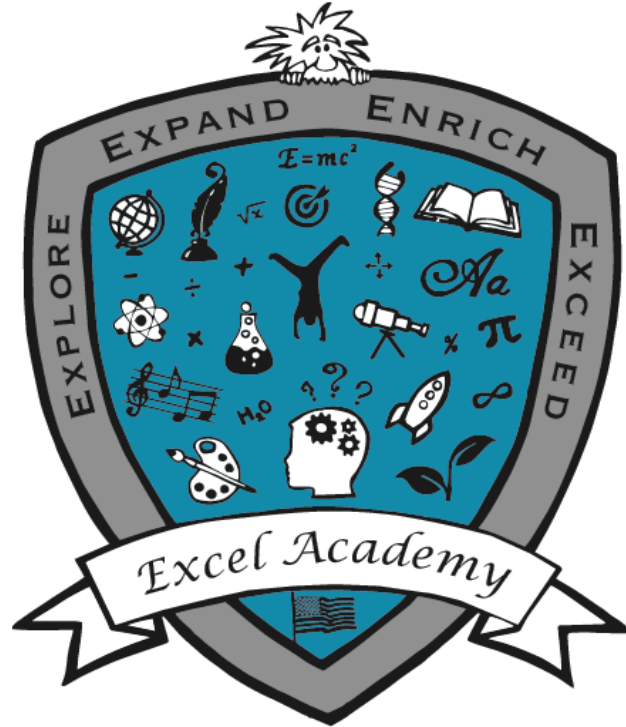


# Excel Academy



K-12

Parent Handbook

2023-2024

**REVISED 6-19-2023**  
First Published: 9-3-2013

# Table of Contents

<b>Introduction .....</b>	<b>1</b>
Statement of Purpose.....	1
Accreditation and Licensing.....	1
Complaint Procedures.....	1
Non-Discrimination Statement.....	1
Mission Statement.....	1
Philosophy~Jennifer Wistisen.....	1
<b>Excel Academy Program.....</b>	<b>2</b>
The Classroom.....	2
Special Education/Talented and Gifted Policy.....	3
<b>General Information.....</b>	<b>3</b>
Office.....	3
Staff .....	4
<b>Operating Hours.....</b>	<b>4</b>
Arrival and Dismissal .....	4
<b>Attendance/Tardy/Homework Policies.....</b>	<b>5</b>
<b>Emergency Procedures.....</b>	<b>5</b>
Blizzard .....	5
Earthquake/Tornado or Other Severe Weather and Flood.....	5
Fire.....	5
Intruder/Dangerous Person (Lockdown) .....	5
Reunification/Relocation .....	6
<b>Application and Registration.....</b>	<b>6</b>
Tuition/Costs .....	6
Sibling/Staff/Former Family Preference .....	6
Wait List.....	7
Payment Options.....	7

First Student .....	7
Second Student.....	7
Prepaid Tuition .....	7
Scholarships.....	7
Late Payment Invoices/Delinquent Accounts.....	7
<b>WITHDRAWING FROM EXCEL ACADEMY.....</b>	<b>8</b>
Educational Registration Fee .....	9
Supplies/Supply Fee .....	9
After School Hours Care .....	9
<b>Fundraising/Buy Out Option .....</b>	<b>9</b>
<b>Parent Information .....</b>	<b>10</b>
Snacks/Lunches .....	10
Birthday Celebrations .....	11
Labeling Items Brought to School.....	11
When Your Child(ren) are Sick or Injured.....	11
Accident Policy.....	12
Medication Policy .....	12
Medication Procedure.....	12
Discipline Policy .....	13
Discipline Procedure.....	13
Weapons~Harassment~Drug Policy .....	14
Written Communication to The School is Needed When .....	15
Persons Allowed Into the School .....	16
<b>Volunteer Expectations .....</b>	<b>16</b>
Observing in the School.....	16
Conferences .....	17
<b>Newsletters/E-Letter/GOOGLE Calendar .....</b>	<b>17</b>

<b>Standardized Testing .....</b>	<b>17</b>
<b>Grade Scale/Report Cards.....</b>	<b>17</b>
<b>Chaperone Expectations.....</b>	<b>18</b>
<b>Events/Celebrations.....</b>	<b>18</b>
<b>Excel Academy Board of Directors.....</b>	<b>19</b>
<b>Appendix I.....</b>	<b>20</b>

# INTRODUCTION

“Do not train a child to learn by force or harshness; but direct them to it by what amuses their minds, so that you may be better able to discover with accuracy the peculiar bent of the genius of each.”— [Plato](#)

## STATEMENT OF PURPOSE

The primary purpose of Excel Academy is to provide a safe, fun, nurturing learning environment. Students will engage in enrichment opportunities that will allow them to grow and flourish in all aspects of their educational experience.

## ACCREDITATION AND LICENSING

Excel Academy is a certified, licensed, private, K-12, non-parochial, 501 (c)(3), school, through the Wyoming Department of Education.

## COMPLAINT PROCEDURES

If at any time there are concerns involving the welfare of a student please report to the Executive Director, immediately. Depending on the nature of the concern the Excel Academy Board of Directors may additionally intervene.

## NON-DISCRIMINATION STATEMENT

The Mission of Excel Academy is to provide a quality education for students in elementary, middle, and high school, no matter their social, racial, ethnic, or religious backgrounds. The middle/high school option is offered for students who attended their 5th grade year at Excel Academy.

## MISSION STATEMENT

**Excel Academy**~ Students of Excel Academy will engage in a safe, small, learning environment, while enrichment and real life opportunities will allow for students to broaden their educational foundations.

