



Student/Family Handbook

Excel Academy Charter School

2021-2022 School Year

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WELCOME

Dear Excel Academy Families,

Welcome to the 20120-21 school year. As a community, we know that we are all more excited than ever to be back in school to interact and connect with one another. We also know that families have many options for their children in the world of school choice; we are thrilled you chose us. This school is a truly caring and supportive community that takes the responsibility of education to heart.

As we emerge from a time of uncertainty and constant change, we get to work and learn in our beautiful new addition to the building with exciting new spaces to accommodate our middle school learners and a spacious maker space for our entire school community. As we prepare to use these spaces for learning, laughter, rigor, and problem solving, we hope you will find a way to volunteer your time and talents too.

In the pages that follow, you will find information to support your knowledge of our daily systems, structures, processes, and general expectations. Please take a moment to familiarize yourself with these pages, and use this as a general guide. Should you have additional questions, concerns, ideas, or feedback, please feel free to connect with us at (303) 467-2295.

We know that the year ahead will feel different than years past, but there will be great joy in seeing teachers in rooms teaching, students in rooms learning, and families in hallways volunteering. It will be different because we will cherish this experience like never before!

So excited for all that is ahead.

Warmly,

Dr. Susan-Marie Farnen
Executive Director

BACKGROUND

Excel Academy is authorized under the Charter Schools Act (C.R.S. 22-30.5 et seq.), a law passed in 1993 by the State Legislature. A public charter school operates via a contract, or charter, with the local Board of Education. The charter stipulates the authority and responsibilities given to the charter school's governing board. Charter schools operate with some autonomy but like all schools are held accountable for results. At regular intervals during a renewal period, charter schools undergo an external evaluation. Like conventional public schools, charter schools are ultimately responsible to their consumers—the families and students who choose to attend.

Opened in 1995 as a K-6 school with 126 students in a leased, commercial property, Excel Academy has grown to a K-8 school with an enrollment of over 500 students. Excel is located south of Standley Lake and boasts a state-of-the-art addition for middle school students. Our beautiful facility includes a library, gymnasium, lunchroom, playground, stage, music, and art studios and a spacious maker space.

MISSION STATEMENT

Excel Academy is a collaboration of students, educators, and parents who cultivate independent, life-long learners. We promote excellence through a rigorous and engaging curriculum that is delivered in a flexible and appropriate manner for each child.

ELEMENTS OF EXCEL ACADEMY

Excel Academy's charter was developed on the foundation that children can master a rigorous curriculum and become increasingly self-directed learners when instruction is delivered in a variety of modalities. Students have different learning styles and are best supported through a variety of teaching strategies. Social and emotional learning are important hallmarks of a whole-child approach to education. We are a community of learners who value education, integrity, and respect for self and others.

Our learning environment delivers the Core Knowledge curriculum through a rich variety of strategies and experiences. Teaching is process-centered and based on the concept that knowledge is interrelated. Smaller class sizes and differentiated instruction create an ideal environment for students along the entire learning continuum, but we have found it is particularly conducive to gifted, talented, and advanced students. We also focus on "learning how to learn," which helps develop successful life-long learners. Numerous field studies and enrichment activities augment the underlying comprehensive curriculum. Students, staff, and parents work as collaborative partners in creating challenging and engaging learning opportunities to ensure each child achieves his/her highest potential.

The following are some of the elements that define Excel Academy's unique approach to its mission:

- Rigorous academics in Kindergarten through 8th grade
- Core Knowledge curriculum
- EnVisions math program
- Leveled reading and spelling using the Reading Street curriculum
- Lucy Calkins writing curriculum
- Hands-on history and science learning
- Field study opportunities across grades throughout the year
- Flexible grouping to meet students' needs
- Project-based/hands-on learning
- Smaller than average class sizes.

SCHOOL GOVERNANCE

[Link to Board Policies](#) referenced in this handbook

The school is governed by a Board of Directors (Board) elected at the annual meeting of the membership for a three-year term. Board members have staggered terms so approximately two Board seats are up for election every year. Parents of students attending Excel Academy are members of the non-profit corporation, also known as Excel Academy. Seven parents serve on the Board, and the Executive Director serves as an ex-officio (non-voting) member of the Board.

Board Policy 2.3-Governing Board:

The Board meets regularly to discuss school operations and to hear reports from the Executive Director, various Board members and committee chairs. During these meetings, the Board examines operations, establishes new policies, and reviews and changes existing policies as needed.

BOARD OF DIRECTORS MEETINGS

Board meetings are held monthly. Please see the school website for the specific meeting dates and times. Parents are encouraged to attend at least one Board meeting each year.

Excel Academy's Board of Director meetings are open to the entire school community. There are two types of meetings: *Business* and *Workshop*. Business and Workshop meetings can be valuable to attend to learn how the Board and the school operate. Business meetings are for regular school business, and the agenda is set in advance. There is time scheduled for public comment at these meetings. This is the time for you to make comments, raise issues, or ask questions. We appreciate feedback from our parents, which helps us to continue improving Excel Academy. Workshop meetings are study sessions for the Board.

Erin	Sitton	Member	Jun-19	esitton@excel-board.org
Shannon	Fitzgerald	Member	Nov-21	sfitzgerald@excel-board.org
Ken	Cope	Member	Jun-20	kcope@excel-board.org

Alicia	O'Herron	Member	Jun-20	aoherron@excel-board.org
Michael	Thomas	Member	Jun-21	mthomas@excel-board.org
Tish	Antill	Member	Nov-21	tantill@excel-board.org
Craig	McCoy	Member	Jun-21	cmccoy@excel-board.org

GOVERNING DOCUMENTS

The mission statement and the policy manual give direction to The Board. All corporate documents (e.g., by-laws, articles of incorporation, Board policy manual) are in the school office and are available for public review.

