN THE HALLWAYS

- Faces forward
- Mouths closed
- Hands folded in front of you
- Bodies behind bodies.

EXPECTED BEHAVIOR IN THE BATHROOMS

Respect the privacy of others.

- No fooling around in bathrooms.
- Respect property and help keep the bathroom area clean
- Pick up trash, no writing on the walls or putting things in the toilets.
- Please remember to flush.
- No paper towels in the toilets.
- Please wash and dry your hands.**

All Excell Academy students are required to wear designated uniforms daily.

EXPECTED BEHAVIOR ON THE PLAYGROUND

- Play nicely and fairly.
- No student should go beyond the sidewalk boundary lines.
- Use the equipment properly. Do not play tag on the equipment.
- Listen to the adults in charge.
- Wear appropriate clothing for the weather-jackets, hats, mittens, gloves, and boots.
- Receive permission before re-entering the building.
- Report all incidents to the adults in charge.
- No teasing, taunting or name calling is allowed.
- No bullying, fighting, or swearing is allowed. (immediate detention or suspension)
- No pushing, pulling, tackling or rough play is allowed.
- No throwing of any objects (snowballs, footballs rocks, sticks, etc.).
- Snacks are not allowed on the playground.
- Any child who violates any of these policies/rules will lose recess for (1) one week, pay \$50 Excell Bucks, and will have detention in the Quiet Room.

EXPECTED BEHAVIOR DURING ASSEMBLIES

- Enter and leave the program quietly and orderly.
- Be respectful and listen to the speaker(s).
- No touching or bothering those next to you.
- Stay seated at all times.
- Be happy for those receiving awards.

STUDENT CODE OF CONDUCT

Every student and employee of Excell Academy is entitled to learn and work in a safe school environment. To ensure this standard is consistently applied, the school has established clear behavior-appropriate student discipline policies and consequences.

Students are expected to behave in accordance with federal, state, and local laws and rules, school policies and regulations, and in a way that respects the rights and safety of others. Corrective action to discipline a student and/or to modify a student's behavior will be taken by staff when a student's behavior violates the discipline policy.

The following information outlines various behavior violations and the possible school discipline policies to be implemented when safety or conduct standards are violated. These discipline policies and the potential consequences apply at any time a student is on school grounds, a school-related form of transportation like buses, or at a school-sponsored event or activity. The school in its sole discretion may impose consequences including, but not limited to, those set in this policy based on the particular misconduct.

Building administrators may consult with appropriate community agencies to assist in a disciplinary situation which involves health and/or safety.

EXCELL ACADEMY DISCIPLINE POLICY

Good discipline creates a desirable teaching and learning situation and leads to each student attaining a measure of self-control. Discipline need not be punishment, but should lead toward respect for the law, authority, property, the rights of others, and responsibility for self. An individual's right to an education should not be denied because of the disruptive behavior of other students. Student behavior that is disruptive to the classroom and/or school in general will be considered interfering with the education process.

All Excell Academy students are required to wear designated uniforms daily.

No school shall deny due process or equal protection of the law to any pupil involved in dismissal proceedings, which may result in suspension, exclusion, or expulsion.

Excell Academy staff is committed to providing a safe learning environment for all students. The school will use a combination of rewards and recognition for appropriate behaviors as well as instructive corrective consequences for inappropriate behaviors.

Again, discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable values and conduct. The following highlights the various steps Excell Academy will implement to create a setting where both teachers and students play crucial roles in maintaining a safe, undisturbed learning environment.

1. **Student Conference**

A student may be given verbal warnings, which will include:

- What the student did wrong;
- What is expected;
- What consequences will apply if behavior does not improve;
- Student commitment to improve behavior

2. **Re-thinking time**

A student may be allowed time to think about their behavior in a designated area within the classroom. Silent lunch may also be used for this process.

3. **Loss of Privileges**

Teachers may impose partial or full loss of privileges as “re-think” time during non-curriculum related activities such as recess or free time. Teachers may also recommend additional loss of privilege, including but not limited to fieldtrips or extracurricular activities like student council or other performance opportunities.

The Administration may impose partial or full loss of privileges at the recommendation of a teacher, in the following areas:

- Field trip exclusions
- Extracurricular activities
- Bus privileges (when bus-related behavior is at issue)
- Recess/free time activities

When the Administration imposes a loss of privileges for a student, parents will typically be notified, in writing, about the circumstances surrounding the decision.

All Excell Academy students are required to wear designated uniforms daily.

4. Quiet Room

When a student demonstrates that s/he is having consistent or extreme difficulty with practicing self-control, the teacher has the right to notify parents (by telephone and/or in writing) to discuss these concerns. Teachers will implement several interventions or consequences prior to referring a student to the principal. A student can be referred out of class for a problem-solving time. Students will discuss their behavior with a staff member and develop a Behavior Improvement Plan. This plan will detail concerns about a student's behavior, identify the potential impact on the other students in the class, reiterate the expectations, and select more suitable ways to manage behavior in the future. This written documentation will be sent home to parents, with the expectation that it will be signed and returned to school the following day. The goals of this process are to help students problem-solve their behaviors and to return students to class as soon as possible. If a student does not cooperate during the problem-solving period, a parent or guardian may be notified by phone to assist with this process. Students will be allowed to return to class once a suitable agreement has been reached.

A student may also be placed in an alternative classroom with assignments from his or her teacher, to be completed during the day.

5. Administrative duty

A student can be assigned supervised morning or afternoon work duty and may be assigned a variety of tasks including, but not limited to, sweeping, pulling trash, cleaning the lunchroom, stacking chairs, and picking up litter, etc. These tasks are designed to promote a sense of responsibility for school or bus property.

When students are assigned Administrative Work Duty, **transportation to and from school may be the responsibility of the parent/guardian, if duty is before or after school.**

6. Detention

Teacher's Detention:

A teacher may assign morning, afternoon, or lunch detention for a variety of reasons such as homework completion tutoring and consequences for disruptive behavior. When students are assigned detention with their teacher before or after school, a written notice will be sent home including date, time, and reason for detention. Students who have been assigned detention by a teacher may not participate in any extracurricular activity until the detention has been completed.

Transportation to and from school, for students assigned to detention, is the responsibility of the parent/guardian.

Administrative Detention:

Students may be assigned morning, afternoon, or lunch detention by the Administration for the following reasons:

- Tardiness to school
- Unexcused absence
- Failure to complete Teacher Detention
- Disciplinary reasons
- Excessive "out of uniform" days

Parents will be notified in writing when detention has been assigned. Student transportation to and from school is the responsibility for the parent/guardian when students are assigned detention.

7. Parent Conferences

A teacher or the administration can initiate a parent conference if a student exhibits any of the **NON-NEGOTIABLE** behaviors listed in the Excell Academy's Parent Handbook.

Frequent disrespect towards adults

- Causing intentional physical injury to themselves or others
- Any form of harassment (verbal, sexual, religious, or racial)
- Stealing
- Truancy
- Causing intentional damage to school properties
- Leaving school without permission
- Causing a false fire alarm
- Possession/use of weapons (or look-like weapons)
- Extreme disruptive behaviors

Parents will be notified by phone or in writing when parent conferences are necessary.

All Excell Academy students are required to wear designated uniforms daily.

8. Suspension

Suspension is the strongest response, short of expulsion, taken by school administration.

When a student is suspended, an administrator will have an informal conference with the student to obtain the facts. A letter stating the grounds for suspension will be given to the student. Written suspension notice will be sent home with the student and/or mailed to the parent/guardian within 48 hours along with a copy of the Minnesota Pupil Fair Dismissal Act, a copy of which may be requested from the front office.

In-school suspension (maximum one day per offense), may require a parent/guardian to accompany the student throughout the school day and assist in a goal- setting process with the teachers.

Out of school suspension (maximum ten days) prohibits a student from attending school or school-sponsored activities. If a student is suspended from school, he or she may participate in a re-entry conference with their parent/guardian, a school administrator, teacher, and possibly a social service agency representative (as needed) prior to readmission to class.

9. Referral to Attendance Area School

We consider it a privilege to be able to attend Excell Academy. Students who are unwilling to abide by the rules, regulations, policies, and procedures may be asked to report to their attendance area school. We will diligently work with our students to change behaviors and to improve their academic performance. However, those students and families who are unable to respond to our interventions will be encouraged to enroll at their home school.