## PHILOSOPHY – JENNIFER WISTISEN (FOUNDER)

I believe that each child is a unique individual who needs a secure, caring, and stimulating atmosphere in which to grow and mature emotionally, intellectually, physically, and socially. It is my desire as the Executive Director to ensure that our program is helping students meet their fullest potential in these areas by providing an environment that is safe, supports risk-taking, and invites a sharing of ideas. There are three elements that I believe are conducive to establishing such an environment, (1) the Educational Instructor, acting as a guide, (2) allowing the child's natural curiosity to direct his/her learning, and (3) promoting respect for all things and all people.

When the Educational Instructors role is to guide, providing access to information rather than acting as the primary source of information, the students' search for knowledge is met as they learn to find answers to

their questions. For students to construct knowledge, they need the opportunity to discover for themselves and practice skills in authentic situations. Providing students' access to hands-on activities and allowing adequate time and space to use materials that reinforce the lesson being studied creates an opportunity for individual discovery and construction of knowledge to occur.

Equally important to self-discovery is having the opportunity to study things that are meaningful and relevant to one's life and interests. One way to take learning in a direction relevant to student interest is to invite student dialogue about the lessons and units of study. Given the opportunity for input, students generate ideas and set goals that make for much richer activities than I could have created or imagined myself. When students have ownership in the curriculum, they are motivated to work hard and master the skills necessary to reach their goals. These opportunities will be addressed through enrichment.

When the voice of each student is heard, and environment evolves where students feel free to express themselves. Class meetings are one way to encourage such dialogue. I believe children have greater respect for their teachers, their peers, and the lessons presented when they feel safe and sure of what is expected of them. In setting fair and consistent rules initially and stating the importance of every activity, students are shown respect for their presence and time. In turn they learn to respect themselves, others, and their environment.

## **EXCEL ACADEMY PROGRAM**

### THE CLASSROOM

The classroom provides an environment, which stimulates a higher level of learning for all students. Excel Academy allows for 'the classroom' to extend outside of just our school building, ensuring all opportunities are used as learning opportunities to broaden the foundation of each student.

The Excel Academy program provides a learning environment for students in grades kindergarten through twelfth. Students will complete daily expectations through online experiences, projects, and traditional options. Excel Academy uses technology, textbooks, various hands on lessons, and field trips to allow students to have a well-rounded educational experience.

Students will have computers to complete daily assignments. These computers are provided (free of charge) and are the financial responsibility of each individual family if any damages or loss occurs. Computers will remain at Excel Academy, unless arrangements have been made otherwise with staff of Excel Academy. A student may bring a computer from home, if they choose to. Families assume all liabilities for personal devices brought from home. Families will need to agree to an expectation sheet, should a student provide their own computer/electronic device.

\*Phones and other electronic devices are not allowed for use at Excel Academy. Should there be extenuating circumstances, a parent/legal guardian will need to make arrangements with staff of Excel Academy. This MUST be done for every individual instance.

The classroom Educators will provide one-on-one assistance as needed to ensure all students have the opportunity to be successful at all times.

Internet access will be provided in the school for students to research and complete assignments for any online curriculum expectations.

Our curriculum source will provide ALL textbooks, work books, online opportunities, and numerous other materials for each student to succeed. Each student will be responsible for the materials provided to them. Materials will be kept at Excel Academy for classroom use each day.

Additional materials needed to complete lessons will be equally shared between Excel Academy and each student's family.

For the 2023-2024 calendar year, Excel Academy will allow up to 35 students.

\*\*In the rare instance a mandated closure or school shutdown should occur, the staff of Excel Academy will offer instruction in an online format. Online daily schedules will remain as close as possible to a regular academic day. It will be up to each individual family to help in the success of their student(s).

#### SPECIAL EDUCATION/TALENTED AND GIFTED POLICY

(Dependent on Funding) Excel Academy may have a part time Staff and Student Development Director on staff to meet the needs of student's with service plans, as well as providing guidance and support to building staff.

\*Students with an IEP (Individual Education Plan) or 504 will be accommodated to the best of the abilities of the Excel Academy staff. ALL families, of students entering Excel Academy with either an active IEP or 504 will be required to sign an agreement understanding that Excel has NO Special Education program onsite.

\*\*Students with IEP's can utilize the Natrona County Special Education services. These services may require the student to travel to a Natrona County School District building. Students of Excel Academy utilizing these services DO NOT get to choose where their services will be administered.

## **GENERAL INFORMATION**

### OFFICE

Office hours will need to be after the dismissal of students. Evenings or weekends will be available on a case by case basis. There will be NO office hours available during educational instruction or student contact times. Only EMERGENCIES (to be decided by the Educational Instructors) will be tended to during educational instruction or student contact times. Messages may be left at 307-237-3963 or e-mails may be sent to the Executive Director.

## STAFF

Excel Academy has at least one Educational Instructor for every 10 students.

\*\*Excel Academy does have the opportunity to host Americorp instructors as well.

## **OPERATING HOURS**

<b>Arrival</b>	<b>Class Instruction</b>	<b>Dismissal</b>
Monday-Friday 8:00 a.m.	8:00 a.m. to 2:35 p.m.	*2:40 p.m.

\*Field Trips or enrichment activities may last longer.

Excel Academy has its own calendar that closely follows the Natrona County School District #1 calendar. In the case of inclement weather and/or poor driving conditions please watch for your email. Excel Academy Private School's Facebook page will additionally reflect any closures. In the incident of snow days or school closures; students will NOT be expected to make up days in May. Online instruction will be offered at the time of the closure.

