

Excell Academy

For Higher Learning



Family / Student Handbook
Fifteenth Edition

Excell Academy for Higher Learning
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EXCELL ACADEMY

**PARENT/STUDENT HANDBOOK
2016-2017
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ABOUT US...

Excell Academy for Higher Learning is a charter school, which is authorized by Audubon Center for the North Woods. 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 student's fall 2001. Located at 6510 Zane Avenue North in Brooklyn Park, Excell Academy serves pre-kindergarten through Eighth grades.

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



Understanding Our Purpose

The **purpose** for the existence of any organization is to provide a certain product or service. (Excell) We are in the business of providing the service of quality education that causes our clients (students) to achieve academically and perform socially at very high levels.

Excell's product = excellent teaching and learning (quality education)

Q: How will we know if we have produced a quality product?

A: We will obtain / see our desired results.

Q: What are our desired results?

Desired results = critical & creative, independent & interdependent thinkers and learners = Excellence

CEO / CAO (Chief Academic Officer) Role

To lead, manage, hold accountable, support and collaborate with school leadership teams in developing and managing systems / processes that will create Excell's desired results- *Excellence*.

To provide quality **Instructional Leadership**

How?

By...

1. Shaping a vision of academic success for all students
2. Creating a climate hospitable to education
3. Cultivating leadership in others
4. Improving instruction
5. Managing people, data and processes to foster school improvement.

Expectations for what should be seen / in place within the school - **What should Excell "look like?"**

A **community** of ...

- Students and staff who value learning
- Hold a shared belief that all students can and will learn
- Convinced and convicted to do whatever it takes to produce a quality product
- High quality teaching and learning
- Teacher's as enthusiastic facilitators of learning
- Students Enthusiastically Engaged in learning
- Continuous progress learning systems
- Strategic, creative questioning, higher level thinking and Depths of knowledge embedded in teaching and learning daily

- Highly qualified / knowledgeable teachers
 - All teachers involved in Professional Learning Communities
 - High achieving students
 - Increased in student proficiency in reading and math by year end annually
 - Students actively involved in their personal academic and social goal setting
 - Quality Curriculum
 - Content rich curriculum being utilized in every classroom
 - Strong science, social studies, math & language arts teaching and learning
 - Differentiated to meet the needs of all achievement levels
-
- Effective / excellent classroom management in every classroom
 - Socially responsible students who model character traits
 - Staff and students professional in appearance
 - Staff, students, parents taking ownership in the 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

The mission of Excell Academy for Higher Learning 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 every student is capable of pursuing an achievement at a higher level, Excell Academy offers exceptional learning experiences and quality curricula to foster the learners' fullest potential.

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-8 Class Hours 9:05 am – 4:00 pm

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

Main building office hours at Excell Academy are 8:15 a.m. to 4:30 p.m.
Student school hours are 9:05 a.m. to 4:00 p.m.
Building hours are 8:45 a.m. - 6:00 p.m.

Entry/Exit Door

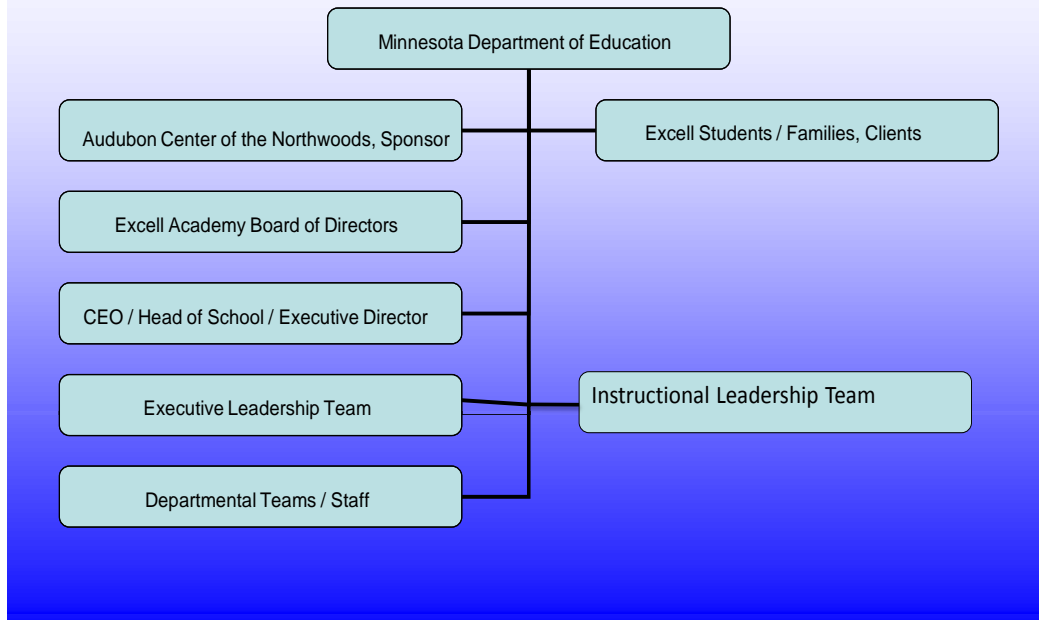
Students can be dropped off at door #101(near mailboxes). Students who are not a part of the before and after school program may only enter the building after 8:45 a.m. All students who are eating breakfast must report directly to the lunchroom between 8:45 and 9:05a.m. Students will not be allowed to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

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 or door 115 (Pre-Kindergarten). Half day Pre-K 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 3:30pm. **A verbal message from your child will not be sufficient.**

Excell's Accountability Chart



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.

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!