10. Expulsion

Expulsion is an action taken by the Board of Directors which will prohibit a student from further attendance for a period that does not exceed twelve months from the date of expulsion. The school's administrator can make a recommendation to the board to expel a student. A student may be suspended from school pending an expulsion hearing with the Board of Directors.

11. Referral to Juvenile Authorities

If a student's behavior is so extreme that a law violation is involved, the appropriate juvenile authorities will be notified by the school administration. Parents/guardians will be notified immediately if this occurs.

Through these steps and the consequences described above for behavior violations, Excell Academy is dedicated to proactively protecting, educating, and assisting Excell's students, staff, and volunteers committed to this school's pursuit of academic and behavioral excellence.

Violations and Disciplinary Actions

To ensure clarity of all discussed violations and consequences, the following terms are briefly defined:

- a. **“Dismissal”** means dismissing a student from school for one school day or less.
- b. **“Drug paraphernalia”** means all equipment, products, and materials of any kind which are knowingly or intentionally used primarily in manufacturing a controlled substance; injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the human body; or enhancing the effect of a controlled substance.
- c. **“Exclusion”** means an action taken by a school board to prevent enrollment or re-enrollment or attendance up to 12 months from the date the student is expelled.
- d. **“Expulsion”** means a legal act taken by the school board to prohibit an enrolled student from attending Excell Academy for a period which shall not extend beyond the school year.
- e. **“Gang”** means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in a pattern of gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same gang.

All Excell Academy students are required to wear designated uniforms daily.

“Gang-like activity” means any conduct engaged in by a student on behalf of any gang to perpetuate the existence of any gang, to effect the common purpose and design of any gang, and/or to represent a gang affiliation, loyalty, or membership in any way while on a school location. These activities include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against his/her will in order to further the common purpose and design of any gang.

- f. **“Great bodily harm”** means bodily injury which creates a high probability of death, causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily harm.
- g. **“Removal”** means any action taken by a teacher, principal, or other school employee to prohibit a pupil from attending school activities for a period of time not to exceed five class or activity periods daily. A student may be removed from class for violating the school’s discipline policy or for willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher’s ability to teach or communicate effectively with students in a class, with the ability of other students to learn, or with the safety of all surrounding persons, including school district employees, the student or other students, or the property of the school.
- h. **“School location”** includes a school building, school grounds, school activities, school trips, bus stops, school buses, school vehicles, school-contracted vehicles, the areas of entrance or departure from school premises and events, and all school-related functions.
- i. **“School personnel”** means any person employed or under the direction or assignment of school personnel and who is acting within the scope of their assignment.
- j. **“Significant bodily harm”** means bodily injury which involves a temporary but significant disfigurement, or which causes a temporary but substantial loss or impairment of the function of any bodily member or organ, or which causes a fracture of any bodily member.
- k. **“Support services”** means counselors, nurse, student advocate, school social worker, psychologist, student teacher support team (STST), student support coordinator (SSC), chemical specialist, police liaison officer, etc.

- l.** “**Suspension**” means an action by the school administration, under policies established by the school board, prohibiting a pupil from attending school for a period of no more than 10 school days.

- m.** “**Quiet Room Referral**” is an action taken by an authorized staff member or classroom teacher to remove a student from the classroom for compromising the safety or learning of others or self. See enclosed Quiet Room information.

Excell Academy for Higher Learning
Kindergarten through 1st Grade Discipline Guide

All Disciplinary consequences are subject to change at the discretion of administration

Infraction	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
Assault	1 Day	2 Day	3 Day	Administrative	Administrative
Fighting	½ Day	1 Day	2 Days	Administrative	Administrative
Defiance	Recess	½ Day	1 Day	2 Days	3 Days
*Threatening	Warning	Recess	½ Day	1 Day	2 Days
*Vandalism	Recess	½ Day	1 Day	2 Days	3 Days
Inappropriate Touching	Recess	1 Day	2 Days	3 Days	4 Days
Disruptive Class	Recess	Recess	Recess	½ Day	1 Day
Physical Aggression	Recess	Recess	1 Day	2 Days	3 Days
Lunchroom Infraction	Recess	Recess	Recess	Recess	½ Day
Pushing/Horseplay	Recess	Recess	½ Day	1 Day	2 Days
Pulling Fire Alarm	Admin	Admin	Admin		
Destruction of school Property	1 Day	2 Days	3 Days	4 Days	5 Days
Inappropriate Drawing	Recess	Recess	½ Day	1 Day	2 Days
Throwing Objects	Recess	Recess	½ Day	1 Day	2 Days
Harassment	Recess	½ Day	1 Day	2 Day	3 Days
*Sexual Harassment	1 Day	2 Days	3 Days	4 Days	5 Days
Inappropriate Gesture	½ Day	1 Day	2 Days	3 Days	4 Days
*Note Writing	Recess	Recess	Recess	Recess	Recess
Theft	1 Day	2 Day	3 Days	4 Days	5 Days
Truancy/in school Truancy/leaving School	Recess Loss of Recess	Recess 1 Day	½ Day 2 Days	1 Day 3 Days	2 Days 5 Days
Profanity	Recess	Recess	½ Day	1 Day	2 Days
Disrespectful	Recess	Recess	½ Day	1 Day	2 Days
Academic Dishonesty/Cheating	½ Day	1 Day	2 Days	3 Days	4 Days
Negative Attitude/Behavior	Recess	Recess	Recess	½ Day	1 Day
Use/Possession of Alcohol	Admin	Admin	Admin	Admin	Admin
Use/Possession of Drugs	Admin	Admin	Admin	Admin	Admin
Use/Possession of Tobacco	Admin	Admin	Admin	Admin	Admin
Use/Possession of a Weapon	Admin	Admin	Admin	Admin	Admin

Excell Academy for Higher Learning
2nd through 6th Grade Discipline Guide

All Disciplinary consequences are subject to change at the discretion of administration

Infraction	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
Assault	3 Day	5 Day	Admin	Administrative	Administrative
Fighting	1 Day	3 Day	5 Days	Administrative	Administrative
Defiance	Recess	1 Day	2 Day	4 Days	6 Days
*Threatening	1 Day	2 Days	3 Days	5 Days	7 Days
*Vandalism	2 Days	4 Days	6 Days	8 Days	Administrative
Inappropriate Touching	1 Day	2 Days	3 Days	4 Days	5 Days
Disruptive Class	Recess	Recess	1 Day	2 Days	4 Days
Physical Aggression	Recess	Recess	3 Days	5 Days	7 Days
Lunchroom Infraction	Recess	Recess	1 Day	2 Days	3 Days
Pushing/Horseplay	Recess	Recess	2 Days	3 Days	4 Days
Pulling Fire Alarm	Admin	Admin	Admin	Administrative	Administrative
Destruction of school property	2 Days	4 Days	6 Days	8 Days	Administrative
Inappropriate Drawing	Recess	1 Day	2 Days	3 Days	5 Days
Throwing Objects	Recess	Recess	3 Days	4 Days	5 Days
Harassment	Recess	2 Days	4 Days	6 Days	8 Days
*Sexual Harassment	3 Days	6 Days	9 Days	10 Days	Administrative
Inappropriate Gesture	1 Day	2 Days	3 Days	4 Days	6 Days
Not Following School Rules	Recess	Recess	Recess	Recess	Recess
*Note Writing	Recess	Recess	Recess	Recess	Recess
Theft	2 Days	4 Days	6 Days	10 Days	Administrative
Truancy/in school	Recess				
Truancy/leaving School	2 Days	Recess 4 Days	1 Day 6 Days	2 Days 8 Days	3 Days Administrative
Profanity	1 Day	3 Days	5 Days	7 Days	9 Days
Disrespectful	Recess	1 Days	2 Days	5 Days	7 Days
Academic Dishonesty/Cheating	1 Day	2 Days	3 Days	4 Days	7 Days
Negative Attitude/Behavior	1 Day	2 Day	3 Days	4 Days	7 Days
Use/Possession of Alcohol	Admin	Admin	Admin	Admin	Admin
Use/Possession of Drugs	Admin	Admin	Admin	Admin	Admin
Use/Possession of Tobacco	Admin	Admin	Admin	Admin	Admin
Use/Possession of a Weapon	Admin	Admin	Admin	Admin	Admin

Violations Defined

1. *Abuse, Verbal/ Non-Verbal*

Verbal and Non-Verbal Abuse

The use of language and gestures that are obscene, discriminatory, abusive, or that degrade others

Verbal abuse that is sexual or racial harassment shall be addressed under the discipline policy for harassment.