### ARRIVAL AND DISMISSAL

We will begin our day PROMPTLY, at 8:00 a.m. It is important for your child to take part in all academic time that has been allotted for success. Please use the playground West of the parking lot for drop off prior to 8:00 a.m.. Utilize the north entrance doors, facing east, for arrival after 8 a.m. Please utilize the south doors, facing east, at the bottom of the ramp, for dismissal 2:40 p.m.-2:45 p.m..

Dismissal may be at different locations throughout the week. Monthly calendars will be set up with field trips, guest speakers, and enrichment opportunities that may be held at locations other than the Excel Academy grounds. If dismissal will be at a later time than the regularly scheduled 2:40 p.m., notice will be given prior to pick up.

\*Students whom are not picked up by 2:45 p.m. will be charged aftercare fees. Fees will be charged at \$2.00 per 1 minute increment, per student, and billed on the last day of each month. At 3:00 p.m. the Department of Family Services will be contacted. Upon their referral, law enforcement may be additional contacted.

Pick up will be done by families lining up on the west side of Jefferson Street, or parking in the south parking lot. Students will be walked/watched by an Excel staff as they get into authorized vehicles. Please line up single file facing north. Please do NOT park on the east side of Jefferson street.

It is the responsibility of an authorized adult to enter the building and pick up their Jr. Academy student(s). Excel staff will not allow any K-3 students to release/walk out any Jr. Academy students. This includes siblings.



**\*\*FOR THE SAFETY OF OUR STUDENTS, STUDENTS MAY NOT LEAVE WITH UNAUTHORIZED PERSONS AT ANY TIME!**

### ATTENDANCE/TARDY/HOMEWORK POLICIES

Excel Academy does NOT have an attendance policy. Students missing academic instruction for any reason, will be required to make up the work, before the absence (if possible), or as homework.

Excel Academy does not officially count tardies. Students arriving late will be held responsible for the missed material.

Homework is given out periodically throughout the week. EVERY subject and every grade have the opportunity for homework at some point throughout the week. If a student is assigned homework it is due the next academic day, UNLESS otherwise noted.

## **EMERGENCY PROCEDURES**

### Blizzard

If a blizzard occurs during school hours, students will be kept indoors. Parents may pick up students when conditions are appropriate. If students are at an enrichment activity or field trip setting, they will remain indoors to ensure safety.

### Earthquake/Tornado or Other Severe Weather and Flood

The Excel Academy Educational Instructors will follow mandated earthquake, tornado, flood, or other severe weather emergency preparedness plans.

### Fire

In the incident of a fire at Excel Academy, students and staff will follow posted fire evacuation plans. 9-1-1 will be called immediately. Students will remain at designated safe spot at the south end of the parking lot. Parents will be notified immediately of the current situation.

### Intruder/Dangerous Person (LOCKDOWN)

Educational Instructor and staff will make sure that they are inside of the building. Doors to the facility will be locked. Windows and window coverings will be closed. Students will be taken to a location away from doors and windows. The Educational Instructors will have a cell phone to make sure immediate communication with law enforcement is available.

If the Natrona County School District #1 is in a lockdown, Excel Academy will also take the same precautions. Should a lockdown be in affect when school hours are over, students will be released on a case by case basis.

Parents WILL NOT be called while the lockdown is active. Calling families would take away from the safety of the students.

## REUNIFICATION/RELOCATION

Weather permitting, all Excel Academy students will meet at Washington Park in the incident of a fire or disaster that no longer allows occupancy of the school building. Parents will be contacted and require to pick up all enrolled students as soon as possible. Should weather not be conducive to staying outdoors, students and staff will gather at the Salvation Army Hope Center located at 625 S. Jefferson St.

## **APPLICATION AND REGISTRATION**

Excel Academy's admission policies are non-discriminatory and non-sectarian. Students participating in Excel Academy will be required to fulfill ALL admission requirements. Due to the limited space in Excel Academy all families must submit an Intent to Enroll for their child(ren) to attend the school. Intent to Enroll forms are reviewed by a screening committee before acceptance. It is optional, yet highly encouraged for any interested families to schedule an observation before enrolling.

Acceptance by the Excel Academy means that your student is identified as someone who will fit the circumstances and conditions of the academy's environment. Families must also show their willingness to help the Educational Instructor's to be successful in areas with your student(s).

A letter, email, or phone call will be completed to applicant families to notify if the child(ren) have been accepted.

Entering students will need to provide medical and emergency forms and shot records by August 15, 2023, for First Semester. If a student begins after the first day of school, they MUST turn in all records before attending ANY academic instruction.

## TUITION/COSTS

Excel Academy requires all families choosing the monthly tuition payment option to pay by automatic withdrawal, Venmo, check, cash, credit card, Pay Pal, or online payments through Invoice2go (Venmo, Credit card, Invoice2go, and Pay Pal payments will be charged additional fees.) Invoices will be emailed, unless otherwise noted. Any and all additional fees accrued each month. (ie. Hot lunch, t-shirts, aftercare) will be added to student account balances and invoiced out. These payments will also come out via automatic withdraw or remitted by individual families, via Venmo, check, cash, credit card, Pay Pal, or online payments through Invoice2go. Credit card, Invoice2go, and Pay Pal payments will be charged additional fees. Credit Card fee for ALL transactions is 3.15%+\$0.30.

Excel Academy only accepts Visa and Mastercard, for credit card transactions.