EXCELL ACADEMY

CURRICULUM and INSTRUCTIONAL SUPPORT PROGRAMS

Our curriculum offerings include; SRA Direct InStruction and National Geographic reading programs, Everyday Math, Saxon Math, as well as other curriculum supplements. Part of our curriculum is E.D. Hirsch's Core Knowledge Sequence. Excell Academy also promotes Critical Thinking, Higher Level Thinking Skills, Creativity, Conflict Resolution Skills and Problem Solving. In addition, we also integrate Character Education, Positive Behavioral Intervention and Responsive Classroom which supports students with training and skills in becoming responsible citizens. Our curriculum programs are designed to meet the students at their specific achievement levels. Our daily class schedule has been intentionally and strategically designed to support individual student needs. At Excell Academy we pride ourselves on our family-community atmosphere.

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

National Geographic - Grades K-5

Reach for Reading is a content-based program that strives to instill the passion for reading in all the content areas. Through this program, every student can unlock the power of reading. This program is structured in that follows the same format for each lesson, but it is flexible to reach each student where he or she is at.

Reach for Reading provides leveled readers where the students are reading the same content, but at a level they can access. It also focuses on building background knowledge that many of our students do not have. The teacher can adapt the program to meet the needs of his or her classroom.

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? 6-8

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.

EVERYDAY MATH K - 5

Everyday Mathematics is a comprehensive Pre-K through grade 6 mathematics program developed by the University of Chicago School Mathematics Project and published by McGraw-Hill Education. Every year in the US, about 4.3 million students in 220,000 classrooms are using *Everyday Mathematics*.

WHAT IS 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.

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

Excell Academy Admissions Policy

Admission to Excell Academy is open to students who are school-aged. Acceptance into the school is based on Excell Academy Equitable Lottery Process

Excell Academy for Higher Learning charter school holds an annual student lottery in order to enroll new students *if the number of applications exceeds the capacity of a grade level*. The lottery is held at the annual board meeting in spring of each school year. In order to be included in the lottery drawing, the student must be a Minnesota resident and submit a complete, accurate application with all required documentation by the lottery deadline. All other applications are added to the end of the waiting list after the lottery drawing is complete. Applications to be considered for the lottery can be submitted from February – April for the upcoming school year. The applicants will be divided into grades. The names are placed into randomizing software for student selection.

The lottery drawing is first used to fill all available spaces K-8. Once all spaces are filled, the lottery is used to create a waiting list that will be used to fill spaces if current students transfer out of Excell Academy.

Sibling and Employee Preference: Excell Academy, its families and employees benefit from our keeping families together. For this reason, Excell Academy offers an admissions sibling preference. *Excell Academy shall give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents; and may give preference for enrolling children of the school's staff before accepting other pupils by lot.*

To receive sibling or employee preference, parents or guardians must bring a completed application to Excell Academy by the enrollment deadline. If your sibling / employee application is received after the enrollment deadline, the student's name will be placed at the end of the waiting list.

Waiting List: Excell Academy maintains a waiting list for all grades. To make sure all children are treated fairly, we use the following process:

- Assign a number to each child on the waiting list by lottery.
- Send you a postcard or email message after the lottery to tell you your child's place on the list.
- Move children into a class as space becomes available, starting with siblings of current Excell Academy students and then children with the lowest waiting list number for each grade.
- Call your home to inform you of your child's acceptance.
-

If your child is on our waiting list, please be patient. We typically do not know about any available space until the end of June or later in the summer. To make sure we can get in touch with you, please update us regarding any changes in address or phone number. When a space becomes available, the contact information on a potential student's application is used to contact the parent(s) or guardian(s).

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 as regular parent-school conferences. The conference will be conducted by the classroom teacher. This is an opportunity for families to ask specific questions and state concerns as it pertains to their child as well as receive updates on student progress. 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.

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 SCHOOL

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, you may contact your child's student success coach, the academic dean, and finally the School Director in that order.
- 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.

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 wear a 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.

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 107 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. A background check will be conducted for all chaperones one week prior to field trip.

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 in another classroom 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 in the gym and in the cafeteria. 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 incident 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.

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.**

FUN FRIDAYS allow all students to participate in fun activities promoting exercise and creativity, social skills, group participation and good old light hearted fun. The classroom teacher keeps a daily record of students in complete uniform.

STUDENT COUNCIL

Students in grades 6th, 7th and 8th grade 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 **eighth** 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

This is a reminder that Excell Academy celebrates our K – 8th grade students' birthdays monthly with a special birthday party for students who have birthdays each month. At this special birthday party, the students celebrate with Excell's Executive Director – Mrs. Williams and our Dean of students – Mr. Balvin. We also have ice cream, and other treats and the students get to choose a book for a birthday gift. This has been a long and very nice tradition of Excell's over the past 12 years.

As it is our endeavor to create a learning environment where our families are included in the education process as much as possible, we would like your help in planning our **birthday program**.

On the 2nd day of each month at 2:30 pm, (*see calendar for specific date*) **we will have one big birthday celebration** for all of our students. This birthday celebration takes the place of all classroom birthday celebrations, (**no single student classroom celebrations**). **We would like parents of the birthday students for the month to attend along with school administrators.**

SPORTS ACTIVITIES

Excell Academy students may participate in seasonal organized sporting events. The school athletic director 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.

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.***

ATTENDANCE

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
- Frequent vacations
- Missed the bus
- 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) **Referral to BASIL (be @school Program)**

When the student has 6 unexcused absences, the school will make a referral to the Hennepin County Attorney’s Office (HCAO). The HCAO will send a letter to the parents encouraging them to attend a “Parent Group Meeting” (PGM). At the PGM, a HCAO representative will explain compulsory school attendance laws, consequences for continued unexcused absences, the benefits of education, and the services available to assist families. Families who request assistance at the meeting will be placed in contact with a HCAO social worker or contracted community agency for an assessment and services. These workers are trained to provide direct services to assist the family in getting the child to school and to refer the family to other services that may be needed to remove attendance barriers. The outcome of this intervention will be reported back to the school.