2. *Possession or Use of Alcohol or Chemicals, Misuse of Over-the-counter Drugs, Prescription Drugs, Substances That Look Like Chemicals, or Possession of Drug Paraphernalia.*

Possession or Use of Alcohol or Chemicals and Misuse of Drugs or Possession of Drug Paraphernalia

Possession or use of alcohol or chemicals is defined as possessing, using, or being under the influence of any alcohol, narcotic, or controlled substance prohibited by Minnesota or federal law. In addition, possession, use, or being under the influence of any prescription drug by any individual to whom the drug is not prescribed is prohibited. Students will be considered in possession of narcotics, alcohol, or controlled substances if the substances are either in their possession or are located in a place which is under their control, such as their desks.

Excell Academy also prohibits the misuse of over-the-counter drugs, prescription, drugs used or taken by the person to whom the prescription is issued, inhalants, substances used for their mood altering effects or substances that look like chemicals, and the possession of drug paraphernalia.

3. *Distribution or Sale or Possession with Intent to Distribute or Sell, Alcohol, Chemicals, Prescription Drugs, Inhalants, Over-The-Counter Drugs used for Their Mood Altering Effects and other Substances Used for Their Mood Altering Effects. Distribution, Sale, or Possession with Intent to Distribute or Sell Tobacco, Look-alike Chemicals or Drugs and Drug Paraphernalia*

Distribution or Sale of Drugs, Chemicals, Inhalants, Alcohol, or Tobacco

Excell Academy prohibits selling, distributing, delivering, exchanging, or possessing with intent to sell, deliver, exchange, or distribute any alcohol, narcotic, controlled substance, tobacco, prescription drug, inhalant, over-the-counter drug used for its mood altering effects, or other substances used for their mood altering effects.

Arson
Arson is intentional destruction or damage to school property or other property by means of fire.

5. Assault, Physical

Physical Assault
Physical assault is defined as intentionally inflicting or attempting to inflict bodily harm upon another person or committing an act with the intent to cause fear of immediate bodily harm or death in another person.

6. Bomb Threat

Bomb Threat
Bomb threats are defined as making, publishing, or conveying in any manner a bomb threat pertaining to a school location, student, or school staff member.

7. Dishonesty, Scholastic

Scholastic Dishonesty
Scholastic dishonesty includes, but is not limited to, cheating on school assignments or tests, plagiarism, or collusion.

8. Disruptive Behavior

Disruptive Behavior
Disruptive behavior means acts that disrupt or threaten to disturb the educational process in the classroom, hallway, or at school functions, including, but not limited to, disobedience, disrespectful behavior, inappropriate language, and some forms of harassment, discrimination, or defiance of authority.

9. Dress and Grooming—Students are expected to be dressed in complete uniform daily except designated Fridays. (See Uniform Policy for further details.)

Dress and grooming on a school location in the following manner is prohibited:

- a. Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory, or which promote or advertise alcohol, chemicals, tobacco, or any other product that is illegal for use by minors.
- b. Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups including gangs or supremacy groups.

- c. Wearing clothing or grooming in a manner that is sexually explicit, that conveys sexual innuendo, or that may reasonably be construed as sexual.
- d. Wearing any headwear or jacket/coat (including outerwear vests and sweater, non-uniform sweatshirts, etc.) during the school day without permission from the school administration. Headwear is defined as any object which covers one's head, all or in part, to be a hat or headwear, and therefore is not to be worn during the school day, except when required by the religion adhered to by the student's family.
- e. Wearing clothing or grooming that is potentially disruptive to the education process (including, but not limited to, colored nail polish, excessive jewelry, artificial nails, elaborate earrings for females, since males are not allowed for males, etc.) that poses a threat to the health and safety of others, and/or that is not in keeping with community standards. Shirts will come to the waist and pants shall be worn at the waist.
- f. Wearing or carrying personal backpacks, purses, bags, fanny packs, etc. in the classroom, cafeteria or common areas (Example: hallways, restrooms, media center, etc.) during the school day.

Dress and Grooming
Dress codes described above

10. *Explosives, Possession, Use, or Misuse*

Possession, Use, or Misuse of Explosives
Excell Academy prohibits possessing, using, or misusing any compound or mixture which can cause an explosion. Explosives fit the federal law definition of firearm to include any "destructive device" defined to include bombs, grenades, and a "rocket having a propellant charge of more than four ounces" or a "missile having an explosive or incendiary charge of more than one ounce" 121A.40-121A.56.

11. *Fighting*

Fighting
Fighting is engaging in any form of fighting where blows are exchanged, regardless of who initiated the fight or whether it is believed a student is acting in self-defense. This prohibition includes hitting, slapping, pulling hair, biting, kicking, scratching, or any other acts in which a student inflicts or attempts to inflict bodily harm on another person.

12. *False Fire Alarm or 911 Calls*

False Fire Alarm or 911 Calls
Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm is prohibited. False 911 reporting from any school phone is also prohibited.

13. *Unauthorized Use of Fire Extinguisher*

Unauthorized Use of Fire Extinguisher
Unauthorized use of a fire extinguisher means handling a fire extinguisher without permission.

14. *Fireworks, Ammunition, or Odor Causing Aerosols Possession*

Possession of Fireworks, Ammunition, or Odor-Causing Aerosols

Excell Academy prohibits possessing, using, or offering to sell any type of fireworks or device which dispenses odor-causing aerosols. Accordingly, stink bombs, bullets, or ammunition, among other devices, are prohibited.

15. *Gambling*

Gambling

Gambling is defined as anything including, but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games, and other items used to promote a game of chance).

16. *Gang/Gang-like Activity*

Gang or Gang-like Activity

Any gang or threatening group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, clothing, etc., are prohibited.

17. *Harassment, Racial, Sexual, Religious or Sexual Orientation*

Harassment

Harassment includes all forms of racial, religious, and sexual harassment. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is made a term or condition for obtaining an education or when submission or rejection of the conduct has the purpose of unreasonably interfering with the student's educational environment. Sexual harassment can involve, but is not limited to, unwelcome verbal harassment, teasing, or unwelcome pressure for sexual activity, unwelcome sexually motivated or inappropriate patting, pinching, or physical contact. Reprisal or retaliation for a complaint of harassment is also prohibited.

17a. *Harassment, Offensive Behavior*

Harassment or Offensive Behavior

Harassment, including teasing, bullying, and other offensive conduct, which is not racial, sexual, or religious in nature, is prohibited.

17b. *Threats Toward Any Person***Threats**

Threats are defined as any oral or written language that is threatening or intimidating or as any physical intimidation that is meant to threaten any person or cause fear of bodily harm or death.

17c. *Hazing***Hazing**

Committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. This includes, but is not limited to any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

18. *Insubordination***Insubordination**

Insubordinate behavior means deliberately refusing to follow an appropriate direction given by a staff member.

19. *Multiple/Chronic Violations*

A student who accumulates multiple referrals for behavior may be disciplined up to and including expulsion based on the student's overall record. Prior to imposing disciplinary consequences, the student and parent will have a warning conference with the principal and other appropriate staff members to make them aware that the student is accumulating too many referrals. Any student who has been suspended for violations of the discipline policy may be recommended for expulsion upon his or her return if he or she commits additional offenses of the same nature.

20. *Nuisance Objects***Nuisance Objects**

Possession or use of any object that causes distractions, such as wallet chains, pagers, radios, phones, squirt guns, games, laser pointers, etc., is prohibited. If a nuisance object is used in a manner which constitutes physical assault and/or a weapons violation, the consequences for physical assault or weapons violation will be applied.

21. *Other Situations*

Other discipline situations that arise which are not covered by these discipline policies will be handled on a case-by-case basis. Consequences can range from those assigned by a building administrator up to and including recommendation for expulsion.

22. *Pushing, Shoving, Horseplay*

Pushing, Shoving, and Horseplay

Physical contact such as, but not limited to, pushing, shoving, and horseplay may be defined as an assault or fighting. This also includes other physically intimidating contact aimed at another student or member of the school's staff.

23. *Refusal to Identify Oneself to a Staff Member*

Refusal to Identify Oneself to a Staff Member

Refusing to identify oneself to a staff member who requests identification is not permitted at Excell Academy.