## SIBLING/STAFF/FORMER FAMILY PREFERENCE

Siblings of current Excel students have preference over students on the wait list. Former families also have

preference over students on the wait list. Students of Excel staff members additionally have preference over wait list students.

### WAIT LIST

Excel Academy will generate a wait list for new students, when classroom capacity has been reached. Families will have 24 hours to accept or deny any open spot(s) up being contacted. In the event of a declined open spot(s), other candidates on the wait list will be contacted. (Waitlist will be generated in order of discretion by the Executive Director.)

### PAYMENT OPTIONS

**First student:** \$715.00 a month for 9 months (plus one time, first family registration fee of \$50.00 per student).

Under this payment plan the first educational fee, payment is due by August 1, 2023. The final educational fee payment will be April 1, 2024.

**Second Student (or additional students):** \$700.00 a month for 9 months (plus registration fees). Under this payment plan the first educational fee, payment is due by August 1, 2023. The final educational fee payment will be April 1, 2024.

**Prepaid Tuition:** \$5,700.00 for ALL 9 months at one time (plus registration fees) if paid in full by August 1, 2023.

Prepayment of educational fees can be made for a discount and must be paid in FULL by the first day of August. (This option only applies for students starting in September and going through May.)

### SCHOLARSHIPS

Excel Academy has limited partial scholarships available through the ACE Scholarships of Wyoming. These are for NEW students only. Applicants will be required to complete all required expectations set forth by ACE. Excel Academy does NOT set the guidelines for recipients of these partial scholarships. These scholarships open in February of each year and must be applied to by mid April of the same year. This is a NO exception policy.

In the incident any additional scholarships become available throughout the academic year. Families may express interest and the Excel Academy Board of Directors will disburse accordingly.

### LATE PAYMENT INVOICES/DELINQUENT ACCOUNTS

Monthly tuitions are due on the first of each month. (Limited exceptions will be made for auto withdraw on the 20<sup>th</sup> of the month.) A \$25.00 late fee will be assessed on the 6<sup>th</sup> of the month, should fees go unpaid. Should an auto withdraw payment not clear, a \$10.00 fee will be additionally assessed. The payment will re-submitted immediately for a second auto withdraw opportunity. If at this time the payment does not clear for

a second time, an additional \$10.00 will be assessed. Once two auto withdraw payments do NOT clear during an academic year, ONLY cash will be accepted to bring the account into good standing. Cash will be the only form of payment accepted for the remainder of the academic year.

If a non-sufficient funds check is written to Excel Academy, fees will be assessed in the amount of \$30.00. From that time forward, only CASH will be accepted.

Should a student have a delinquent account balance, they may not charge hot lunches, school store etc. to the account until it is brought up to good standing.

Delinquent accounts with a balance of \$50.00 or more, will receive a phone call and an email on the 15<sup>th</sup> day. On the 30<sup>th</sup> day, another phone call and email will be attempted. At this time Excel holds the right to withdraw the invoice balance from the credit card on file, automatic withdraw on file. On day 45 all enrolled students of Excel Academy tied to the delinquent account will no longer be allowed to attend academic instruction. The account will need to be paid in full before a student(s), will be allowed to begin receiving academic instruction again.

\*Excel Academy does reserve the right to fill the spot of students being released due to delinquent accounts. Excel Academy will not be held accountable for saving or reserving spots for students release due to delinquent accounts.

Should an account go unpaid a second time, immediate removal of the student(s) will take place. Re-enrollment at Excel Academy will no longer be an option, unless an up front payment in full is received, before any academic instruction begins.

Invoices are considered 'delinquent' when the FULL invoice balance was not paid by the expected due date. Any and all partial payments will still hold a 'delinquent' status, until the balance is paid. Delinquent accounts may be assessed interest at the highest rate allowed by law.

\*All accounts turned over to collections may be assessed a collection fee. This will be on the entire balance due.

### **WITHDRAWING FROM EXCEL ACADEMY**

If a family decides to withdraw a student from Excel Academy, a 30 day written notice MUST be submitted to the Executive Director. Educational fee obligations and ALL remaining fundraising expectations must be paid up until the day that the student withdraws. If a family chose to pay the full 9 months tuition in advance, a refund will be given at the per month rate or \$300.00 per month/per student.

If notice is given in the middle of a month, the NEXT months' tuition will ALSO be required to be paid in FULL. (ie. Notice given on Dec. 6<sup>th</sup>→December AND January tuition will be required to be paid in FULL.)

Families that have paid one month in advance will be responsible for the current month (if notice is given in the middle of the month) and the following month's tuition. All fundraising expectations are due upon withdrawing.

Excel Academy's withdraw policy will be upheld no matter the circumstance. (ie. job transfer, natural disaster, pandemic, illness, financial)

### EDUCATIONAL REGISTRATION FEE

The registration fee secures the place of the child(ren) in Excel Academy and provides the Educational Instructor a reliable way of assessing the enrollment so that both the program and budget may be planned accordingly.

**Registration Fee:** A one-time \$50.00 per student (due by August 1, 2023).

**Registration fees are NON REFUNDABLE.**

\*The Registration Fee is an additional and separate fee from the tuition fees.

### SUPPLIES/SUPPLY FEE

Students will be given a supply list at least 30 days prior to the first day of academic instruction. It will be the responsibility of families to purchase/gather materials. Some supplies will be the property of ALL students in the classroom (i.e. tissues, hand soap).

Each Student will additionally pay a \$10.00 supply fee due on or before January 1, 2024.

### AFTER SCHOOL HOURS CARE (LIMITED OPTIONS)

Academic Aftercare (tutoring/working on lessons with a Educational Instructor) may be available. Please watch for emails and classroom newsletters to see the availability offered each week/month.