- 4) **School Team Attendance Review (STAR Referral/Child Protection Report)**

If the child has 3 additional unexcused absences (**total of 9 unexcused absences**) after the PGM date, the school will make a child protection report for children under 12 by sending the report to the HCAO. The HCAO will review the report and send it to Child Protection in the Human Services and Public Health Department. For children 12 and over, the school will send a STAR referral to the HCAO. The HCAO will review all reports and refer each family to a contracted community agency unless a child protection investigation is indicated. In every case, the HCAO will direct the family to attend a “School Team Attendance Review” (STAR) meeting within 2 weeks. The STAR meeting will be attended by the parent, the HCAO, a school liaison, and the contracted community agency or child protection worker assigned to assess the barriers to school attendance. The primary focus of the STAR meeting is school engagement and asset building in order to develop and strengthen the long-term relationship between the schools, the students and their families. The goal is for each family to leave the STAR meeting with a specific plan to identify and resolve barriers which are negatively impacting the student’s attendance. Following the STAR meeting, the contracted community agency will

monitor the child's attendance weekly and provide assistance to families as needed to implement the plan.

5) **Court Intervention**

Children under 12: **If the child accrues 8 additional absences (total of 17 unexcused absences)** following the STAR, the school will submit a second child protection report for children under 12 by sending the report to the HCAO. The HCAO will review the report and send it to Child Protection. A decision will be made whether to attempt additional preventive services or file a CHIPS petition for educational neglect. If a CHIPS petition is not filed at that time and the child subsequently accrues an additional 3 unexcused absences, and additional voluntary services are deemed unlikely to be effective, a CHIPS petition will then be filed in Juvenile Court. In court, the focus will be on assisting the family in resolving the barriers to school attendance.

Children 12 and over: If the child accrues 8 additional absences (total of 17 unexcused absences) following the STAR, the school will submit a truancy report to the HCAO. The HCAO will decide whether to attempt additional preventive services or file a truancy petition in Juvenile Court. If a truancy petition is not filed and the child accrues an additional 3 unexcused absences, and additional voluntary services are deemed unlikely to be effective, a truancy petition will be filed in Juvenile Court. In court, the focus will be upon services and sanctions that promote attendance and educational success for the student (e.g., tutoring, mentoring). Parent involvement will be actively pursued. If multiple interventions have been attempted and the child becomes an older truant, services may no longer be offered.

- 1) A recommendation may be made to the Board for withdrawal from Excell Academy for Higher Learning.

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 9:05 a.m. to 4:00 p.m. Students are considered tardy after 9:15 a.m. Six tardies are equivalent to 1 day absence. A daily tardy greater than 3 hours is considered a ½ day absence. Early dismissal before 12:30 p.m. will be considered ½ day absences. It is required that students attend school 100% of instructional 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 15 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

“Preparing for Success!”

Excell Academy is a “**uniform required school**” where students learn to take pride in wearing the school uniform. The uniform promotes school spirit, eliminates parent/child conflicts over clothing, and directs student energy to academics instead of fashion. School is the “workplace” of the 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 with clean uniforms of the appropriate size.

The uniform policy is directly tied into the discipline process. If a student violates the uniform policy there are consequences:

- 1. The first uniform violation will result in a warning/reminder to student and parents.**
- 2. A second uniform violation will require the student to be picked up from school, or the parent/guardian can arrange for the proper uniform to be brought to the student at school.**
- 3. The third uniform violation will have the same consequence as the 2nd with the addition of a discipline form student will lose their free dress privilege for the following Friday.**

To help students meet this expectation, there is a plan to have uniforms available for purchase on site so that parents can also purchase the proper uniform attire for their students to be in accordance with the Excell Academy uniform policy.

If a student has excessive uniform policy violations, there will be a mandatory meeting with the director/school leadership to discuss the student and their family's commitment to Excell Academy.

Uniforms may be purchased at Excell Academy. Limited stock is available. Uniforms may be purchased at department stores and be taken to Embroid Me for the Excell

Academy logo for \$5. Embroid Me, 13617 Grove Dr N, Maple Grove, MN 55311 (763) 416-3274

All students must in full uniform by the first day of school. Any and all situation must be approved by Administration.

K-5 Required/Approved Uniform Guide

Boys:

Long or short sleeve polo shirt (light blue)
Navy pants or shorts
Socks (navy, black or white)
Belt (black or brown)
Shoes (only rubber soled)

Optional:

V, crew neck or cardigan sweater/vest (navy)
sweater/vest (navy)

Girls:

Long or short sleeve polo shirt (light blue)
Navy skirts/skorts
Socks (navy, black or white)
Belt (black or brown)
Shoes (only rubber soled)

Optional:

V, crew neck or cardigan
V neck pleated jumper or “skirt” (navy)
Tights (navy, black or white)

Middle School 6-8 Required/Approved Uniform Guide

Boys:

Long or short sleeve polo shirt (royal blue)
Khaki pants or shorts (tan)
Socks (navy, black or white)
Belt (black or brown)
Shoes (only rubber soled)

Optional:

V, crew neck or cardigan sweater/vest (navy)
(navy)

Girls:

Long or short sleeve polo shirt (royal blue)
Khaki pants, shorts, or skirts (tan)
Socks (navy, black or white)
Belt (black or brown)
Shoes (only rubber soled)

Optional:

V, crew neck or cardigan sweater/vest
V neck pleated jumper or “skirt” (navy)
Tights (navy, black or white)

<u>Uniform Do's</u>	<u>Uniform Dont's</u>
<ul style="list-style-type: none"> • Proper shirt with Excell Academy Logo • Proper Pants (K-5 navy, Middle School khaki/tan) • Shirts tucked in at <i>all</i> times • Solid black or brown belts • Proper shoes/socks/tights 	<ul style="list-style-type: none"> • Wrong colored shirts and shirts without Excell Academy logo. • No leggings, jeggings, yogo pants, jeans, or any other pants that are too tight and are not an approved color. • No colorful or decorated belts • No heeled boots or shoes • No knee high boots or shoes • No earrings for boys • No large dangling earrings for girls • No bracelets/wristbands • No fashion glasses • No bandannas/flags • No false finger nails

Processing Procedures

1. Teachers will have class stand after attendance and do a “uniform check” for students out of uniform. This will take place between 9:15 and 9:30am.
2. Students out of uniform will be sent to the SST area to Mrs. Larson.
3. Mrs. Larson will process and document all of the students according to the uniform policy.