24. *Robbery or Extortion*

Robbery or Extortion

Robbery or extortion are defined as taking property from another person by use of force, threat of force, or under false pretenses.

25a. *Sexual Misconduct*

Sexual Misconduct

Sexual misconduct means engaging in non-consensual sexual intercourse or sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts or intentional removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent.

25b. *Inappropriate Sexual Behavior*

Inappropriate Sexual Behavior

Inappropriate sexual behavior means engaging in sexual intercourse or sexual contact or indecent exposure with another person, including intentional touching or removing of clothing covering a person's intimate parts or undergarments.

26. *Technology and Telecommunication Misuse*

Misuse of technological equipment includes the misuse of equipment; deletion, or violation of password-protected files, computer programs, data or system files; inappropriate accessing of files; unethical use of information or violation of copyright laws; accessing, uploading, downloading, printing or distributing pornographic, obscene, abusive or sexually explicit material; transmitting obscene, abusive, or sexually explicit language; vandalizing, damaging, or disabling the property of another person or organization; unauthorized commercial use or financial gain of the user is prohibited. Improper use may result in a loss of privilege to use the equipment. If the conduct at issue constitutes a violation of the Harassment, Racial, Sexual, Religious or Sexual Orientation provision, the consequences provided there under will be applied.

Technology Misuse

Misuse of technological equipment or services is described above.

27. *Theft, Receiving or Possessing Stolen Property*

Theft

Theft by receiving or possessing stolen property is the unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner, or the receiving of such property. If the theft is over \$250, the consequences for the offense will be more severe.

28. *Transportation*

While riding school buses, all rules that apply to building and/or classroom behavior shall apply on school buses. Transportation consequences are mandated by state statute.

Any disruptive behavior, as defined under school policy, while riding a school bus is prohibited. This includes lighting flammable devices, not remaining seated, tampering with emergency or safety equipment, throwing objects, or disruptive behavior at a bus stop or to and from the bus stop.

“3 Strikes, You’re Out” Policy: Three offenses on the bus will result in temporary suspension from riding the bus.

Students may be suspended from riding the bus for longer periods of time, including the remainder of the school year. In addition to the specific loss of bus privileges, a student may receive other consequences for violation of a school policy noted in this booklet which has taken place on the bus (See Transportation Safety Policy).

Transportation Safety

Transportation safety rules follow the nature of building and classroom rules as highlighted above.

a.

Unauthorized Presence at School
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Trespassing of this nature means a student is present at the school's location without permission of school personnel. Students are not to come into the building unless they have permission from the staff of that building. Any student on suspension who comes to school without permission is subject to an increase in suspension time.

b.

Unauthorized Admission

This form of trespassing means admitting others through a locked or secured door without the permission of school personnel.
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30. *Truancy*

Truancy occurs when a student is absent without being excused by the building-level administration. For a student under the age of 18 years-old who has seven or more school truancies, the school social worker will conference with the parent and/or make a referral to Hennepin County Juvenile Court. Additional consequences may be imposed by the building administration. Excused absences are for reasons of illness, medical or dental appointments, religious holidays, family death, vacation, or appointments that cannot be made outside the school day. A pupil, regardless of age, who has been absent from school for 15 consecutive school days during the regular school year or for five consecutive school days during summer school without receiving instruction in the home or hospital shall be dropped from the roll and classified as withdrawn.

31. *Unexcused Absences/Tardies*

Unexcused absences are any other reason than the above; this includes skipping a class. All or part of seven days of absence will result in a referral by the social worker to Hennepin County. Refer to pages 19-21: Attendance Policy.

32a. *Vandalism, Minor Acts*

Minor Vandalism

Minor forms of vandalism include littering, defacing, cutting, or damaging property, technology, or telecommunication equipment that belongs to the school, other students, staff members, or other individuals.
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32b. *Major Acts of Vandalism*

Major Vandalism

Major acts of vandalism are defined as littering, defacing, cutting, tagging, or damaging property, technology, or telecommunication equipment that belongs to the school, other students, staff members, or other individuals where damages exceed \$500.
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33. *Weapons*

Possession, use, or distribution of any weapon on a school location is prohibited. Weapon means any firearm, whether loaded or unloaded, or any object, device or instrument designed as a weapon or which through its use is capable of threatening or producing bodily harm or which may be used to inflict injury. Such items that would be classified as weapons include, but are not limited to, air guns, pellet guns, BB guns, paint ball guns, look-alike guns or any facsimile of a real gun, knives of any size blade, clubs, metal knuckles, poisons, chains, arrows, bats, numchucks, throwing stars, stun guns, mace and other propellants and objects that have been modified to serve as a weapon, and/or any explosive devise designed or capable of inflicting severe bodily injury or death. Devices that look like a weapon to school administration shall be treated as a weapon. Additional provisions to this policy include:

- a. Students who find a weapon on the way to school or in the school building should report the weapon immediately to school officials.
- b. If a student unintentionally brings a weapon to school, he or she must immediately turn the weapon in to the office or adult; there will be no penalty.
- c. Parents may make special arrangements with the principal if a student needs to carry mace or a similar substance outside of the school setting. The arrangement must be made in advance and the mace must be checked in to the school office.

Weapon Violation
All conditions listed above apply

Additional Discipline Information

1. Corporal punishment Excell Academy strictly prohibits corporal punishment.

Corporal punishment involves the hitting or spanking of a person with or without an object or any unreasonable force that causes bodily harm or substantial emotional harm.

2. Discipline procedures All disciplinary actions shall be processed pursuant to Excell Academy School's discipline policy and the requirements of the Minnesota Pupil Fair Dismissal Act.

- a. Any student who violates a school policy or rule may be subjected to the consequences established in the student handbook.
- b. Any student who violates a school policy that has a potential consequence of dismissal from school for more than one school day shall have an informal conference with a school administrator. An informal conference is not required when the student is creating an immediate and substantial danger to himself or herself or to surrounding persons or property.
- c. Any student who is being suspended from school for more than one day will be provided written notice containing: the grounds for suspension, a statement of the facts giving rise to the dismissal, a description of the testimony, a readmission plan, and a copy of the Pupil Fair Dismissal Act.

A copy of the notice will be personally served upon the student at or before the time the suspension is to take effect, unless the student will create an immediate and substantial danger to surrounding persons or property before such a notice may be delivered. The parents or guardian of the student shall be provided written notice of the suspension by mail within 48 hours of the informal conference. The parents' notice will include all the elements contained in the student's notice.

- d. Any suspension that exceeds five days in length will be accompanied by an explanation to the superintendent listing the reasons why the suspension exceeded five days in length.
- e. If a student's total days of suspension from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian prior to subsequently removing the student from school. The purpose of this meeting is to attempt to determine the student's need for assessment or other services.
- f. All students who violate a school policy or rule that has a potential consequence of exclusion or expulsion will be given the opportunity to have a hearing over the issue of exclusion or expulsion in accord with Minnesota law. (See Minnesota Statue 121A.40 to 121A.56.)
- g. If a student has been removed from class more than 10 times in one school quarter, a meeting shall occur with the student's parent or guardian to discuss the problem that is causing the student to be removed from class. Grounds for removing a student from class include but are not limited to:
 - 1. willful conduct that significantly disrupts the rights of others to an education including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn
 - 2. willful conduct that endangers surrounding persons, including school employees, the student or other students, or the property of the school
 - 3. willful violation of any rule of conduct specified in the discipline policy.

3. Physical restraint Physical restraint may be utilized by administrators, teachers, and other staff only where it is necessary to use reasonable force to restrain a student from injuring himself or herself or others. "A teacher, school employee, school bus driver, or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws."

- 4. Police referral** Administrators will involve the police or other law enforcement authorities as necessary. If a student violates a school policy that also violates a law, the student will be referred to the police.
- 5. Recommendations for expulsion** Expulsion is a legal act which may be taken by the school board to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled in accordance with Minnesota Statutes 121A.40 to 121A.56.
- 6. Special education or disabled students** Consequences for special education or disabled students will be adjusted, as required by federal and state laws and regulations, and the student's individual education plan (IEP) or accommodation, when necessary. Special education students and their parents may request modification of those policies and accommodations where appropriate.
- 7. Other situations** Because it is not possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Consequences can range from those assigned by a building administrator up to and including recommendation for expulsion.
- 8. Under the influence** The following behaviors would indicate that a student is under the influence: smells of alcohol or drugs, physical appearance (red eyes), incoherence, staggering or unsteady walking, slurred speech, or being in a comatose state. These indicators of when a student is under the influence are not an exclusive list but are examples of the kinds of observable behavior or conditions that would be utilized when making such a determination

Internet Safety Policy

Introduction

It is the policy of **Excell Academy for Higher Learning** to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the **Excell Academy for Higher Learning** online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the **Excell Academy for Higher Learning** staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the **Network Administrator** or designated representatives.