\*Students whom are not picked up by 2:40 p.m. will be charged aftercare fees. Fees will be charged at \$2.00 per 1 minute increment, per student, and billed on the last day of each month. At 2:55 p.m. the Department of Family Services will be contacted. Upon their referral, law enforcement may be additional contacted.

\*Academic aftercare hours are only available if staff are available.

\*\*If grant monies are available these opportunities may be FREE, otherwise there will be a charge.

## **FUNDRAISING/BUY OUT OPTION**

ALL Excel Academy students will be required to raise funds for our school. Numerous options will be

available to fulfill this requirement. Students who bring in Boxtops, ink cartridges, etc. will have these deducted from their accounts. Funds may also be raised through other events such as school carnivals, silent auctions, Butter Braid sales. Students will be required to raise a minimum of \$375.00 in profit for our school. Multi student families will have a \$250.00 per student expectation. (WILL NOT EXCEED \$750.00 per family). (This is not actual sales, this is profit that our school will receive.)

Events that will receive compensation for manpower will ONLY be credited for adults participating in entire shifts. Should an adult leave during a shift, NO monetary compensation will be given towards fundraising expectations.

Participation in fundraising event(s) will help to generate the funds needed to provide daily activities and enrichment opportunities. Once your fundraising expectation has been met, any additional funds generated will go into the general fundraising account. Funds may not be banked/saved or used for tuition.

\*\*Excel does offer a buy-out option for fundraising. This fee is \$375.00 per student, or \$250 per student for multi-student families (WILL NOT EXCEED \$750.00 per family). Families will NOT be obligated to participate in ANY fundraisers throughout the entire year. IF, a family chooses the buy-out option and withdraws, moves, or leaves Excel Academy for any reason, the \$350.00 per student or \$250.00 per student (multi student option) will not be refunded. (WILL NOT EXCEED \$750.00 per family).

\*\*\*Students may also have the \$375.00 divided up on their invoices monthly. The monthly addition for an individual student would be \$41.67.

## **PARENT INFORMATION**

### SNACKS/LUNCHES

The daily schedule has a snack time incorporated. Please provide a nutritious, snack for your child(ren) daily. There will be days when we partake in celebrations or group snacks, these days will be arranged in advance. It is the sole responsibility of families to provide snacks. Excel Academy does not provide community snacks.

Lunch will be the responsibility of each individual student. There will be days when we have picnics, festivals, or celebrations where a potluck style lunch will be allowed. Signup sheets will be circulated for participation by all families. Students will have the opportunity to warm up items in their lunches, however, refrigeration is not an option for lunches/snacks.

Excel Academy may offer the option for Friday hot lunches. Hot lunches will be \$5.00 per lunch, unless we have a sponsor for a portion of the lunch. Then the cost will be \$3.00 for each student. Students may pay weekly, in advance, or charge to account (charged lunches will be billed on the last day of each month, and

required to be paid before the fifth of the next month). \*\*Delinquent accounts MAY NOT charge lunches.

Please remember to provide a snack for your student(s) on any days that they will be eating hot lunch.

### BIRTHDAY CELEBRATIONS

On your child's birthday you may bring the following items:

1. Special snack-Please ensure that there is enough for all students K-8.
2. OPTIONAL~Mementos-Item or items that remind student of their past.

### LABELING ITEMS BROUGHT TO SCHOOL

ALL ITEMS your child(ren) wear or bring to school should be labeled. Even though we will be a very small program and should know what items belong to us, labeling will ensure rightful ownership.

### WHEN YOUR CHILD(REN) ARE SICK OR INJURED

It can be a frustrating experience deciding when a child is too sick to attend their daily school. The following guidelines should help in deciding whether to keep your child home. These guidelines are for the benefit of everyone at the school, including your own child(ren).

1. The illness prevents the child from participating comfortably in classroom activities.
2. The illness produces a greater care need than the staff can provide without reducing the health and safety of the other children. Keeping sick children home prevents illness from spreading to the staff and other children.

Please note that a child who has been ill cannot return to the educational center until 24 hours after treatment. Your child is not well enough to attend school if:

1. **TEMPERATURE:** An infrared forehead temperature of 100.4 degrees or greater accompanied by behavior changes or other signs or symptoms of illness.
2. **SYMPTOMS** and signs of possible severe illness such as **LETHARGY** uncontrolled **COUGHING**, **IRRITABILITY**, persistent **CRYING**, difficulty **BREATHING, WHEEZING**, or other unusual signs.
3. **GREEN OR YELLOW MUCOUS** combined with other symptoms of illness.
4. **DIARRHEA:** Two or more episodes of diarrhea in the previous 24 hours.
5. **VOMITING ILLNESS:** Two or more episodes of vomiting in the previous 24 hours.

**Children will not be allowed in school until 24 hours after treatment of any of the following:**

1. **MOUTH SORES WITH DROOLING** until a health care provider determines that these symptoms do not indicate a communicable disease.
2. **RASH WITH FEVER OR BEHAVIOR CHANGE** until a health care provider determines that these symptoms do not indicate a communicable disease.
3. **PURULENT CONJUNCTIVITIS** defined as pink or red conjunctiva with white or yellow eye discharge until 24 hours after treatment has been initiated.
4. **SCABIES, HEAD LICE, OR OTHER INFESTATION** until 24 hours after treatment has been initiated.
5. **IMPETIGO** until 24 hours after treatment has been initiated.
6. **STREP THROAT OR OTHER STREPTOCOCCAL INFECTION** until 24 hours after initial antibiotic treatment and cessation of fever.
7. **CHICKEN POX** until 6 days after the onset of rash or until all sores have dried and crusted.
8. **HEAD LICE** student may return to class when there are no visible louse/lice on the scalp.