DECISION MAKING

Board Policy 2.4-Decision Making

SCHOOL ADMINISTRATION

The Executive Director is Dr. Susan-Marie Farmen.

Dr. Farmen was an ardent supporter of public education before beginning her work in classrooms. She worked in other professional fields prior to her move to education. She began her career in special education before moving into general education classrooms. She worked in elementary, middle and high school settings in traditional public schools, innovation schools, charters, and private schools. She has worked in central office, district-level support and in school-level administration. She is committed to school choice, diversity and inclusion in education, and approaches to learning that elevate student voice.

The Assistant Director is Mrs. Kresta Vuolo.

The Dean of Culture is Mrs. Marisa Anderson.

Mrs. Anderson has worked in education for over 12 years. Originally from California, she has shown a passion for supporting student learning and growth, from fourth-grade general education classrooms and middle school students, and students with disabilities ages 18-21. After moving to Colorado, she taught middle school social studies at Excel before completing her principal preparation program and accepting the role of Dean of Culture. Mrs. Anderson is a proponent of discipline grounded in strong student-adult relationships based on empathy and trust and she is committed to supporting the growth of students and teachers by working closely with families.

HOW TO CONTACT EXCEL ACADEMY

School Phone Number(303) 467-2295
School Attendance Line.....(303) 467-2295 ext. 5
School Fax Line.....(303) 467-2291
School Address11500 W. 84th Ave., Arvada, CO 80005
School Physical LocationSoutheast corner of Simms and 84th Avenue
School Web Page.....www.excel-academy.org



ACADEMIC PROGRAM

Grading/Academics

Assessing and communicating student progress is an integral part of the communication between school and home. All forms of reporting about progress are meant to communicate students' progress toward achieving grade-level standards in the areas of reading, writing, mathematics, science, social studies, art, music, physical education and elective classes. Students in grades K-3 do not receive a letter grade in specials (Spanish, library, art, music, physical education). Families may access the Parent Portal in Infinite Campus (IC) to regularly check on their child's progress. Families may also contact individual teachers to check on their child's progress.

A	90%	Student is able to accomplish the task autonomously. Student has "mastered" the content.
B	80%	Student is able to accomplish the task with support. The student is working toward mastery, but needs some support.
C	70%	Student needs individualized support and guidance. The concept is relatively new and/or difficult for the student. More practice and skills development are needed to move toward mastery.

D	60%	Student has just been introduced to the concept. The concept is brand new and/or very difficult for the student. Much more practice is needed in order to move toward mastery.
F	59%-lower	Student did not attempt to complete the task or did not complete the task sufficiently.

INTERVENTION SERVICES/EXCEPTIONAL STUDENT SERVICES

Excel Academy has full-time special education teachers available five days a week. In addition, Excel Academy has two full time Social Workers. The Speech/Language Specialist and Occupational Therapist are available on a part-time basis to work with referred students for 1:1 or small-group support. These specialists also work with classroom teachers and consult with them as part of the school-based support provided to students.

Excel Academy provides all students with disabilities the required services as outlined in their Individual Education Plans (IEPs). Parents, teachers, support staff and district support staff work as part of a team in the process of determining eligibility for special education services and the provision of special education services. Placement is based on student need and collaboration between the IEP team and the district.

Excel Academy provides a range of services to support individual needs of students.

Students who demonstrate an academic, social-emotional, and/or behavioral need in order to access curriculum or to support their ability to be successful in the classroom are referred by their homeroom teacher to the Multi-tiered System of Support team (MTSS). The MTSS team supports staff in providing interventions, strategies and supplementing resources to address student needs. This team also works with families as part of a partnership to support students.

KINDERGARTEN/FIRST GRADE ENTRANCE REQUIREMENTS

Any child who is five years of age on, or before, October 1st of the school year in question, and is a resident of Jefferson County, is eligible to enter kindergarten. The school needs to have a copy of each Kindergarten student's birth certificate, certificate of immunization, and proof of residency. To be eligible to enroll in first grade, children must be six years of age on or before October 1st of the school year in question. Children who are underage for Kindergarten or first grade entrance age according to the above criteria, shall be eligible for admission, if evidence is presented that the child has attended a public school kindergarten, or first grade respectively, for at least 120 school days. (Ref. Jefferson County District Policy JEB)

SPECIALS/ELECTIVES

Art, music, Spanish, technology/library and physical education are offered to all kindergarten through 5th-grade students throughout the year on a five-day rotation. If a student is to be excused from the PE program for short periods of time due to illness or injury, a note of explanation must be sent to the PE teacher and the Executive or Assistant Director.

Middle School students may see electives from a list that might include, but not be limited to the following: recreational sports, outdoor recreation/leisure, team sports, net/wall sports, fitness and conditioning, The Stock Market Game, young adult literature, career exploration, an introduction to psychology, technology support (called the Tech Minions), creative writing, world cultures, future teachers, Spanish, creative drawing, sculpture, mixed media, rock and roll band, musical theater for the spring musical, choir (the Singing Eagles), documentary films & filmmaking, applied imagination, inventing & innovation, computer science, computer coding for all levels, robotics, American Sign Language I & 2, financial literacy, family/consumer science, DIY life skills, pre-engineering/technology-engineering connections, photojournalism, yearbook, language arts games, public speaking, sports math games, library sciences (the Future Librarian), study hall, supported academic skills building lab (year-long, by invitation).



SCHOOL HOURS

Class begins each day at 8:20 a.m. and ends at 3:20 p.m. unless it is a half-day schedule. There is a 20-minute lunch period and 20-minute recess period during each full day. Class hours are from 8:20 a.m. to 3:20 p.m. for kindergarten through 8th grade. Students should not arrive any earlier than 7:55 a.m. and should be picked up no later than 3:40 p.m. Students must be in their classrooms by 8:20 a.m. Students arriving after the 8:20 bell will be marked tardy and given a tardy pass.