Technology Rules

It is prohibited for a computer user or student to willfully or intentionally destroy or damage any Excell Academy technology equipment of any kind.

Computers will not be used to log on to websites not approved by the Minnesota Department of Education (MDE) for students and by Excell Academy.

Computer Lab Rules

To use a computer in the lab:

- Turn on the computer and monitor if applicable. Log on.
Do not change the position of the computer.
Do not move or remove monitor.
- When finished, log off computer and shut down if applicable.
- Remove your printed materials from the printer.
- Return chair to the proper position in front of the computer when you are done.

- No eating or drinking in the computer lab

FOOD SERVICE

BREAKFAST

Breakfast is served daily from 8:45 a.m. to 9:05 a.m. If your child rides the bus to school, breakfast will also be available when the bus arrives. If you drive your child to school, he/she needs to be in school by 9:05 a.m. if he/she needs to have breakfast. **Students in K-8 who are not registered for the Before and After School Program must not come to school before 8:45 a.m.** Pre-k students will be served breakfast at 9:00 am in the Pre-K building.

LUNCH

Students have the following two options:

Bring their lunch from home (must require **NO** heating, cooling, or preparation)

Milk may be purchased at the cost of \$0.40. Parents must pre pay funds into their account.

•Students can purchase school lunch, which will be catered, on a daily basis. Lunch fees are due in advance.

Lunch payments are as follows:

<i>Full Pay</i>	<i>Lunch</i>	<i>Breakfast</i>
	Monthly \$2.20 x # of days eaten = Cost for Lunch	Breakfast is \$0.75 for students.
	Bi-weekly \$2.20 x 10 = \$22.00	
	Weekly \$2.20 x 5 = \$11.00	
<i>Reduced</i>	Monthly \$0.40 x # of days eaten = Cost for Lunch	No charge
	Bi-Weekly \$0.40 x 10 = \$4.00	
	Weekly \$0.40 x 5 = \$2.00	
<i>Free</i>	No Charge to you	No charge

K- 5 Students at Excell Academy have at least 25 minutes for lunch and 15 minutes for recess every day. Students will not be able to remain indoors for recess unless he or she has a written medical request from a physician or he or she is serving detention.

Due to time limitations, it is not possible to microwave students' lunches during school. If you wish to send warm food for your child, please consider purchasing an unbreakable thermos.

Students' lunches are not refrigerated during the day, so please include a cold pack in your child's lunch box to keep food fresh.

All families are requested to turn in a completed Educational Benefits Application (Free and Reduced Lunch Form). If this form is not on file for your child, your family will be charged **full price** for meals even if you may qualify for free or reduced meals. You must deposit money in their account and you will continue to get charged at **full price** until your form is filled out completely, returned and processed according to Federal and State guidelines.

All Excell Academy students are required to wear designated uniforms daily.

HOMework

Homework is any extra learning assigned by the teacher, which is done without teacher supervision during hours outside of the classroom. It is an extension of school learning time. Homework encourages students to be responsible for some preparation and practice and helps foster more independent learning. Homework also helps students build good organization and time management skills. It helps students become more self-reliant and self-directed in the learning process. Research shows that children who have regularly assigned and meaningful homework acquire a higher level of academic achievement.

Homework can also provide an opportunity to bring home and school closer together, by involving and informing parents/families about what students are working on at school. Homework should be presented as a positive tool for reinforcement of learning. Teachers will communicate via journals, newsletters, and their individual homework. This is a great opportunity for parents/guardians to provide additional support to their child and meaningful feedback to the classroom teacher.

OVERVIEW OF THE HOMEWORK POLICY

Homework will be used as a meaningful method to reinforce subject material and also will serve as a communication tool regarding classroom instruction.

- Homework assignments will be given at every grade level as an expected part of the curriculum. The exact amount and frequency of homework will be determined by each classroom teacher. This information will be communicated in writing to students and parents/guardians early in the school year.
- A homework recording method, to be determined by the classroom teacher, will be used to communicate the homework assignments. Examples of homework recording methods may be an assignment folder, assignment book or assignment calendar. The remainder of this document sometimes refer to the medium for this homework recording method as the “homework record.”
- Parents/guardians are to review the recorded homework assignments when they are assigned and support their child’s efforts to complete the homework in a quality manner.
- Homework will be collected and reviewed by the classroom teacher. Homework will be considered when the classroom teacher determines end-of-quarter grades. The exact manner in which homework effects earned grades will be determined by the classroom teacher and communicated to students and parents/guardians.

The following sections outline the homework expectations for teachers, students and parents/ guardians of students attending Excell Academy.

All Excell Academy students are required to wear designated uniforms daily.

HOMEWORK EXPECTATIONS OF TEACHERS

- In addition to the school’s general Homework Policy, the teacher will communicate his/her particular classroom expectations to all students and their parents/guardians early in the school year.
- A teacher’s particular classroom homework expectations will include at a minimum, but are not limited to, the following:
 - The classroom consequences when a student fails to return homework assignments, or turns in late or partially completed homework assignments.
 - The impact homework will have on end-of-quarter grades.
 - A suggested list of supplies to be provided by the parents for their child to complete homework assignments successfully.
 - The best times and methods that a parent can use to relay information or communicate concerns to the classroom teacher regarding their child’s homework.
- The teacher will assign homework in any given subject area after instruction has occurred in the classroom. The homework will provide additional practice and reinforcement for students and will serve as a communication tool for families.
- The teacher will use professional judgment in the amount of homework given for any particular day, trying to match the work abilities of the majority of the class. In those situations where team teaching is occurring, teachers will discuss and plan together, as much as possible, so that heavy amounts of homework from different rooms do not occur on the same day.
- In addition to homework assignments that are due the next day or in a few days, the teacher may also assign some longer-term assignments and/or projects. Longer-term assignments and/or projects provide an opportunity for students to learn time management and long range planning with regard to homework responsibilities. The teacher will take into consideration longer-term assignments when planning the total amount of homework over a given time period.
- The teacher will allot an appropriate amount of time during the school day for students to maintain the homework record. Teachers will periodically review the homework record to ensure it is being properly maintained and to consider any written feedback that may be provided by parents.
- The teacher will review, check, discuss, grade or record assignments as appropriate and will take homework into consideration when determining end-of quarter grades.
- The teacher will maintain high expectations regarding the timeliness, neatness and organization of completed homework assignments, taking into consideration each student’s ability.

- The teacher will make a special communication to parents regarding late or missing homework assignments only when a student *consistently* fails to turn in required homework. In general, the classroom teacher is only responsible to provide notice of missing homework assignments at mid-quarter.

The classroom teacher will be available, within reason, for consultation with the student and/or parents/families for explanation, clarification and any potential special considerations regarding the Homework Policy.

HOMEWORK POLICY: EXPECTATIONS OF STUDENTS

- Students are expected to actively support the Homework Policy for Excell Academy as outlined in this document.
- For grades levels 2-8, the student is expected to read the Policy Affirmation indicating that they have reviewed and agreed to support the school's policies.
- The student will assume the responsibility of completing homework assignments in a quality manner as instructed by the classroom teacher.
- The student is expected to listen intently to classroom instruction, participate in class discussion and ask clarifying questions so that homework assignments can be completed in a satisfactory manner.
- The student will return completed homework to school as determined and instructed by classroom teacher.
- The student will maintain a homework record where assigned homework is to be recorded. The method used to record homework will be chosen by the classroom teacher. Examples of homework recording methods may be an assignment folder, assignment book, journal, or assignment calendar.
- The assigned homework, along with other pertinent information such as the due date and/or special instructions, should be recorded.
- The student will assume responsibility to show the homework record to his/her parents as soon as homework is assigned. After completing the homework assignment, the student will ask a parent to look at the completed work and sign or initial the corresponding homework entry in the homework record.
- When a student has been absent, he/she will assume the responsibility to go to the teacher to find out what homework assignments have been missed and get the necessary information and/or materials to do the assignments.
- Students will accept classroom consequences for late, missing or partially completed homework assignments.