Your child will be sent home if any symptoms of illness appear during the day. In such cases your child will immediately be isolated from the other children and you will be contacted and asked to pick the child up within one hour.

**ACCIDENT POLICY**

If your child suffers any injury while at school, the date, time, and all pertinent information about the injury are documented on an incident report. Appropriate actions will be taken regarding each injury. If it is a severe injury you will be notified immediately. ALL Excel Academy staff and faculty are First Aid and CPR certified. A copy of the medical incident report will be sent home.

**MEDICATION POLICY**

Excel Academy follows strict rules and regulations regarding the administration of medications to children.

**Medication Procedure**

If your child must take medication during school hours of operation please provide the center with the following:

1. A completed and signed Medication Form, these may be obtained in the Excel Office with the Office Administrator.



2. The **original** medicine container showing dosage, time of dosage, expiration date, etc. \*Expired meds will be sent home. It will be the responsibility of each individual family to immediately provide new meds with a valid expiration date.
3. DO NOT put any medication in your child's lunch box, backpack, or any personal belongings. (THIS INCLUDES VITAMINS!) Please hand all medication(s) and medication forms to the Educational Instructor on duty upon arrival. The Educational Instructor will bring ALL medication and notes to a designated classroom location/office where medication will be kept and administered at the proper time.
4. Be sure to remind Educational Instructor to retrieve your child's medication from the educational center upon dismissal, of the academic day, or upon conclusion of the academic term.
5. Essential oils may be applied with a written note. Please provide instructions for application.

### DISCIPLINE POLICY

Excel Academy does not condone any physical discipline which will harm the child, nor does the school use rejection, terrorizing, isolating or ignoring any child. The behavior of the child may be ignored, but not the child. Removing a student for safety or confidentiality purposes is held to the discretion of Excel staff.

#### Discipline Procedure

Most small indiscretions will be handled by a daily respect session (only as needed). A child who hits or threatens to harm other children is encouraged to talk to the other child about why they were upset with them, stressing the idea that we should work out our problems by talking to one another. Recess roughness may result in children being asked to sit down and watch, or take part in a teacher led activity.

In extreme cases, where children are very uncooperative or aggressive, the parents will be contacted. A meeting will be set up between the Educational Instructor, child, and parent. Cooperative goals between the home and education center are set up. A follow up meeting is then arranged after the child has been given the chance to change his/her behavior.

Each step outlined represents a more serious response to the child's behavior. Depending on the nature of the problem and the child's history in the education center each incremental step decision can vary in order to achieve what is determined to be in the best interest of the child, the rest of the students, and Excel Academy.

1. The Educational Instructor will deal with the misbehavior in the classroom using natural and logical consequences. The parents will be informed that a problem is occurring and what corrective measures are being applied.

2. If the misbehavior continues the Educational Instructor will hold a meeting and seek suggestions. The plan developed will be implemented in the classroom.
3. Parents will have knowledge of any behavior plan/modifications being used in the educational center that pertains to their child. If for some reason the behavior continues, the parents will be called for a conference and informed of the current situation and the corrective steps taken. A plan will be agreed upon for dealing with the continued misbehavior and a timetable set for evaluation of the plan. It is necessary to have the cooperation and support of the parents in developing consistent expectations of behavior.
4. Depending upon the type of misbehavior and its effect on the other children in the class it may be necessary for the child to be temporarily removed from the classroom resulting in a behavior/incident report. In this case the parents must agree to pick up the child during the educational center day.
5. If the misbehavior continues, outside professional help may be recommended. Financial responsibility for outside professional services is the parent's obligation. Excel Academy does not recommend specific professionals. It is the parent's responsibility to choose the professional, keeping in mind that it is important that the child, family, and educational center are all able to work with whoever is chosen.
6. In extreme cases, the Educational Instructor reserves the right to permanently remove a student from attending Excel Academy. Parents will be notified via written documentation of this decision. Upon receiving the written documentation, parents will need to make arrangements with the Lead Educational Instructor to gather ALL personal belongings and educational materials issued to the student. Excel Academy will not refund any monies if a dismissal of this fashion is necessary.
7. Excel staff reserve the right to implement appropriate classroom expectations to ensure the best learning environment for all staff and enrolled students. These classroom expectation may differ from one staff/class to another.

### Student Discharge Policy

To ensure the safety of all staff and families, the accumulation of 5 combined behavior/incident reports by a student and/or their family members will result in immediate un-enrollment of student(s) without reimbursement of tuition.

### WEAPONS~HARASSMENT~DRUG POLICY

Additional consequences for certain behaviors may lead to suspension or expulsion from the school. Some specific actions may be severe enough to require immediate dismissal.

NO person on Excel Academy property may possess firearms, ammunition, archery equipment, explosives or any type of weapon. Persons, other than law enforcement, will not be allowed to bring weapons on to the premises or carry weapons into the facility. This includes individuals with a concealed carry permit.

## **Disrespect**

Disrespectful behavior is not acceptable at Excel Academy. Rude, negative or hurtful comments, damaging or destructive actions, or a disregard for personal or educational center property are unacceptable.

## **Assault**

Assault or harassment, whether physical, sexual, or verbal, will not be tolerated. Any form of assault will involve disciplinary action with the possibility of suspension or expulsion.