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 may 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 should 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.

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 “Do Whatever it Takes”

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. Students trying their best and putting forth effort academically and socially. 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.

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. If we see it, hear it, we take it.**
- **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.**
Complete uniform is required daily with the exception of Fridays. (First Friday of school, uniform must be worn).
- **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 or hands down beside 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.**

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 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.

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

Excell Academy for Higher Learning 2015 - 2016
K – 2nd Grade Discipline Flow Chart Guide

Pre-Discipline Form Stage / Teacher Classroom Management System (TCMS) - *daily*
 - Strategic and consistent classroom structure, verbal and visual cues, redirection, countdowns, verbal and visual warnings, and self-management / self-discipline expectations, etc.

** Please note the structures of the TCMS may vary depending on grade level and classroom need.*

Interim Stage / Strike System - *daily*

- Students receive strikes for non-compliance to classroom expectations.
- Teacher records strikes and other interventions in the daily tracking system.
- After three strikes, students will receive a discipline form for each infraction.

	Infractions	Discipline form 1	Discipline form 2	Discipline form 3	Discipline form 4	Discipline form 5
A	<u>Defiance</u>	Conference w/student call home Refocus Session	Conference w/student call home Reflection assignment	Coaching call home ½ day ISS skill building assignment	1 day Dismissal Mandatory meeting w/Parent upon return	1 day Dismissal Commitment meeting W/Parents for a SSP
B	<u>Pushing/ Horseplay</u>	Conference w/student call home Refocus Session	Conference w/student call home Reflection assignment	Coaching Call home ½ day ISS Skill building assignment	1 day Dismissal Mandatory meeting w/Parent upon return	1 day Dismissal Commitment meeting W/Parent for a SSP
C	<u>Physical Aggression</u>	Conference w/student call home Refocus Session	Conference w/student Call home Mediation	Mediation Call home ½ day ISS skill building	1 day Dismissal Mandatory meeting w/Parent upon return	1 -2 day OSS Commitment meeting w/Parent for a SSP
D	<u>Throwing Objects</u>	Conference w/student Reflection Call home	Coaching call home ½ ISS Positive Practice	1 Day Dismissal Mandatory meeting w/Parent upon return	1 Day Dismissal ½ day ISS teaching Positive Practice	1-2 Days OSS Commitment meeting W/Parent for a SSP
E	<u>Vandalism</u>	Conference w/student Reflection Call home	Conference w/Parent & Student Restitution	½ Day ISS Positive Practice assignment	1 Day Dismissal Mandatory meeting w/Parent upon return	1-2 Days OSS Commitment meeting w/Parent for a SSP
F	<u>Profanity</u>	Conference w/student Replacement Behavior Call home	Conference w/Parent & Student Referred to Social Worker	½ Day ISS Replacement Behavior Assignment	1 Day Dismissal Mandatory meeting w/Parent upon return	1-2 Days OSS Commitment meeting w/Parent for a SSP
G	<u>Academic Dishonesty/ Cheating</u>	Conference w/student Call home Reflection assignment	Conference w/Parent & student ½ Day ISS Positive Practice assignment	1 Day ISS Skill building assignment	1 Day Dismissal Meeting w/Parent upon return	1 day Dismissal and Commitment Meeting w/Parent for a SSP

**Student Discipline System Flow Chart Grades 3-8
2015-16 School Year**

Pre-Discipline Form Stage / Teacher Classroom Management System (TCMS) - *daily*
- *strategic and consistent classroom structure, verbal and visual cues, redirection, countdowns, verbal and visual warnings, and self management / self discipline expectations, etc.*

** Please note the structures of the TCMS may vary depending on grade level and classroom need.*

Interim Stage / Strike System - *daily*

- Students receive strikes for non-compliance to classroom expectations
- Teacher records strikes and other interventions in daily tracking system
- After three strikes, students will receive a discipline form

Updated Discipline Form System - Student Success Team (SST) Involvement at all stages.

Stage 1 (SST Level I Interventions) **Please note, if a student receives more than one discipline form on the same day, he/she may be subject to ISS and/or 1 day of out of school dismissal.*

· Discipline Forms 1-3

Form 1 – Call Home & SS Coaching & Warning

Form 2 – Call Home & SS Coaching & Lunch Detention

Form 3 – Call Home & SS Coaching & ISS & Parent Intervention Meeting (PIM) Student Accountability Presentation #1(SAP)

Stage 2 (SST Level II Interventions)

· Discipline Forms 4-6

Form 4 – Call Home & SS Coaching II & Lunch Detention and Behavior Assignment

Form 5 – Call Home & SS Coaching II & ISS or 1 Day Dismissal

Form 6 – Call Home & SS Coaching II & 2 Day OSS or PIM & Admin Conference/SAP #2

Stage 3 (Level III Interventions – SST & Student Teacher Support Team (STST) upon referral

· Discipline Forms 7-9

Form 7 – Call Home & SS Coaching III & ISS or AC

Form 8 – Call Home & SS Coaching III & 1 Day Dismissal (1DD) or AC

Form 9 – Call Home & SS Coaching III & 2 Day OSS or PIM & Student Success Plan (SSP)* & Admin. Evaluation/SAP #3