HOMWORK POLICY: EXPECTATIONS OF PARENTS/FAMILIES

- Parents are expected to actively support the Homework Policy for Excell Academy as outlined in this document.
- Parents are expected to sign and date the Policy Affirmation Document indicating that they have reviewed and agree to support the school's policies.
- It is the responsibility of the parents/guardians to check their child's backpack **DAILY**.
- Parents will regard the careful, prompt completion of regular homework as a student *and home responsibility*.
- Parents are requested to provide a basic set of homework supplies that will be necessary for their child to successfully complete assigned homework during the school year. Early in the school year, the classroom teacher will provide a list of the necessary basic supplies for homework.
- Parents are expected to look at homework assignments after they are completed by their child and initial or sign the corresponding homework entry in the homework record.
- Parents will support consequences for repeated missing, late or partially completed homework assignments and will understand that missing, late or carelessly completed homework will affect their child's grades.
- Consequences will be established by each classroom teacher and communicated to all students and parents.
- Parents may contact the classroom teacher if there is a major concern regarding homework so that understanding can be reached or clarification made. Communication methods used by the parent should be those previously outlined by the classroom teacher.
- Parents are expected to notify the classroom teacher in the event of extenuating circumstances that will prevent their child from completing homework assignments.
- Parents are expected to give sufficient *prior* notice and make arrangements for the completion of homework assignments for a planned, extended absence of their child from school.
- If deemed necessary by the classroom teacher, parents are expected to attend a conference to discuss the school's general Homework Policy and their own specific homework expectations. An example of such a conference would be called regarding a student who willfully fails to do required homework assignments.
- Parents/guardians should provide a quiet comfortable place at home for their child to complete homework assignments. Students should also have supplies at home to use for homework as **school supplies need to stay at school**.

SCHOOL NURSE AND HEALTH SECRETARY

Our school nurses **may not be at our school everyday**, however, one or more of our staff is a trained medical assistant. She/He will handle our health service and first aid care when the school nurse is not on site.

The health office is used to treat minor first aid injuries, dispense medication and *temporarily* house students waiting to be picked up because of illness. The school does not have enough facilities or staff to care for sick children during the day and may not be used for this purpose.

EMERGENCY REFERRAL CARD

The Emergency Form is very important, so please be sure that your child's card is completed and returned to school. If, during the year, your address or telephone number changes, please call the main office to have your child bring a note regarding the changes to his/her teacher. If you have an unlisted telephone number, indicate this on the card. Unlisted telephone numbers will be kept strictly confidential. By providing us with this information, you will enable us to readily assist you in the event of an emergency. Parents are asked to provide the name of a friend or relative (in the immediate area) who would be willing to come and pick up their child should the school be unable to contact the parents/guardians. This person should have transportation, not be gone at the same time the parents are, and be able to get away to pick up the child. This person should also be ready to show proper identification. Please notify the office **IMMEDIATELY** when changes occur.

CONTAGIOUS CONDITIONS

It is very important to notify the school of any contagious conditions such as chicken pox, pink eye, strep throat, head lice, scabies, etc., your child may have contracted. This will help the school staff to take appropriate measures to protect other students. All information will remain confidential.

•Administering Medications in School

It is not the responsibility of the school or its employees to prescribe drugs, medications, or home remedies. Medications should be administered at home under the supervision of the parent/guardian when needed. However, some students require administration of medication or medical procedures to be performed during the regular school day. In those situations, the following procedures will be followed:

•Physician Order for Medication and Parent/Guardian Authorization

Before any medication can be dispensed by staff, a Physician Order for Medication and Parent/Guardian Authorization (Consent Form for Administration of Medication During the School Day) form signed by the parent/guardian of the student must be on file with the secretary. The forms are available from the secretary.

•Prescription Medication

Prescription medications must be provided in an original pharmacy container with current label. Prescription medications brought to school in any other container will not be administered. Questions regarding dosage and administration of the medications will be directed to the prescribing physician or the parent/guardian, at the discretion of the staff. Medications will be administered after questions have been resolved.

•Physician Authorization for Self-Administration of Medication

We must have written authorization from the physician and parent/guardian for prescriptions or over-the-counter medications that are carried by the student for self-administration.

•Sharing of Medications Prohibited

Students may not share prescription or over-the-counter medications with other students. Appropriate disciplinary action will be taken if necessary, upon the determination by the principal or his/her designee, after investigation that a violation of this policy has taken place.

•Unused Medications

When use of a medication has ceased, or is no longer needed by the student, it is the parent/guardian's responsibility to retrieve unused medications from the school. Any unused medications will be disposed of by the school upon the written request of the parent/guardian or at the end of the school year.

UNDERSTANDING THE SPECIAL EDUCATION PROCESS⁶³

AN OVERVIEW FOR PARENTS

The list below is a basic overview of the special education process. It is not designed to show all the steps or the specific details. It shows what happens from the time a student is referred for evaluation and is identified as having a disability, through the development of an Individualized Education Program (IEP).

The process begins with someone (school staff, parents, etc.) making a referral for an initial evaluation.

How the process works

1. Parents or guardians may make a request for evaluation. If you request an evaluation to determine whether your child has a disability and needs special education, the school district must complete a full and individual evaluation. If it refuses to conduct the evaluation, it must give you appropriate notice, and let you know your rights.

You must give permission in writing for an initial (first-time) evaluation, and for any tests that are completed as part of a re-evaluation.

2. A team of qualified professionals and you will review the results of the evaluation, and determine if our child is eligible for special education services.
3. If your child is not eligible, you will be appropriately notified and the process stops. However, you have a right to disagree with the results of the evaluation or the eligibility decision.

If you disagree with the results of an evaluation, you have a right to an Independent Educational Evaluation (IEE). Someone who does not work for the school district completes the IEE. The school district must pay for the IEE or show at an impartial due process hearing (see definitions below) that its evaluation is appropriate.

4. If you and the school district agree that your child is eligible for services, you and the school staff will plan your child's Individualized Education Program (IEP), at an IEP team meeting. You are an equal member of this team. Some states may have a different name for the IEP team meeting.

5. The IEP lists any special services your child needs, including goals, your child is expected to achieve in one year, and objectives or benchmarks to note progress. The team determines what services are in the IEP as well as the location of those services and modifications. At times, the IEP and placement decisions will take place at one meeting. At other times, placement may be made at a separate meeting (usually called a placement meeting). 64

Placement for your child must be in the least Restrictive Environment (LRE) appropriate to your child's needs. He/she will be placed in the regular classroom to receive services unless the IEP team determines that, even with special additional aides and services, your child will not be successful there. You are part of any group that decides what services your child will receive and where they will be provided.

6. If you disagree with the IEP and/or the proposed placement, you should first try to work out an agreement with your child's IEP team. If you still disagree, you can use your due process rights (see definitions below).
7. If you agree with the IEP and placement, your child will receive the services that are written into the IEP. You will receive reports on your child's progress at least as often as parents are given reports on their child who do not have disabilities.
8. You can request that the IEP team meet if reports show that changes need to be made in the IEP.
9. The IEP team meets at least once per year to discuss progress and write any new goals or services into the IEP. As a parent, you can agree or disagree with the proposed changes. If you disagree, you should do so in writing.
10. If you disagree with any changes in the IEP, your child will continue to receive the services listed in the previous IEP until you and school staff reach agreement. You should discuss your concerns with the other members of the IEP team. If you continue to disagree with the IEP, there are several things you can do, including asking for additional testing or an Independent Educational Evaluation (IEE), or resolving the disagreement using due process (see definitions below).

Your child will continue to receive special education services if the team agrees that these services are needed. A re-evaluation is completed at least once every three years to see if your child continues to be eligible for special education services and to see what services he/she needs.

If you would like more information about special education or about your rights, you may call:

PACER (Parent Advisory Coalition for Educational Rights) (612) 827-2966

•MN Dept. of Education:(651) 582-8689

•Minnesota Special Education Mediation Services: (651) 297-4635

Definitions

Due Process:protects the right of parents to have input into their child’s educational program and to take steps to resolve disagreements. When parents and school districts disagree with one another, they may ask for an impartial hearing to resolve issues. Mediation must also be available.

Mediation is a meeting between parents and the school district with an impartial person, called a mediator, who helps both sides come to an agreement that each finds acceptable.