## **Weapons**

Excel Academy does not tolerate violent behavior. Any substance or object used with the intent to harm, or possession of any object designed solely as a weapon, will incur disciplinary action with the possibility of expulsion.

## **Drugs/Tobacco/Alcohol**

Possession, sale, and/or distribution of drugs or drug paraphernalia, alcohol or other controlled substances is prohibited. Disciplinary action will be initiated for any violation of this policy will result in immediate expulsion. Excel Academy considers tobacco/juul pods/electronic cigarettes as a controlled substance. Excel Academy will contact law enforcement on a first offense for and above stated items brought onto school property.

\*Excel Academy is a drug free campus. Persons of legal age may not use any of the above stated products on school property.

### WRITTEN COMMUNICATION TO THE SCHOOL IS NEEDED WHEN:

\*This is for EVERY incident. Blanket notes will NOT be accepted.

1. The student is participating in an established car-pool schedule. The Educational Instructor needs to know who will be driving and when.
2. The car-pool schedule is changed.
3. An unfamiliar person is to pick up your child(ren) (IN WRITING~date the request, give name(s), make of car, relationship to child, phone number etc.)
4. An extended absence is planned. The Educational Instructor would like dates your child(ren) will be gone.
5. There is a health problem.
6. Child(ren) need to leave class during regular school hours. Please let the Educational Instructor know what time your child(ren) will be picked up and returned.
7. Child(ren) is on medication. There is a special form for this information that must be filled out any time medication is to be given at Excel Academy. Students are NOT allowed to administer ANY meds to themselves, without Excel staff supervision.

8. There is a separation, divorce, or other serious circumstances in the child's family. This information will be kept confidential. The Educational Instructor should be aware of the child's special needs and parent granted custody must inform the Educational Instructor regarding the person(s) with whom the child can be released at dismissal times.

\*Individuals listed on a student's birth certificate will have rights to their child, unless otherwise documented from a court order.

9. Student(s) will be opting out of a field trip or a classroom activity where an outside instructor has been invited/hired.
10. An electronic device needs to be used for any reason at school.

### PERSONS ALLOWED INTO THE SCHOOL

To ensure the safety of all Excel Academy participants ANYONE volunteering in the school MUST have a background check on file with the Educational Instructor. Any individual with a child related felony or child related offense will not be allowed into the school. Background checks will be at the expense of each individual. Failure to comply will result in law enforcement interaction.

Parents or Legal Guardians will be the ONLY person(s) allowed to add individuals to the 'Authorized List'.

## **VOLUNTEER EXPECTATION**

Excel Academy may need volunteers to ensure the success of the educational center. It is understood that the majority of parents work outside the home full- or part-time. There are NO required volunteer commitment times, as opportunities arise notes will be sent home. See appendix I for volunteer policy.

Volunteer opportunities may include, but are not limited to:

- Driving to and from field trips or enrichment activities
- Gathering supplies for an upcoming activity
- Providing food for an event
- Advertising
- Meetings
- Helping to line up guest speakers or enrichment opportunities
- Fundraising

\*\*IF a volunteer should have 4 or more hours of student contact in a month, they MUST fulfill and pass all state requirements. All required expectations will be at the cost of the volunteer.

### OBSERVING IN THE SCHOOL

Any person(s) on the 'Authorized List' may observe with a scheduled visit. Individuals from the public must follow all expectations set by Excel Academy.

1. Observations must be scheduled.
2. Observations will be limited to 30 minute increments unless otherwise determined by Excel staff.
3. Observers will sign in at the main office and sign out upon conclusion of the observation.
4. If at anytime Excel staff feel that it is no longer safe or appropriate for an observer to stay, they will immediately be asked to leave.
5. Only one observer will be allowed on premises at a time. (Two parent families will be allowed if prior arrangements are made with Excel staff.)
6. Observers must follow all local and state health mandates set forth in order for Excel Academy to stay in compliance.

### CONFERENCES

During the year parents/guardians will have the option to schedule parent/Educational Instructor conferences. These conferences are special times when you and the Educational Instructor discuss your child(ren's) progress and development.

All conferences, whether regular or special, are for the parents and the Educational Instructor privately. Please make arrangements for care of your child(ren) during the conference.

Two days set aside in Nov will be scheduled for fall conferences. Please refer to the academic calendar and/or Google calendar for specific dates/times.

### **NEWSLETTER/E-LETTER/GOOGLE CALENDAR**

A newsletter will be sent out via email regularly. These letters will contain important reminders and information. Please make sure that you have a current and correct email on file with your child's Educational Instructor to ensure you receive the newsletter.

All events will additionally be available on our Google calendar. It is the individual responsibility of each family/guardian to open and utilize this feature of communication. Families may also sign authorized information releases to allow other caretakers/family members/friends etc. to have access to Excel newsletters or calendars.

### **STANDARIZED TESTING**

Excel Academy has trained staff, whom are able to administer standardized testing. Testing will ONLY be administered by a written request from families. These tests are optional. A fall and spring test are available upon request. Areas of testing include reading and math.

Excel Academy uses the Iowa Assessments.

### **GRADE SCALE/REPORT CARDS**

Students in the K-3 classes will receive grades based off of mastery.

Students in 4<sup>th</sup>-12<sup>th</sup> grades will earn grades based off of the following scale:

100%-93% A      92%-85% B      84%-77% C      76%-70% D      69% or below F

INC=Incomplete

\*Some grades may also receive a pass/fail or excelling/developing  
Report cards will be administered upon the completion of each of the 4 quarters.