**After form 9, student will be placed on a SSP for a 30- day probationary period. If student meets their SSP goal(s) during the probationary period, he/she will be recommended for a “fresh start” (go back to the Stage 1). If student violates their SSP, he/she will move on to Stage 4.*

Stage 4 (FINAL Intervention) - Student Success Plan (SSP) in place & possible *Specialized SSP*

- Discipline Forms 10-12
- Form 10 – Call Home & SS Coaching & 1DD/ OSS & Schedule Commitment Meeting with parent(s) & student
- Form 11 – Call Home & OSS & *Specialized* Student Success Plan (SSSP) Final Meeting
- Form 12 – Student Dismissal / Withdrawal from Excell Academy

**AC = Alternative Consequences for grades 3-8 only under special circumstances tbd*

**Coaching Interventions listed on the back of this document*

Coaching Interventions

Level I

- Positive Praise
- Relationship Building
- Behavior Reflection Forms
- Random Check-Ins (hallways, lunchroom, etc.)

Level II

- Positive Praise
- Relationship Building
- Behavior Reflection Forms
- Random Check-Ins (hallways, lunchroom, etc.)
- Teach Needed Skills (social, behavior, relational, etc)
- Loss of Privileges
- Structured Breaks
- Goal Setting/Incentives Program

Level III

- Positive Praise
- Relationship Building
- Behavior Reflection Forms
- Random Check-Ins (hallways, lunchroom, etc.)
- Teach Needed Skills (social, behavior, relational, etc)
- Loss of Privileges
- Structured Breaks
- Goal Setting/Incentives Program
- Daily Check-ins (before & after school + lunch)
- Regular Behavior (positive or negative) Updates to Parents (call, letters, emails)
- Student Success Plan

Level IV

- Positive Praise
- Relationship Building
- Behavior Reflection Forms
- Random Check-Ins (hallways, lunchroom, etc.)
- Teach Needed Skills (social, behavior, relational, etc)
- Loss of Privileges

- Structured Breaks
- Goal Setting/Incentives Program
- Daily Check-ins (before & after school + lunch)
- Regular Behavior (positive or negative) Updates to Parents (call, letters, emails)
- Specialized Student Success Plan

Immediate Consequences

<u>Infraction</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3th Offense</u>
Assault	1-3 days	3-5 days	5+ days/ RFE
Fighting	1-3 days	3-5 days	5+ days/ RFE
Threats	1 day	1-3 days	5+ days/ RFE
Physical Aggression	1 day	1-3 days	5+ days/ RFE
Bullying	1-3 days	3-5 days	5+ days/ RFE
Sexual Harassment	1-3 days	3-5 days	5+ days/ RFE
Inappropriate Touching	1-3 days	3-5 days	5+ days/ RFE
Inappropriate Drawing	1-3 days	3-5 days	5+ days/ RFE
Inappropriate Gestures	1-3 days	3-5 days	5+ days/ RFE
Theft	1-3 days	3-5 days	5+ days/ RFE
Vandalism	1-3 days	3-5 days	5+ days/ RFE
Leaving School Grounds	5 days	5 days	5+ days/ RFE
Pulling Fire Alarm	5 days	5 days	5+ days/ RFE
Use/Possession of Alcohol	5-10 days	5-10 days	10 days/ RFE
Use/Possession of Drugs	5-10 days	5-10 days	10 days/ RFE
Use/Possession of Tobacco	5-10 days	5-10 days	10 days/ RFE
Use/Possession of Weapon	5-10 days	5-10 days	10 days/ RFE
Bomb or Terroristic Threat	3-5 days	5 days	5+ days/ RFE

* RFE = Recommendation for Expulsion

** All Immediate Consequences are situational and are at administration's discretion. Based on the severity and/or multiple occurrences of infractions on this chart, a student consequence could change and/or be recommended for expulsion before their 3rd offense.*

Revised / 8/22/2014

Updated Discipline Form System - Student Success Team (SST) Involvement at all stages.
**Please note, if a student receives more than one discipline form on the same day, he/she will be subject to ISS and/or 1 day of out of school dismissal.*

**After a student is placed on a SSP for a 30- day probationary period. If student meets their SSP goal(s) during the probationary period, he/she will be recommended for a "fresh start" (go back to the Stage 1). If student violates their SSP, he/she will move on to the next Stage. There are three stages total, however each stage intensifies and increases in interventions. If a student reaches the end of their third stage they will be placed on a SSSP.*

** RFE = Recommendation for Expulsion*

**AC = Alternative Consequences for grades K -2 only under special circumstances*

Coaching Interventions

Level I

- Positive Praise
- Relationship Building
- Behavior Reflection Forms
- Random Check-Ins (hallways, lunchroom, etc.)
- Teach Needed Skills (social, behavior, relational, etc)
- Loss of Privileges
- Structured Breaks
- Regular Behavior (positive or negative) updates to Parents (call, letters, emails)
- Student Success Plan

Level II

- Positive Praise
- Relationship Building
- Behavior Reflection Forms
- Random Check-Ins (hallways, lunchroom, etc.)
- Teach Needed Skills (social, behavior, relational, etc)
- Loss of Privileges
- Structured Breaks
- Goal Setting/Incentives Program
- Goal Setting/Incentives Program
- Daily Check-ins (before & after school + lunch)
- Regular Behavior (positive or negative) updates to Parents (call, letters, emails)

Level III

- Positive Praise
- Relationship Building
- Behavior Reflection Forms
- Random Check-Ins (hallways, lunchroom, etc.)
- Teach Needed Skills (social, behavior, relational, etc)
- Loss of Privileges
- Structured Breaks
- Goal Setting/Incentives Program
- Daily Check-ins (before & after school + lunch)
- Regular Behavior (positive or negative) updates to Parents (call, letters, emails)
- Specialized Student Success Plan