An impartial due process hearing is a meeting between parents and the school district where each side presents their position, and a hearing officer makes the decision about what is the appropriate educational program, based on requirements in law.

School districts must give parents a copy of special education procedural safeguards, which includes the steps for due process hearings and mediation, at several stages in the special education process. This includes when their child is first referred for an evaluation and each time they are notified of an IEP meeting for their child.

INCLUSIVE EDUCATION PLAN

- 1) Excell Academy's Inclusive Education Plan is defined as federal settings 1 and 2. Excell Academy for Higher Learning includes all students in a mainstream environment as much as possible as determined by the individual student's IEP. Also, the students receive supplemental services as defined by the IEP. At this time, more restrictive settings have not been necessary.
- 2) Pregnant and/or married students shall not be excluded from any educational program or activity except when the student requests voluntarily to participate in a separate portion of program or activity.

A medical certificate is required of pregnant students, only if it is also required for all other students with physical and/or emotional conditions currently under the care of a doctor.

- 3) No student shall be discriminated against due to handicap, disability, gender, religion, national origin, race, color, sexual orientation, pregnancy, marital status, etc.

TRANSPORTATION POLICY

Riding the bus is a privilege, not a right!

A safe school bus ride to and from school is a result of all students and parents/guardians understanding and practicing a few simple school bus safety rules. It is important and helpful if parents work with the school in teaching your child these rules.

If your child is suspended from the school bus, this suspension includes field trips as well as regular transportation to and from school. Your child will be required to complete a school bus safety program issued by the school to insure that he/she knows and understands 1) bus riding is a privilege, not a right and it can be taken away, 2) school policies for student conduct and school bus safety, 3) safe and appropriate conduct while on the school bus, 4) procedures for safely boarding or leaving the school bus, 5) procedures for safe street or road crossing, and 6) school bus evacuation and other emergency procedures.

While Waiting For The Bus Students Are Expected To:

Arrive at the stop FIVE minutes before the school bus is scheduled to arrive. The bus driver is not allowed to wait for late students, nor will the bus be sent back for late students who miss their bus.

Stay back from the curb. Do not play on neighbor's property, or hang from their trees. When you see the school coming down the street, line up in a single file line. NO pushing or shoving while boarding the school bus.

On The Bus:

Always hold the hand rail as you board, the stairs may be slippery. Find a seat on the school bus and sit facing forward. Always keep your books and backpack on your lap. Opening, closing, or adjusting of window will only be done with the permission of the bus driver.

Always Follow The Bus Driver's Instructions:

Keep noise level down while riding the school bus. Remain seated while the bus is in motion.

Fighting, spitting, teasing, wrestling, throwing objects, or littering will not be tolerated. Respect others and their personal property.

Students are responsible for vandalism and will be responsible for restitution to the school.

Transportation Policy Continued

- **Who Can Ride:**

- Each family must have a transportation request form on file before services can be established.
- Busses are for Excell Academy students that are registered to ride the bus ONLY. In some cases other students can obtain a temporary bus pass from authorized personnel with written consent from a parent.
- Parents may ride ONLY with prior consent from school.

- **Transportation is A Privilege Not A Right:** Mn Statute 121A.59

- Transportation by school bus is a privilege not a right. A student's eligibility to ride a school bus may be revoked for violation of school bus safety or conduct policies, or for violation of any other law governing student behavior on a school bus, pursuant to a written school district discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under the Individuals with Disability Education Act, US Code, title 20, section 1400 et seq., section 504 of the Rehabilitation Act of 1973, US Code, title 29, section 794, and the Americans with Disabilities Act, Public Law 101-336, are governed by these provisions.

- **SCHOOL BUS SAFETY RULES**

- All Excell Academy students are expected to follow the rules at all times to insure a safe and happy bus ride for all.
- Stay seated on bus at all times.
- Stay back 10 feet from roadway while waiting to load bus.
- Students must line up in one single file before loading bus.
- Keep hands at feet to yourself.
- Talk quietly.
- Do not tamper with safety equipment.
- No fighting, swearing, or yelling on the bus.
- No eating or drinking on the bus.
- Keep hands and articles inside of bus at all times.
- Windows may not be opened more than ½ ways.
- Follow the instructions of the bus driver and respect the driver and the bus.

All Excell Academy students are required to wear designated uniforms daily.

Transportation Policy Continued

- **Consequences for not following rules are as follows:**
- First Infraction: (depending on severity) verbal and written warning given to student.
- Second Infraction: (depending on severity) verbal and written warning and parent notification.
- Third Infraction: Suspension from bus for 1 – 3 days.
- Fourth Infraction: Suspension from bus for 3 – 5 days.
- Fifth Infraction: Suspension from bus for 5 days - loss of privileges.
- 1 – 3 day suspension includes but not limited to:
 - Changing seats while bus is moving
 - Throwing objects on bus
 - Eating on bus
 - Shouting, screaming , yelling or excessive noise
 - Possession of squirt guns, balloons, etc.
 - Horseplay
 - Harassment or bullying of another student
 - Failure to follow drivers instructions
- 3 – 5 day suspension includes but not limited to:
 - Putting body parts and other objects out of windows
 - Tampering with safety equipment
 - Threatening school bus driver
 - Bringing dangerous object on the school bus(other than explosives, weapons, or flammables)
 - Pushing or shoving another student
 - Vandalism of bus property
 - Theft of another students property
 - Fighting
- 5 day and beyond suspension includes but not limited to:
 - Possession of a handgun, knife, explosive, flammable liquid or any other weapon
 - Assault against the school bus driver
 - Violent assault of another student
 - Attempting to ride on the outside of the bus

Transportation Policy Continued

- Parents **share** the responsibility with the child for his/her conduct while on the bus and in the school bus loading and unloading areas. Remember that **riding the school bus is a privilege and not a right.** Any other behavior which creates a dangerous situation for the safety of others will result in an automatic five (5) day suspension from riding the bus. If negative behavior continues, the students bus privileges will be removed. Good conduct is always the first rule to safety.
- All transportation concerns should be brought to the schools attention first. Parents may not harass the bus driver or any such employee of the bus company.
- In some cases, such as adverse weather conditions, busses may run late, but they should not run early. If the bus misses your stop, please call Ms. Dunbar at (763) 533-0500 ext. 121 immediately.
- **TRANSPORTATION BOUNDARIES**
- Excell Academy has changed its transportation boundaries to better serve its student population. The new boundaries are as follow:
 - NORTH: 114th Ave in Champlin
 - SOUTH: Medicine Lake Rd in Golden Valley
 - EAST: Hwy 94 / W. River Rd (CR 12)
 - WEST: Hwy 169
- This includes the cities of Champlin, Brooklyn Park, Brooklyn Center, Crystal, New Hope, North Minneapolis, Robbinsdale. If you live outside of these boundaries please contact the school official to determine what might be the closest stop for you.

Revised 08/2009

BEFORE AND AFTER SCHOOL PROGRAM

Excell Academy's Before and After School program is available Monday through Friday and is in conjunction with the Excell Academy School Year Calendar. Hours of operation are as follows:

Before School—6:30 a.m. to 8:30 a.m.

After School—4:05 p.m. to 6:00 p.m.

Parents are requested to sign their children in and out everyday.

During a weather emergency, Before and After School Program hours may be suspended. All children **must** be picked up by 6:00 p.m. daily, unless previous plans have been made. Starting at 6:00 p.m., a late fee of \$1.00 will be charged for every one minute late, **due upon arrival.** It is very important that parents call when they are going to be late. A late fee is still due.

If parents have not contacted Excell Academy after fifteen minutes (by 6:15 p.m.), your child will be taken to the Brooklyn Park Police Station and your fees will be doubled. If late pick-up is consistent, parents will be asked to remove their children from the program.

Students are expected to maintain good behavior at all times during the Before and After School Program. If the behavior is not appropriate, students will be given two warnings along with a conference with parents. If there is not an improvement in behavior, students will be asked to leave the Program.

Excell Academy's staff will insure that the highest level of care is given to your child during the Before and After School Program; however, Excell Academy will not be held liable for any injuries that may occur during the Before and After School Program.

REGISTRATION

A non-refundable registration fee of \$25.00 per family must accompany the completed registration form. Occasional users do not pay the registration fee, but must complete and return the registration form.