## **CHAPERONE EXPECTATIONS**

Excel Academy participates in numerous field trips throughout the academic year. Educational Instructors will act as chaperones on ALL field trips, both in town and out of town. In the event that additional chaperones may be needed for field trips, opportunities will be posted in the weekly newsletter. Spots will be filled on a first come first serve basis.

All individuals interested in transporting or chaperoning will need to pay \$25.00 for a Central Registry background check and complete a fingerprint process. (\$10.00 minimum) A copy of valid drivers license and current insurance card will also need to be provided.

\*Fuel and food costs will be the responsibility of each individual chaperone who chooses to volunteer. Entrance fees will also be the responsibility of each individual chaperone. As well as all background checks and fees associated with the checks.

Any overnight trips will require both female and male chaperones. Female students will only stay with female chaperones. Male students will only stay with male chaperones. Male/female EXCEPTIONS will be made **ONLY** if a parent stays with his/her own students in the provided lodging facility. IF, another parent would like their student to stay with a family that has both males and females residing in the same sleeping area written notice in front of a witness will be required!

All chaperones will be provided with a detailed itinerary for each field trip that they volunteer for. Itineraries are expected to be followed and respected to ensure the best possible experience for students, educators, and chaperones.

Chaperones may bring siblings on field trips and events, in most cases. Please keep in mind that any cost(s) for siblings will be the responsibility of the chaperone/parent.

## **EVENTS/CELEBRATIONS** (subject to change)

BACK TO SCHOOL MEET AND GREET: Meet and greet your new classmates, educational instructors, and classroom. Don't forget your school supplies and positive attitude!

HALLOWEEN/FALL FESTIVAL: Fall themed festival.

CHRISTMAS PARTY: Students will have the opportunity to join with fellow school mates to enjoy a holiday gathering before winter break begins.

VALENTINE'S DAY PARTY: Students may bring in Valentine's to trade.

GRADUATION: Pre-K students advancing to Kindergarten and 8<sup>th</sup> grade students opting to move to high school will have a special ceremony in May.

OVERNIGHT TRIP: Each educational calendar year, it will be a goal of the Educational Instructor to arrange an overnight field trip to somewhere in the State of Wyoming or surrounding states. This trip will be open to families also. The trip will be for educational, enrichment, and a celebration of hard work.

\*These are ONLY a few of the wonderful activities Excel Academy offers. Parents have the opportunity to follow along with ALL scheduled events on a private Google calendar.

\*\*Day to day events at Excel Academy offer numerous opportunities for snacks/food related events. We ask that student requiring a special diet plan ahead and provide snacks/treats when these events/opportunities/festivals etc. occur. (ie. dairy free options, gluten free, nut free, food dye etc.)

## **Excel Academy Board of Directors**

Excel Academy Private School is overseen by a Board of Directors. This is a federal requirement to fulfill the necessary mandate to keep a 501 (c)(3) status. Board members for the 2023-2024 academic year are:

Jennifer Wistisen

David McKenzie

Cheryl Schoeber

Patrick Ford

Any person/group wanting to meet with Excel Academy's Board of Directors will need to:

1. Send an email request to [ExcelAcademyBofD@gmail.com](mailto:ExcelAcademyBofD@gmail.com).
2. Set up a meeting time agreed upon, or wait for the next scheduled board meeting.
3. Attend meeting with 10 minutes to present.
4. All requests must be made within one week (7 days) of a scheduled board meeting to be added to the agenda.

## Appendix I

### Excel Academy Volunteer Policy

Volunteer~Any individual that is not on payroll for Excel Academy Private School. This includes Board Members, parents, grandparents, spouses, friends, community members, siblings, former students, and children of staff over the age of 18.

How to become an Excel Academy volunteer:

1. Fill out TB assessment paperwork. If any questions are answered 'yes', then a formal TB assessment will need to be completed. (This is upon initial volunteer status, then only if traveling out of the country)
2. Pay for and submit fingerprints. (Fingerprints are upon initial volunteer status and then every 5 years after)
3. Fill out the Central Registry paperwork (This is required yearly)
4. Fill out the DCI paperwork (This is required yearly)
5. Sign a confidentiality statement. (This is required yearly)
6. \*\*If driving, a copy of insurance and drivers license will be necessary. (This is required yearly)
7. If volunteering in the 2/3 Toddler or Jr. Academy classes STARS training will need to be completed.

When I am a volunteer at Excel Academy:

**\*\*THIS IS FOR STUDENT CONTACT DAYS/HOURS.**

-I may volunteer for no more than 5 hours a month in the school.

-I may volunteer for exterior building work for unlimited hours.

-I must follow the dress code (All clothing must be free from holes in the pants/shorts, no race/religious/political/sexual/vulgar images or statements)

-I assure that I will be a good role model at all times. (This includes setting good examples and following building and classroom expectations.)

-I will not utilize my cell phone for personal reasons when working in a classroom or directly with students.

-I may not take photos/videos of students with my own camera. I may only utilize the schools camera to take any photos/videos.

-Volunteering for the 2023-2024 academic year is held to Monday's, Wednesday's, and Thursday's unless otherwise noted by the Executive Director or Board of Directors.

-Excel Academy staff will have a list of items/jobs/expectations pre-approved by the Executive Director or Board of Directors for volunteers to fulfill.

-All volunteers must sign in and out on the front desk sheet as well as the volunteer sheet. This will help us to document all hours for grant writing purposes. 😊

-Please ensure you are able to be flexible to teacher/staff needs.

-Keep a positive attitude at all times.

We are SO grateful for any/all volunteers at Excel Academy Private School