The half-day schedule starts at 8:20 a.m. and concludes at 11:30 a.m.

OFFICE HOURS

The school office will be open from 8:00 a.m. to 4:00 p.m. Monday through Friday unless it is a school holiday, in-service day or half day. Summer hours will be posted in the spring.

FIELD STUDIES - DURING REGULAR SCHOOL DAY

Excel Academy believes that field experiences are an important component of classroom learning and an effective way to enrich students' academic experiences. Most students go on field studies to tie into units of study at least once per unit, and others may have field experiences as frequently as once per month. We also have walking excursions and other off-campus trips that require transportation to and from school.

Excel's field studies policy is that a permission slip is sent home, signed and returned to school. The notification will list the date, day, time, destination, incidental charges and other necessary information. Students must have a signed permission slip on file to attend field studies. If cost is a factor to attend, please reach out to the Executive Director. If a student does not have a permission slip on file, the student may not attend and will remain in another classroom or supervised space for the duration of the field study.

Transportation for field studies is most often by school bus but may be provided by parents or guardians of Excel students. Volunteer drivers must undergo background checks and be approved by Jeffco School District. They also must certify their car is safe and in good operating condition, have a valid driver's license and hold a certificate of appropriate insurance, including the policy expiration date and the company name.

OPTIONAL EXTENDED FIELD STUDIES

Excel Academy offers extended and enriching opportunities to our students beginning in the fourth and fifth grades. These extended field studies are optional and offered as grade-level appropriate enrichment. These trips are at least two nights away at a mountain lab school and four nights away during the Crow Canyon Archeological Center trip to Mesa Verde.

In sixth grade, the Dana Point trip to California extends to almost a week away. Students usually leave on a Monday and return on a Friday.

In seventh and eighth grades, there are extended field studies trips to Washington, D.C. and Keystone Science School that last almost one week.

**2022 Exception: Because students in grades 7 and 8 were unable to experience the Dana Point Field trip due to COVID-19, we have opened up this field study to all 6-8 students (Washington, D.C. and Keystone will resume the 22/23 school year).*

All extended field studies require written reflections which serve as a record of learning and provide a place for recording special memories of the experiences.

Extended field studies require eligibility determined by academic standing and consistent positive school behaviors. Additional information and requirements are provided to parents at the required parent meetings for those choosing to send their students to the Optional Extended Field Studies.

HOLIDAY OBSERVANCES

Excel Academy acknowledges the importance of individual belief systems and we believe that diversity is a hallmark and strength of our nation. In public education, acknowledging and learning about the history of religions serves the academic goal of educating students about history and culture, as well as the traditions of particular religions within a pluralistic society. Teachers and administrators will excuse students who do not wish to participate in certain events due to their own cultural and/or religious observances and beliefs. Should a child need to be excused to observe their own religious and/or cultural holidays, parents should contact the office to excuse the absence. Parents are encouraged to notify the teacher and the Executive Director at the beginning of the year if they do not wish for their child to participate in any particular seasonal events.

School concerts that present a variety of selections may include religious music but should reflect a diversity of faith and cultural customs in the presentations. Any school productions or school celebrations should emphasize cultural and/or historical aspects of the celebrations.

HOMEWORK

Homework is a fundamental component of educational programming and an opportunity for students to engage in meaningful practice and application of skills and concepts. Homework also supports the development of skills for time management, prioritization, study habits, and organization. These skills will support students in high school and post-secondary educational pursuits.

Homework should not be practice of work that was not taught/learned. Homework should be varied and not repetitive. Students should receive feedback on homework to better identify strengths and areas of opportunity.

We believe homework's immediate educational objectives are:

- to reinforce skills and concepts learned in class
- to develop productive study skills and habits

- to provide space for independent practice
- to provide a glimpse into the current activities/learning in the classroom

We also encourage students to read for a period of time each day. Students also benefit from hearing family members read to them to model fluency and intonation. Research has indicates:

“Learning to read is one of the most important things children accomplish in elementary school because it is the foundation for most of their future academic endeavors. Research has also shown that the single most important thing a parent can do to help their child acquire language, prepare their child for school, and instill a love of learning in their child, is to read to them. Reading to a child is one of the easiest ways to prevent future learning problems and yet many people do not fully understand the enormous, positive impact that this simple act has on the life of a child. By making sure your child is reading at home you are directly contributing to his education.” (Russ et al., 2007).

There are many online resources for reading. You may wish to start here:
<http://www.storylineonline.net/>.

MAKE-UP WORK

Makeup work shall be provided for any class in which a student has an excused absence. It is the student's responsibility to pick up any makeup assignments on the day the student returns to class. There will be two days allowed for makeup work for each day of excused absence. Makeup work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and as an incentive to attend school. ([Ref. Jefferson County Policy JH-R](#))

Please keep in mind that when removing a student during extended periods of time, classroom learning is typically an integral part of the school day. Missing instructional time and guided practice can increase the likelihood that students are confused, overwhelmed, and/or unsure how to complete the work. We recommend that students attend instructional days and use scheduled breaks as time outside of school. In cases of extended absences that cannot be avoided, teachers will not be asked to create additional materials or have additional meetings about the absences as they are preparing materials and instruction for students in the classroom environment.

SNACK POLICY

Excel follows Healthy School Guidelines. We encourage students to bring a [healthy snack](#) each day

that can be consumed in 5-10 minutes. Bringing a snack is optional. In an effort to keep the building clean and free of debris, we ask that snacks only be consumed during designated snack times and in specific areas unless a student has special permission. We also encourage students to bring water bottles (filled with plain water only) to rehydrate throughout the day. If providing a snack is a hardship, please contact the Executive Director.