Immediate Consequences for K- 2nd

<u>Infraction</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3th Offense</u>
Assault			3 + days/ RFE
Fighting	1 + RSW	1-2 days	3+ days/ RFE
Threats	1 + RSW	1-2 days	3+ days/ RFE
Bullying	1+ RSW	1-2 days	3+ days/ RFE
Sexual Harassment	1+ RSW	1 -2 days	3 +5 days/
Inappropriate Touching	1+ RSW	3 days	RFE
Inappropriate Drawing	1 day	1 -2 days	3 + days/ RFE
Inappropriate Gestures	RSW	1 -2 days	3 + days/ RFE
Theft	1 day	1 -2 days	3 + days/ RFE
Pulling Fire Alarm	RSW	1 - 2 days	3 + days/ RFE
Use/Possession of Alcohol or Drugs	1 day	3-5 days	5+ days/ RFE
	1 -3 days	5 – days	10 days/ RFE
Use/Possession of Tobacco	5 days	5 - day	10 days/ RFE
Use/Possession of Weapon	5 days	5-10 days	10days/
Bomb or Terroristic Threat	5 days	5-10 days	RFE
	5 days		5+ days/ RFE

** All Immediate Consequences are situational and are at administration’s discretion. Based on the severity and/or multiple occurrences of infractions on this chart, a student consequence could change and/or be recommended for expulsion before their 3rd offense*

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.

4. **ISS 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:

- 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.

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.
- f. **“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.
- g. **“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. **“In School Suspension” (ISS)** 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.

Excell Academy Bullying Prohibition Policy 2015-2016 School Year

PURPOSE

Excell Academy for Higher Learning strives to provide safe, secure and respectful learning environments for all students in school buildings, on school grounds, school buses and at school-sponsored activities. Bullying, like other disruptive or violent behavior, is conduct that interferes with a student's ability to learn and a teacher's ability to educate.

This policy protects students against bullying and harassment on the basis of actual or perceived race, ethnicity, color, creed, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, status with regard to public assistance, age, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic defined in Chapter 363A. This policy also protects any student who voluntarily participates in any district function or activity, whether the student is enrolled in the district or not.

DEFINITIONS

Prohibited conduct ("bullying") means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students creating an actual or perceived imbalance of power between the student engaging in bullying and the target of bullying that has or can be reasonably predicted by repeated forms or pattern to have one or more of the following effects:

- Placing the student in reasonable fear of harm to the student's person or property.
- Causing a substantially detrimental effect on the student's physical or mental health.
- Substantially interfering with the student's educational opportunities and performance.
- Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.
- "Cyberbullying" means using electronic information and communication technologies to bully. This may include, but is not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, Internet, website or forum, transmitted through a computer, cell phone, or other electronic device.
- "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of the student who is the target of the prohibited conduct. Remedial response also means a measure to stop and correct retaliation for asserting, alleging, reporting or providing information about prohibited conduct (retaliation) or knowingly making

a false report about prohibited conduct (false report), prevent retaliation or false reports from recurring and protect, support and intervene on behalf of the student who is the target of the prohibited conduct.

- “Immediately” means as soon as possible but in no event longer than 24 hours.
- “District employee” includes school board members, administrators, educators, aids, school counselors, social workers, psychologists, other school mental health professionals, nurses and other school-based/linked medical providers/health professionals, cafeteria workers, custodians, bus drivers, athletic coaches, extracurricular activities advisors, paraprofessionals, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district and its students.

PROHIBITIONS

Bullying of a student or group of students is prohibited:

1. During any school-sponsored or school-sanctioned programs, activities, events or trips.
2. In school buildings, school property, on school buses or other school district-provided transportation, and at designated locations for students to wait for buses and other school district-provided transportation.
3. Through the transmission of information from a school district computer or computer network, or other electronic school equipment.
4. When communicated through any electronic technology or personal electronic device while on school property, on school buses or other school-provided transportation, at bus stops, and at school-sponsored or school-sanctioned events or activities.
5. Off campus communication and use of electronic technology which seriously disrupts any student’s education.

Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. False accusations or reports of bullying against another student are also prohibited.

REPORTING

Excell Academy will utilize three defined ways to report bullying:

1. A bullying hotline and email will be provided to anonymously report acts of bullying. Both the hotline and the email will be checked daily.
 - Bullying Hotline: (612) 567-8809
 - Bullying Email: Stopbullying@excellacademy.org
2. A bullying drop box will be provided to anonymously report acts of bullying. The drop box will be checked daily.
3. Verbal communication to the administration/designee.

RESPONSE

School administration or designee (hereinafter administration/designee) is the person responsible for receiving reports of bullying at the building level. They will ensure this policy and its procedures are fairly and fully implemented and serve as the primary contact on policy and procedural matters implicating both the district or school and department. If the complaint involves the administration/designee, the complaint shall be made or filed directly with the Director/CEO.

When investigating a complaint, administration/designee may take into account the following factors:

- The developmental ages and maturity levels of the parties involved.
- The levels of harm, surrounding circumstances, and nature of the behavior.
- Past incidences or past or continuing patterns of behavior.
- The relationship between the parties involved.
- The context in which the alleged incidents occurred.

Investigation of a bullying incident shall be initiated within three school days of receipt of a report and be completed within 10 school days, unless the administration/designee grants in writing an additional five-day extension due to extenuating circumstances.

Consequences - Many student conflicts can be resolved immediately and do not require reporting or creation of an incident report. Excell Academy will respond to bullying in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Appropriate responses and consequences are outlined in the Behavior Policy in the Student Handbook.