Before School 6:30 a.m. to 8:30 a.m.	\$200.00 a month per student
After School 4:05 p.m. to 6:00 p.m.	\$200.00 a month per student
Both Before and After School	\$300.00 a month per student
Occasional Users (twice per month)	\$7.00 per hour per student

All Excell Academy students are required to wear designated uniforms daily.

PARENT INVOLVEMENT

Parent and family participation is widely encouraged and expected. Through parental involvement, parents can gain a deeper understanding of their child and the program. You are encouraged to visit our facility or join your child and his/her class on field trips. Be sure to check if your child has homework or projects to bring home. We will be sending out notices, and weekly announcements will be posted, highlighting events and additional information. Parent-Teacher conferences are structured and can be held at any given point, upon request. Parents will be notified on a regular basis of their child's overall academic and social development.

At Excell Academy parents/families are required to **volunteer for a minimum of 20 hours**. Please call regularly to schedule your available time.

We are always appreciative to all our volunteers; however, as a courtesy to the Excell Staff, we are asking that all parents give us advance notice of available volunteer times. We want to plan ahead and prepare enough different tasks to maximize your volunteer time. Out of common courtesy, families are asked to honor the time they are scheduled to volunteer. **The functioning of this school greatly depends on the reliability of our volunteers. If you cannot make an engagement, please be considerate and give us advance notice in order to find someone else to complete your task.**

Upon entering the building, parents/families are asked to sign in at the main desk and get a Parent Volunteer name tag. Parents are also asked to sign the Parent Volunteer Log which is located in the front office. Upon leaving the building, please sign out for security purposes. Parents, when you have scheduled a volunteer time, please honor it. We depend on our parent/family volunteers. If you find it difficult to honor this commitment, please notify the Parent Volunteer Coordinator in enough time to find someone else to complete your assigned tasks. Please call regularly to schedule times to volunteer.

BACKGROUND CHECKS

All volunteers including parent and community members are required to undergo a state background check.

CONFIDENTIALITY CLAUSE

While volunteering, parents/families are subject to come across confidential information. It is of utmost importance that the privacy rights of the school, students, and other families are respected.

All Excell Academy students are required to wear designated uniforms daily.

PARENT/FAMILY RESPONSIBILITIES

Parents are the first and primary educators of their children. The role of the staff is to work with the parents to ensure that their child/children are challenged.

- Read your Handbook and review various policies, procedures, and expectations with your child.
- Complete all required Enrollment Application Forms.
- Keep the school advised on current home, work, school and emergency phone numbers and other pertinent information that will better help us to serve and understand your child.
- Be actively involved in the school.
- Work with the school to enforce the correct discipline for your child.
- Respond to all calls from Excell Academy regarding your child.
- Attend all Parent Meetings. All Parent Meetings are Mandatory.
- Read all information sent home, and when necessary, reply promptly.
- Sign, date, and return the different handbook agreements.
- Voice your ideas and opinions (in a respected way to the right authority) to help make improvements and/or changes that can improve

**EXCELL ACADEMY
SCHOOL SUPPLY LIST**

KINDERGARTEN
2009-2010

All Excell Academy students are required to wear designated uniforms daily.

➤ **DURING THE SCHOOL YEAR TEACHERS MAY REQUEST A MINIMAL
AMOUNT OF ADDITIONAL SCHOOL SUPPLIES**

1st and 2nd Grade Supplies

2009-2010

- **First Grade Supply List**

- 4 packs of 12 count #2 pencils
- 1 pencil box
- 3 folders
- 4 boxes of crayons 16 count
- 3 large boxes of kleenex
- 3 large paks of colored construction paper
- 3 large paks of white construction paper
- 4 reams of copy paper
- 1 notebook
- 1 scissor – left handed if needed
- 4 bottles of glue
- 3 glue sticks
- 1 box 1-gallon zip lock baggies
- 1 bag of small paper lunch bags brown or white

- **Second Grade Supply List**

(Optional Paint Brushes and Water Colored Paint)

- | | |
|---|---|
| 2 8-10 count boxes of classic thick markers | 1 box quart size Ziplock bags |
| 5 bottles of white glue | 1 box gallon size Ziplock bags |
| 4 24 count boxes of crayons | 3 paks of glue sticks |
| 1 package thick white board markers | 4 plain folders, 1 red, blue, yellow, green |
| 1 package thin white board markers | 1 pkg wide ruled notebook paper |
| 1 pair of child size scissors | 1 bottle hand sanitizer |
| 3 24 count boxes of yellow pencils | 1 roll paper towels |
| 3-4 boxes of kleenex | 1 black 1½ three ring binder (pockets) |

EXCELL ACADEMY SCHOOL SUPPLY LIST Third Grade/Fourth Grade 2009-1010

Third Grade Supply List

2 Packages #2 Pencils
Pink Rubber Eraser
1 Box crayons or markers
1 Box colored pencils
3 bottles of hand sanitizer
3 boxes of kleenex
2 packages Wide Ruled Loose Leaf Paper
2 Wide Ruled Spiral Notebooks
4 Folders with Pockets
1 Package Expo Dry Erase Markers

Fourth Grade Supply List

1 Pencil Box
1 Pencil Sharpener
3 boxes #2 Yellow Pencils
Pens 1 black 1 blue 1 red
1 Ruler with Metric Standards
1 Box of Crayons or Colored Pencils
1 pack of washable markers
1 package loose leaf paper
4 notebooks (one subject wide ruled)
1 scissors sharp point
4 Folders
3 Glue Sticks or one bottle of glue
Dictionary from Dollar Store
1 Protractor
1 Elementary Calculator

Index Cards
2 Bottles Hand Sanitizer
2 Boxes of Kleenex
Paper Towels

5-8th Grade Supply list: 2009-2010

Zippered Pencil pouch

Pencils

Pens

Eraser

Pencil sharpener

**4 pks of regular lined paper (NOT
COLLEGE RULE)**

12---2 pocket folders—3 for each class

1 sturdy 2 pocket folder for Homework

**8 spiral notebooks—2 for each class—
regular lined**

Dictionary for Language Arts

Ringed 100 3x5 cards—for Science

Bring to Your Homeroom the First Day

4 boxes of Kleenex

colored pencils

crayons

scissors

glue

1 large bottle of Hand Sanitizer

Excell Academy for Higher Learning

Art Supply List Elementary Grades

Items can be purchased at Walmart

**Drawing Pad or Sketch Book, preferably with
spiral binding**

2 Elmers glue Sticks

Hand Held Pencil Sharpener

Eraser

Crayola Markers 10 basic colors or more

Crayola Colored Pencils

Crayola Triangular Crayons 16 count

**Due to the quality differences, please purchase
recommended brand products**

Middle School Grades

- Excell Academy for Higher Learning is pleased to announce the addition of 8th grade, thereby extending our Middle School Campus. Students will change classes throughout the day. They will have a short passing period between classes. It will be their responsibility to get to class on time.
- Uniforms: 6th-8th grade will be given a choice of khaki or navy blue pants, shorts(knee-length) skirts or capris. The designated shirts are royal blue polo's and optional navy blue or light blue sweatshirts. All tops must have the Excell Academy logo. Students may also wear the light blue Excell polo from prior years.

Middle School Behavior System

- The following pages include the Excell Academy Middle School Behavior System. Parents are asked to review the policy with their students and make sure they are aware of and understand the consequences for violating the policies.
- Note that students are required to be in uniform Monday through Thursday. Families will be fined \$5.00 when students are out of uniform.

EXCELL ACADEMY

Handbook Acknowledgement

2009-2010

Dear Student and Parent/Guardian:

The Excell Academy Parent and Student Handbook contains the Discipline Policy as well as other Policies and Procedures.

Excell Academy adopted the Discipline, Uniform, Homework, and Attendance Policies in order to promote a safe and orderly learning environment for every student. Please review the information thoroughly. If you have any questions, we encourage you to ask for an explanation from teachers or school administrators.

The student and a parent/guardian should each sign this page on the space provided below and then return the page to the student's teacher.

.....

We acknowledge that we have received the Excell Academy Parent and Student Handbook which includes the Discipline Policy for the 2009-2010 school year. We are responsible for reading and understanding the rules, expectations, and other information contained in this publication.

Student's Name (Please Print): _____ **Grade:** _____

Student's Signature: _____ **Date:** _____

Parent/Guardian's Name (Please Print): _____

Parent/Guardian's Signature: _____ **Date:** _____

Please sign this page, remove it and return it to your student's teacher.