There may be some snack restrictions based on severe allergies for other students in the class. Excel will notify parents if that situation exists in your child's classroom.

STANDARDS AND DISCIPLINE PROCEDURES

DISCIPLINE PHILOSOPHY AND PROCEDURES

Rules and guidelines are an essential component to the well-being and safety of everyone in our school community. We understand that students are learning and will make a variety of decisions as they go through their school days. It is our goal to maintain a community that offers an opportunity to learn from mistakes, and to make better decisions in the future. We strive as an educational organization to engage in meaningful conversations with students and support their reflection and growth. We want everyone to be physically, emotionally, and socially safe at all times. There are times when we must hold students accountable and we recognize that students and families can struggle to accept these outcomes. We encourage families to partner with us so that students understand that we care deeply about everyone in our community and consequences are an opportunity to feel the weight of our decisions for a brief period of time, then move forward. The k-8 years are a time when these types of lessons are completely appropriate and we support students with this in mind.

Classroom teachers and staff should be supported in their efforts to guide and support students. All staff will be expected to use Board and administrative policies for disciplinary actions.

RESTORATIVE PRACTICES

Excel Academy seeks to proactively maintain a safe and supportive learning community through the implementation of [Restorative Practices](#). Restorative practices are derived from the programs in the justice system. RP is a way of thinking about the justice process and its key stakeholders: victims, offenders and community. The underlying principle of restorative justice is identifying ways to repair

the harm caused by the action, perception of, and reaction to a behavior. The goal of restorative practices is to build connectedness. Further information can be found through the [JeffCo School District website](#).

K-8 Discipline Procedures

Excel Academy utilizes a combination of direct parent communication via phone, text, or email, and the support of a Dean of Culture to inform parents of behavior issues. Communication with teachers and administrators is meant to directly address concerns that interfere with learning, safety, or damage material or property. A phone call home may not always occur prior to a student's arrival home, but we will do our best to communicate as soon as possible. Parents are encouraged to support these communications with a staff member as opportunities for students to reflect, learn, and make different choices in the future.

1. Classroom intervention: When appropriate, a supervising adult uses strategies such as redirection, recovery, and verbal discussion to problem solve behaviors that interrupt learning, compromise safety, or damage materials, or property. If these are a one-time occurrence, a staff member may only speak with the child. If they occur again, the staff member may contact the family.
2. Conversation with the Dean of Culture or another administrator: A supervising staff member may ask for this support in case of an incident that interrupts learning, creates a safety concern, or damages materials or property. There will be immediate contact with the family to support communication and understanding of the concerns.
3. An administrative conference with family and student: If behaviors are of a more serious nature, or if there is a pattern of continued behavior that interrupts learning, compromises safety, or damages materials or property. As with any concerns, the family will be contacted as soon as possible and we ask that the student and parent/guardian come to a meeting to discuss the issue, appropriate consequences, and appropriate follow up to restore and resolve the situation.
4. Suspension: In cases where the behavior has risen to the level requiring stronger disciplinary action, the Executive Director has the authority and discernment to suspend a student from school. Suspensions are not ideal, and all other approaches will be considered in relation to the incident. Suspensions may also occur based on grounds outlined in the *Jefferson County Public Schools Student Conduct Code* or at the Director's discretion.
5. Expulsion: Expulsion may occur based on grounds outlined in the [Jefferson County Public Schools Student Conduct Code](#).

Habitually Disruptive Student Process

A "habitually disruptive student" means a student who has caused a material and substantial disruption on school grounds, in a school vehicle, or at a school activity/event three or more times during the course of a school year. Declaration as a habitually disruptive student may occur at or after the third material and substantial disruption and shall be grounds for expulsion. State law and Jeffco policy define disruptive behavior as behavior initiated, willful, and overt on the part of the student and which requires the attention of school personnel to address the disruption. Any student who displays a pattern of disruptive behavior may be placed in the Habitually Disruptive Student

Process, including the development of a behavior plan. If the student continues to engage in disruptive behavior (after being placed in the Habitually Disruptive Process) and receives a third suspension during the Habitually Disruptive Process in any one school year, s/he shall be declared a habitually disruptive student and shall be subject to a mandatory expulsion process.

Students and parents are encouraged to carefully read the [Jefferson County Public Schools Student Conduct Code](#) distributed by the Jefferson County School District. The administration of Excel Academy is required to follow these procedures and directives. Complaints about any kind of harassment will be handled without delay in a manner that considers the interests of both the complainant and respondent.

Reporting: Any student witnessing or suffering harassment shall immediately report the matter to his/her teacher. If a student feels the complaint was not resolved s/he may then report the matter to an administrator. The teacher or administrator receiving the complaint will initiate the investigation process. Retaliation is prohibited for reports of harassment made in good faith.

ACADEMIC INTEGRITY

Academic integrity becomes increasingly challenging in the age of search engines and readily available information. At Excel Academy, we want all students to become discerning consumers of information obtained online, and understand clearly the responsibility we all have to cite information, language, writing, and ideas obtained from other sources. All students are expected to complete their assignments to the best of their own ability. Students cannot plagiarize or text harvest and must cite sources in their work, including images from the internet. Integrity means that students do not take credit for anything they did not create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author. If a student does not cite work/presents others' work as their own, the consequences are:

- First offense: An email/phone call home and the opportunity to redo the assignment for reduced credit, and the student will write a reflection about the importance of academic integrity.
- Second offense: A meeting with the Executive Director, a phone call home, and zero on assignment.