Appeal - Any party who is not satisfied with the outcome of the investigation may appeal to the board of directors within 10 school days of notification of the administration/designee's decision. The board of directors will conduct a review of the appeal and, within 10 school days of receipt of the appeal, will affirm, reverse or modify the findings of the report. The board of directors shall notify the party requesting the appeal and the administration that its decision is final and shall document that notification in the incident report.

Excell Academy

Cell Phone/Personal Electronics Policy

“If we SEE it or HEAR it, we will TAKE it.”

Personal electronics have become a serious distraction in the classroom. To maximize learning, we are revising our policy to prevent the misuse of cell phones and/or any other personal electronic devices on the Excell Academy campus. The electronic policy will be tied into the discipline process.

While on school property, and before entering the building, students must put away (in their backpacks) and turn off all personal electronic devices, including; cell phones, tablets, laptop computers, headphones, earbuds, etc. If an electronic device is seen or heard, it will be taken away from the student.

This policy will be consistently enforced at all times in the school building and on school property, including the parking lot.

If a student violates the electronics policy:

- 1. The first violation will result in immediate confiscation and the student will be allowed to pick up the device at the end of the school day at the front desk.**
- 2. A second violation will result in immediate confiscation of the device, the parents will be notified by a Student Success Coach and the student will be allowed to pick up their device at the end of the school day at the front desk.**
- 3. A third violation will result in immediate confiscation, and the parent will be required to come to school to pick up the device.**
- 4. Every violation after the third will result in a parent having to pick up the device. The student will also receive a discipline form for each violation.**

If a student defies a request from an adult and refuses to give up their phone/device - the student will receive an automatic discipline form and 1 day in school suspension.

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 including, but limited to, Facebook, Myspace, Twitter, etc...

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

Bracelet Policy

Excell Academy for Higher Learning
6510 Zane Ave North
Brooklyn Park, MN 55429

Dear Parents:

Effective December 17, 2010, students will no longer be able to wear bracelets of any kind to school. The only bracelets that will be permitted on premises are the Character Counts bracelets which are provided by Excell Academy.

Reports indicates that the color of certain bracelets signify different sexual actions that students will do or have done. Due to the nature of the inappropriateness associated with these bracelets, any student who wears or brings any bracelets of any kind to school (other than the Character Counts bracelets) will be required to call home; the bracelets will also be confiscated & returned at the end of the year. **NO EXCEPTIONS.**

We are being proactive in taking steps to prevent distractions that these bracelets may cause and have caused. These bracelets are associated with inappropriate activities, sex acts or other hidden meanings. This is a major distraction to the learning environment here and we will not condone it.

If you have any questions or concerns, please feel free to contact my office.

Thank you in advance for your cooperation.
Mrs. Sabrina Williams, CEO

2016-2017 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:

1. 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.
2. Students can purchase school lunch, which will be catered on a daily basis. Breakfast and Lunch fees are due in advance. Breakfast and Lunch fees are as follows:

Breakfast is \$1.60 and Lunch is \$2.75.

Also all kindergarten students who qualify for reduced priced meals eat breakfast and lunch for free.

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 required 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.

K- 5 Students at Excell Academy have at least 20 minutes for lunch and at least 10 minutes for recess daily. 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.

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.

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.

HOMEWORK 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**.

HEALTH SERVICES AND FIRST AID CARE

SCHOOL NURSE

Excell Academy does have a full time licensed school health nurse. However our school nurse **may not be at our school everyday**. 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, therefore parents will be contacted to pick up their child if the nurse deems that the child is too ill to remain in school for that day.

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.

MEDICATION POLICY

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 PROCESS

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).

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.

EXCELL ACADEMY 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.

- **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 Statue 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 1073, 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.

Excell Academy for Higher Learning
Bus Discipline System Flow Chart
2016-17 School Year

Creating and maintaining a safe environment on the school bus is critical to transporting children safely to and from school. Children must observe the basic rules of bus safety at all times. These rules are maintained by the bus driver - they are the adult authority on the bus, and responsible for the safety of the children. If a student is not following the bus rules and directions of the driver, they will receive a Discipline Write-Up - from the driver. Below are the details of our system. Please review this in detail and be aware that riding the bus is a privilege that will be suspended or revoked if strict adherence to the rules is not observed:

➔ **1st Discipline Write-Up = Warning:** *After the 1st write-up from the bus driver, the student will receive a verbal warning from their Student Success Coach. The student will be notified of the reason for the write-up and given the opportunity to correct the behavior. Parents will be notified in writing and/or by telephone.*

➔ **2nd Discipline Write-Up = 2nd and Final Warning:** *After a 2nd write-up from the bus driver, the student will receive a final verbal warning from their Student Success*

Coach.. The student will be notified of the reason for the write-up and given one last opportunity to correct the behavior. Parents will be notified in writing and/or by telephone.

➔ **3rd Discipline Write-Up = 1-3 Day Bus Suspension:** *Upon receiving a 3rd write-up from the bus driver, the student will be suspended from the bus for 1-3 Days, depending on the severity of the behavior and the students' past bus behavior. The student will be notified of the reason for the write-up, and the details of the suspension consequences by their Student Success Coach. Parents will be notified in writing and/or by telephone.*

➔ **4th Discipline Write-Up = 5 + Days Bus Suspension:** *Upon receiving a 4th write-up from the bus driver, the student will be suspended from the bus for a minimum of 5 Days, depending on the severity of the behavior and the students' past bus behavior. The student will be notified of the reason for the write-up, and the details of the suspension consequences by their Student Success Coach. Parents will be notified in writing and/or by telephone.*

➔ **5th Discipline Write-Up = Bus Privileges Revoked:** *Upon receiving a 5th write-up from the bus driver, the students' bus privileges will be revoked, and they will be suspended from the bus for the remainder of the quarter. The student will be notified of the reason for the write-up, and informed of these consequences by their Student Success Coach. Parents will be notified in writing and/or by telephone.*

Each Quarter the Bus Discipline System will “re-set” and students will have the opportunity to correct their behavior by starting the new quarter with a “clean slate.”