STUDENT DRESS CODE

Student dress should conform to our community's standards of decency, safety, modesty and cleanliness. All staff members support students to ensure the dress code is followed and may remind students or contact a family to support with appropriate school attire. Dress code can become an issue for students when the attire is revealing, contains inappropriate images or statements, and can bring unwanted attention or make others uncomfortable or unsafe. We strive to ensure that bodies are covered, students are dressed for the weather, especially in winter when safety drills require extended periods outside, and so students can all feel safe and comfortable in the learning environment.

Students must dress in ways that do not:

- affect the safety of that student or other students
- disrupt the learning environment
- indicate affiliation with or admiration of negative social influences such as gangs, cults, substance abuse or sexual degradation
- contains inappropriate, unkind, or implied disrespectful wording related to gender, race, religion, or sexual orientation.

The following should be observed:

- Sunglasses or hats are not worn inside the building.
- Shirts/jackets with hoods are okay- the hoods must be down in the building.
- Pants must fit snug around the waist and not droop or a belt is required.
- Pants should not come down to reveal the back side or underwear.
- Pants should not have large enough holes that most of the leg is out.
- Short-shorts are not allowed.
- Skirts or shorts must be long enough to cover the entire buttocks both when seated and standing. (In other words, people should not be able to see up a skirt when seated.)
- Shirts, tops, and sweats must cover the midriff, cleavage, and must be layered if sheer/polyester.
- All underwear and underclothing must be covered (this includes bra straps and boxers).
- Tank tops are acceptable as long as bra straps are not showing. (No spaghetti straps or shelf bra-type tank tops.)
- Students cannot wear slides, slippers, and/or flip flops to school.
- Clothing or jewelry that promotes weapons, drugs, alcohol or tobacco products and/or clothing

- bearing negative messages about self or others (Ex:“I’m with stupid.”) is prohibited.
- Clothing or jewelry that inhibits safety, movement, or distracts from learning is prohibited.

Students who arrive in clothing that does not adhere to the dress code will be asked to change their clothes or will be sent to the office for something more appropriate. Borrowed clothing must be returned at the end of the day. A parent/guardian will be contacted by an administrator if the student continues to dress out of dress code. Students will not call home for appropriate clothes, as this removes students from instruction for too long.

CELL PHONES AND PERSONAL TECHNOLOGY

STUDENT CELL PHONES AND PERSONAL TECHNOLOGY

Students' personal electronic devices are turned off and stored with staff during the day upon entry to the building. In middle school, all personal technological devices are stored in containers upon entry to the building from 8:20 a.m.-3:20 p.m. Those containers are stored in the office.

If a cell phone/cell phone connected watch is in use during the school day, staff will respond as follows: The device will be taken by the teacher turned in to the front office. A parent or guardian will then need to come pick up the device from an administrator. All students are encouraged to keep their phone devices at home.

Reminder: Using cell phones to obtain answers for classwork or tests is considered academic dishonesty.

Cell phone rules truly support safety and well-being of all students. Phones that are turned off and stored away do not send harmful or bullying texts, exchange inappropriate content, or access information that families might otherwise wish to monitor. Cell phones that are stored away are less likely to be lost/stolen.

HALL PASSES

Safety is our first priority and ensuring that teachers know the location of students at all times is essential. We ask that all students have a hall pass when they are not accompanied by an adult. Students out of class without a pass and without knowledge of the teacher will need to meet with an administrator to discuss this important part of our safety procedures.

GENERAL INFORMATION

ASBESTOS MANAGEMENT PLAN

Excel Academy is an asbestos free school. However, in order to comply with state and federal regulations, we are required to have an Asbestos Management Plan. The Plan is available for review in the school's front office.

BEFORE AND AFTER SCHOOL FOR STUDENTS

Class hours are from 8:20 a.m. to 3:20 p.m. for Kindergarten through 8th grade. The first bell rings at 8:13 a.m. Students should not arrive any earlier than 7:55 a.m. and be picked up no later than 3:40 p.m. Students are not to use the playground after school while waiting for their ride home.

Board Policy 6.11-Transportation

Prior to the first bell, students will remain outside on the playground. In the case of inclement weather, students will be directed to the cafeteria. Cold weather days are when the temperature is 20 degrees F, or the discretion of the Executive Director. Inside days will also be called during dangerous weather conditions. Except on inside days, all students are to be outside until the first bell rings, unless they have permission and a pass from a teacher to go to their classroom. After the first bell rings teachers are to be out in the hallway to supervise students. By providing a physical presence, we can then better ensure the safety of all students.

Students may be dropped off/picked up in the front or back of school. Please reference a traffic map for proper flow during drop off and pickup. Please adhere to the posted *No Parking* signs on campus.



Dismissal Routines:

School is in session until the bell rings for dismissal. We ask adults and family to pick up students outside of the building. If you enter the hallway prior to the bell, we ask that you check in at the front office and follow visitor/volunteer protocols. Elementary students exit the building on the playground side.

After school, students shall go directly home. There is no adult supervision outside after 3:45 pm. Students who do not walk home and are unsupervised at this time will be brought into the office.

Students who participate in after-school activities should be picked up promptly after the activity ends. The school or the adult in charge of the activity cannot be responsible for students not picked up on time. Students who are not picked up on time after these activities will be escorted to Before/After School Care and parents will be charged the daily rate for Before/After School Care. Siblings of students involved in after school activities may not be left in the care of siblings during the activity.

BICYCLE SAFETY AND PROCEDURES FOR STUDENTS

Riding a bicycle to school is a privilege recommended for students in grades 3-8, and with an ability to follow safe bike riding guidelines. Adequate instruction for students concerning signaling, riding on the right side of the street, and other bike safety rules, are a family responsibility. Depending on the child's skills and safety knowledge, parents may decide a younger child is ready to ride a bike to school. If a younger student does ride a bike to school, we recommend s/he be accompanied by an older child or "buddy." We encourage your child to license his or her bicycle and wear a bicycle helmet. Licensing helps to identify the bicycle in case it is stolen or to identify the child in case of an accident. Students should walk their bikes across the parking lot to the bike rack area. Bikes must be locked in the bike parking area. Bikes should not be left at school overnight.

CAFETERIA/HOT LUNCH PROGRAM

Excel Academy has partnered with Michael's Foods to provide daily lunch services for \$4.35.

Excel participates in the federal government's Free and Reduced Lunch Program for qualifying families. Students who qualify for free or reduced lunch must still turn in a lunch order each month.

The guidelines for cafeteria behavior are:

1. All adults are present for the safety of students. Please follow their directions.
2. Cutting and saving places in line are not permitted.
3. Students should walk into the cafeteria.
4. Students are seated while in the cafeteria, and raise their hands to be dismissed.
5. All students are responsible for their own clean-up and tray return.
6. Students are expected to use inside voices when in the cafeteria.
7. Students may go to their lockers during regular passing times before and after lunch, **not during lunch.**
8. Students must have a pass to go to their lockers, classrooms or other areas in the building during lunch.
9. All lunches are to be eaten in the cafeteria unless there is a prearranged situation with the classroom teacher. **You must have a pass if you are working with a teacher during lunch.**
10. Finish all food and drink in the cafeteria. All food and drink must be finished or thrown away before going out onto the playground.
11. Students may check out playground equipment from their teacher (elementary) or from the lunch paraeducator (middle school).
12. Parents wishing to deliver lunch to students other than their own must provide prior approval from the parents of the other students.

Any student who forgets to bring their lunch from home will be given a lunch loan.

Please alert the Cafeteria Manager of any food allergies that your child has.

ENROLLMENT INFORMATION

Excel Academy follows Jefferson County's School Board Policy JFBA and Regulation JFBA-R for choice enrollment. Families wishing to enroll their children at Excel Academy must adhere to the process for choice enrollment. According to Policy JFBA, "students accepted for choice enrollment shall be enrolled at their school of choice throughout the grades served by the school. After leaving the elementary or middle school level, a student must reapply for choice enrollment at the next level, unless the student is to attend the neighborhood school in the area in which the student resides." Excel Academy serves Kindergarten through 8th grade and once enrolled, a student is not required to reapply. By not returning, the student's spot at Excel will be forfeited for the following school year. If a parent and student wish to return to their "neighborhood" public school, they would have to apply through

Jefferson County's choice enrollment to the neighborhood school for admittance. Mid-year administrative transfers occurring after October 1st must be approved by the principal of both the schools the student is currently attending and the principal of the receiving school. If the student is not admitted through choice enrollment and the administrative transfer is denied, the student would continue to be enrolled at Excel Academy.

APPLICATION PROCESS

Families who wish to enroll their student at Excel Academy must do so through Enroll Jeffco. A separate application must be completed and submitted for each child. Applications received by the final day of First Round Choice Enrollment Application Period shall be randomly prioritized by grade level within the categories listed below in Step 1, and students will be accepted based on the available openings. Waiting lists, which are prioritized, will be created if the number of applicants exceeds space available at the school. If a student is not accepted at a school during the First Round Choice Enrollment Period, the student will remain on the prioritized wait list and carry over to Round Two.

Applications submitted during the Round Two Choice Application Period shall be received and approved on a "first-come, first-served" basis, as specified in Jefferson County's policy. Round Two begins in February and ends in August. If space is not available, applicants shall be put on an annual prioritized wait list. The annual prioritized wait list for a given school year begins after class spaces have been determined in the Round One process and will be maintained through the end of August of that same year. If an applicant is not admitted for a given school year, the student must reapply under the Excel Academy Choice Enrollment Process if admission is desired for the following year.

ENROLLMENT CRITERIA

Enrollment is open and tuition-free to any child meeting student eligibility requirements in Step 2 and residing in the Jefferson County Public School District. Excel Academy will abide by all Federal laws, and constitutional provisions prohibiting discrimination on the basis of disability, race, color, age, creed, gender, sexual orientation, national origin, religion, or ancestry.

REQUIRED DOCUMENTS

Copies of the following must accompany the child's application:

1. Birth certificate
2. Proof of residency requires both:
 - a. a copy of a utility bill **and**
 - b. a copy of driver's license of parent/guardian

ROUND ONE CHOICE ENROLLMENT APPLICATION PERIOD

Exact dates are determined yearly, but usually begin the second week of January and continue for approximately two weeks.

Step 1: Applicant Priority

The Enroll JeffCo program will randomly assign a number to each applicant in each category for each grade level. Priority categories, which follow Excel Academy Policy, are as follows:

1. Staff children and siblings of currently enrolled students (in-district and out-of-district)
2. All other in-district applicants
3. Out-of-district applicants

Step 2: Determining Student Eligibility

The school shall determine for each applicant whether the applicant meets established eligibility criteria for enrollment in the school, including but not limited to, (a) age requirements; (b) whether Excel Academy is able to meet the applicant's special needs; or (c) whether the applicant has been expelled or is in the process of being expelled as a habitually disruptive student or for a serious violation in a school building or in, or on, school property.

Step 3: Accepting Applicants

Eligible applicants at each grade level shall be placed where space is available according to their randomly selected priority number within the categories listed in Step 1. When space is not available, annual prioritized wait lists are established according to the random number and priority category ranking. The annual prioritized list for a given school year stays in effect for the entire school year of the year for which enrollment is sought, and vacancies shall be filled from this list.

If applicants are not accepted, they must reapply under the choice enrollment process for the following year.

Step 4: Notifying Applicant

For the Round One Choice Enrollment Application Period, Enroll JeffCo shall provide notification of either acceptance or where they are on the annual prioritized wait list. The Round One applicants shall have priority over those applicants applying during Round Two. If an opening becomes available, applicants shall be notified by email and will be given 5 days to make a decision.