“A safe bus ride is a great bus ride!”

Note: This Discipline System is a guide, and is subject to change at the discretion of Excell Academy Administration, based on individual situation and circumstances.

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.

Note: there are a few designated stops/routes located in the Maple Grove / Plymouth area, please see the transportation director for more information

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—7:00 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

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.

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
2016-2017**

Community Supplies- DO NOT LABEL

- 3-24 packs Crayola Crayons
- 2 packs Crayola markers
- 5 “Jumbo size” or “My First” pencils
- 10 glue sticks
- 1 bottle of school glue
- 3 dry erase markers
- 1 plain colored spiral notebook, wide-ruled
- 2 reams of copy paper
- 1 box Kleenex

**INDIVIDUAL SUPPLIES- PLEASE LABEL YOUR CHILD’S NAME
CLEARLY ON EACH ITEM**

- 1 complete change of clothes – Required for cases of accidents
- 1 full size backpack
- 1- 1 inch, 3 ring binder
- 1 pair of headphones to use in the computer lab

**1st and 2nd Grade Supplies
2016-2017**

First Grade Supply List

2 Packs of Markers
4 Packs of #2 pencils (Wood pencils, nothing fancy)
1 Pack of construction paper (assorted colors)
1 pack of white copy paper
3 boxes of tissue
2 bottles of hand sanitizer
3 packs of crayons
1 scissors
3 bottles of glue
2 folders
2 notebooks
2 rolls of paper towels
1 ruler
Box of Gallon Bags
Headphones or \$8

Second Grade Supply List

2 Boxes of 10 count pencils	1 Pencil Sharpener (label with child's name)
1 Pair of Headphones (labeled with child's name)	2 Glue Sticks
2 Elmer's glue bottles	1 Pair of scissors
2 Boxes of Kleenex	2 Boxes of 24 crayons
2 Packs of 8 Crayola Markers	1 Bottle of Sanitizer
1 Inch binder with clear pockets	3 folders with 2 pockets
2 packs of Expo dry erase markers	1 Pack of assorted color construction paper
2 wide ruled one subject notebooks	1 Pack of wet wipes

EXCELL ACADEMY SCHOOL SUPPLY LIST Third Grade/Fourth Grade 2016-2017

Third Grade Supply List

3- boxes Kleenex
2- **WIDE** ruled notebooks
6- two pocket folders
(1 of each color green, red, blue, purple, yellow, orange)
2- packages **WIDE** ruled loose leaf paper
2- boxes #2 pencils
1 -bottle sanitizer
1 -package EXPO dry erase markers
1-container Lysol wipes
1-package markers
1-box 24 count crayons
1- 1 ½ inch binder
1 pair headphones or \$8 to purchase headphones

Fourth Grade Supply List

1 Pencil Box and pencil sharpener	1 Scissors (sharp point)
#2 Yellow pencils (3 boxes)	4 Folders
2 Erasers	3 Glue Sticks or bottle of glue
1 Red Pen	Copy Paper
1 Ruler with cm and inches	1 protractor
1 Box of Crayons or Colored Pencils	1 Elementary Calculator
1 Pack of Washable Markers	index cards
1 package of loose leaf paper	2 Bottles of Hand Sanitizer
4 Notebooks (wide ruled, one subject)	
Headphones or \$8.95	
1 Package of plastic forks	
3 Boxes of Kleenex	
Paper Towels	
1 Package of dry erase markers	

**5-8th Grade Supply list:
2016-2017**

- 6 wide-ruled spiral-bound notebooks (1 red, 1 green, 2 yellow)
- 4 folders (1 must be green)
- 2 boxes (48 total) – wooden, #2 pencils
- 2 packages pens (blue or black)
- 1 box cap erasers
- 2 highlighters
- 1 pencil sharpener
- 2 packs (300 sheets total) loose-leaf wide-ruled paper
- 3 boxes Kleenexes/tissues
- 4 wide-tipped dry-erase Expo markers (Black, red, blue, and/or green)
- Scissors
- Bottle of Glue / Glue Stick
- Calculator (basic functions)
- Generic Ruler with inches & centimeters (Non-Flexible)
- Box of Ziplock (or generic) bags (gallon or quart size)
- Headphones or \$7
- 2 reams of copy paper
- 1 package of baby wipes
- *No 3 Ring Binders or Trapper Keepers*

**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

EXCELL ACADEMY
Handbook Acknowledgement
2016-2017

Excell Academy for Higher Learning
2016 – 2017 Student / Parent Handbook Acknowledgement Form

Please choose one of the following two options:

Option # 1

_____ I choose to review the 2016 – 2017 Student / Parent Handbook on line at [www.Excellacademy.org](http://www.excellacademy.org). I will print my own copy if needed.

Option # 2

_____ I am requesting a hard copy of the 2016 – 2017 Student / Parent Handbook:

_____ I will pick up a copy at the Parent Liaison office – Suite 103 **OR**

_____ Please send me a copy via U.S. Postal Service at the address below.

Parent's Printed Name: _____

Parent's Signature _____

Date: _____

Mailing Option Address:

Address

Apartment Number _____

City _____ Zip

Code _____

Telephone # where I can be reached _____

My signature above indicates that I agree to read the 2016 – 2017 Student / Parent Handbook and abide by the standards, policies and procedures defined or referenced in this document.

My signature above also indicates that I hereby acknowledge that it is my responsibility to access and read the Excell Academy for Higher Learning 2016- 2017 Student / Parent Handbook.

The 2016 – 2017 Student / Parent Handbook will be located at the Parent Liaison office and on Excell's website at www.excellacademy.org.