Step 5: Acceptance

Once a spot is offered, parents shall be given 5 days in which to make a decision regarding the acceptance of an opening at Excel Academy.

ROUND TWO CHOICE ENROLLMENT APPLICATION PERIOD

Exact dates are determined each year, but usually begin the second week of February and continue until the last day of August of the same year.

Round Two Applications shall be processed in the same manner as Round One Applications, as specified in Steps 1-5 above.

ADMINISTRATIVE TRANSFERS

Students are normally not accepted into Excel Academy after October 1st. Transfer requests after

October 1st from other Jefferson County Schools will be considered on a case-by-case basis. To be considered, in addition to the student's application, the student must also submit a Jefferson County Administrative Transfer Form to Excel Academy, as well as a copy to their current school. Both the principal of the current school and of Excel Academy must approve the outgoing transfer.

GROUNDINGS FOR DENIAL OF ADMISSION

The following are grounds for denial of admission to students requesting choice enrollment:

1. There are no openings available.
2. Excel Academy does not offer appropriate programs or is not structured or equipped with the necessary facilities or personnel to meet special needs of the student, or does not offer the particular program requested. Acceptance of Special Education students is conditional pending outcomes from an IEP review and availability of space.
3. The student does not meet the established eligibility criteria for participating in a particular program, including, but not limited to, age requirements.
4. The student has been expelled from any school district during the preceding 12 months, or has engaged in behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students, or of school personnel.
5. The student has been expelled at any time, or is in the process of being expelled, as a habitually disruptive student or for a serious violation in a school building in, or on, school property.

EXTRACURRICULAR (BONUS) LEARNING

Students have an opportunity to enroll in afterschool activities, such as show choir, band, debate club, art club, Let's Play Music, Creative Face Painting, Hula Hooping, Power Brain and Yoga. We also offer a wide variety of outside groups who come into Excel: Strategic Kids, Mad Science, Sticky Fingers Cooking, Hypothesis Kids, Talk to the Camera and Summit Chess Club. Beginning in sixth grade, students may try out for cross country, volleyball, soccer, and basketball. We encourage students to find an activity that seems interesting to them.

Students participating in after school activities should be picked up promptly after the activity ends. Students, who are not picked up on time after these activities, will be escorted to Before/After School Care, and parents will be charged the daily rate. Siblings of students involved in after school activities may not be left in the care of siblings during these activities.

YMCA also provides before and after school childcare for students if parents need this service

INTERNET ACCEPTABLE USE

Students may only access the internet with a completed permission form. Both students and parents/guardians must sign the form.

Netiquette - Students should always use the internet, network resources, and online sites in a courteous and respectful manner. All technologies provided by the Excel are intended for education purposes. All students are expected to use good judgment and to follow internet guidelines set forth in the permission form including: be safe, be appropriate, be careful and be kind; do not try to circumvent technological protection measures; and ask a staff member if you have questions.

Cyberbullying - Excel Academy students are expected to treat each other with kindness and care online. Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Students should never send emails or post comments that tease, scare, harm, or intimidate others. Engaging in these behaviors, or any online activities that cause harm (physically, socially, or emotionally) to another person, will result in severe disciplinary action and loss of online and technological privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and visible to others even when you think you deleted them.

LOCKERS

Lockers are issued to students in sixth, seventh, and eighth grades. Lockers are the property of Excel Academy and are subject to inspection at any time. Students should not vandalize or damage lockers in any way. Replacing lockers or broken parts becomes the responsibility of the student and family. Excel Academy assumes no responsibility for stolen items. Large amounts of money, expensive jewelry or other valuable possessions should not be brought to school. At no time will the school assume responsibility for valuables.

LOST AND FOUND

There is one Lost and Found area at Excel Academy. It is located to the left of the cafeteria door on the south-facing wall across from the door that goes out to the playground.

Unclaimed clothing, books, and other items found at the school will be placed in the Lost and Found area. These materials can be claimed through the end of each semester. After the end of the semester, all unclaimed items will be donated to charity.

To avoid having students' clothing or other items end up in the Lost and Found area, please mark items clearly with the student's name.

PLAYGROUND RULES

The following ground rules are enforced on the playground:

1. All games should be played with safety in mind for everyone using the playground. For example, ball games need to be played where balls are not going to hit non-players.
2. The playground equipment is to be used properly. If there are questions about use, consult with a staff member.
3. No climbing on, or jumping off, the top bars of the monkey bars. No sitting on top of the monkey bars.
4. No aggressive playing or pretending to fight.
5. No toy weapons of any kind are allowed on the school grounds.
6. No throwing objects (rocks, snow or sand, or wood chips).
7. Only one child may go down the slide at a time and must use only a forward and sitting position on the slide.
8. Jump ropes are only to be used for jumping rope.
9. All students need to help to pick up the playground area after their time is completed.
10. Shoes must be worn at all times.
11. Students are not permitted on wet or icy playground equipment.

REPORTING ABUSE

Safe2Tell®
1-877-542-7233

[Safe2Tell](#) provides students/families a way to report any concerning or threatening behaviors or activities that might endanger themselves or someone they know.. Students are always encouraged to speak to an administrator immediately to help keep everyone safe, but should a student feel more comfortable reporting and remaining anonymous, Safe2Tell is an excellent resource.

COMMUNICATION NORMS AND PROTOCOLS

At Excel Academy it is our goal to remain respectful and kind in our exchanges with staff, students, and families. We encourage direct and timely communication whenever possible.

As a staff and a community, we will:

- Be accountable to the school's mission, visions, values and ideals.
- Be adaptable and flexible.
- Use a polite and respectful tone.
- Listen to one another with the intent to understand.
- Enter the exchange with an open mind and assume a shared best interest for the interaction.
- Be prepared to work collaboratively to solve problems.
- Presume good intent. We approach all conflict as an opportunity to be curious and come to a common understanding with next steps. We avoid accusing and assuming.
- Come with solutions when we bring a problem, or be willing to work on solutions; refrain from

- negative discussions about others or issues.
- Keep confidential information secure.
- Be transparent and forthcoming wherever possible without compromising confidential information

If families have a concern, the issue should be brought to the classroom teacher first via email or phone call. The issue will be initially addressed by that person. If the student is on an IEP, please copy the case manager so that that staff person is part of the communication.

We want to respect each other's time and for all meetings to be as productive and intentional as possible. This requires staff to have sufficient time to prepare for meetings.. Unless scheduled by the teacher or special education teams, we try to avoid meetings prior to the start of the school. We ask that all meeting requests be communicated to the front desk so we can be sure everyone is signed in and teachers are available and well prepared.

It can be difficult for teachers to have unplanned conversations/meetings when they are preparing instruction or supervising students during the school day or during their planning times. Please refrain from impromptu meetings to ensure all staff are available to supervise and instruct students, and to provide them with planning periods.

WEATHER-RELATED DISMISSALS

Excel Academy will close if weather-related conditions close the Jefferson County Public Schools. A recorded message will be placed on our main number (303-467-2295) if school is closed. Excel Academy makes the decision to delay the start of school or close school even when the district may choose to remain open. The safety and well-being of students and families is our biggest concern. Please listen to the major radio or television stations for snow closure announcements.

If the Jefferson County School District determines the weather has deteriorated to the point where they will be closing school during the day, we will do the same. This means that closure due to snow will not always be the same as the Jefferson County School District.

For district-wide closure information, you can call (303) 982-6600 or go to the Jeffco School District website. **If the other district schools are closed, and there is no message concerning Excel Academy, you may assume Excel is closed as well.** Please do not call the school office, but listen to a radio or TV station for closure details. In these situations parents who have signed up will receive a phone alert.

Parents are asked to stay in the foyer during emergency dismissals for snow storms or other weather-related dismissals. Parents must have written permission and photo identification in order to pick up children other than their own, (they may also give verbal permission to the front office). When parents or drivers show up, those children will then be called to the office area.



SCHOOL OFFICE PROCEDURES

ATTENDANCE POLICY

The state of Colorado provides by law for compulsory school attendance of all children between the ages of six and seventeen years. The responsibility for compliance with the law belongs to the parents. The school must notify parents if there is a concern with attendance. The school is obliged to keep an accurate record of daily attendance. This record is placed in the student's permanent record and kept on file indefinitely.

Attendance

Attendance is an important part of ongoing learning. Subject matter builds over time. The importance of daily attendance to support academic goals and social-emotional well-being cannot be overemphasized. Absences have a negative effect upon instructional continuity, and regardless of attempts to make up the work, students can struggle to complete assignments they missed in class. The staff cannot teach students who are not present. The regular interactions among students in the classroom, during their participation in a well-planned instructional activity, implemented by a highly qualified teacher, cannot be easily replicated.

Excel Academy aligns with district policies on attendance and absences (Jeffco Policy JH), which allow a student, who has an excused absence, to request makeup work from the teacher on the day they return to class. The student then has two days, for every day absent, to submit the work for credit.

Student Absence Procedures

For absences, parents must call the attendance telephone line to report absences by 9:00 a.m. If the child is going to be absent more than one day, the parent may mention that on the first day's call. If the parent anticipates only one day's absence and it will be longer, they should call the school office each successive day. When an absence has been called in, it is not necessary to send a note upon the student's return to school. Students and siblings may not excuse or report absences. Parents/guardians must make the absence calls. An absence is unexcused until a parent or guardian calls.

Attendance Telephone: (303) 467-2295, ext. 5

We ask parents to provide the following information when they call:

1. Month and day of absence being reported
2. Student's full name
3. Name of student's teacher
4. Person reporting the absence

5. The following is a comprehensive list of excused absences:

- A student who is temporarily ill or injured, or whose absence is approved by the Executive Director on a prearranged basis. Prearranged absences shall be approved for outside of school hours.
- A student who is absent for an extended period due to physical, mental or emotional disability.
- A student who is attending any school-sponsored activity or activities of an educational nature or who is receiving Jeffco educational services with advance approval by the Executive Director.
- Excused absences include funerals, illness, injury, legal obligations, medical procedures, observances of religious holidays, and extenuating circumstances determined by the Executive Director.
- A student who is visiting a parent or guardian, who is an active duty member of the uniformed services, and has been called to duty, is on leave from, or immediately returning from, deployment to a combat zone or combat support posting.

Excel Academy may require suitable proof regarding the above exceptions, including written statements from medical sources.

Missing two (2) clock hours equals a half-day absence. Missing four (4) clock hours equals a full-day absence.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four (4) days in one month or 10 days in one year. The parents or guardian of the student receiving an unexcused absence will be notified by the school of the unexcused absence.

In order to effectively communicate with parents regarding the number of accumulated absences throughout the year, emails/letters will be mailed out to parents starting with five (5) absences and will be sent out every five (5) absences after that. These emails/letters are intended to keep parents informed.

Tardies

Student attendance is critical to the educational process. Tardiness is a form of absence and interferes with student learning. Disruption and loss of instruction time result when students are not in their classrooms ready to begin learning on time. A student who is only 5 minutes late every day loses 15 hours of instruction in a school year. The following are guidelines for dealing with tardies:

- Tardy students must be checked in at the office by their parent/guardian before going to class.
- Teachers are encouraged to institute a policy/procedure for the beginning of each class that consists of an opening activity/assignment that is graded and recorded and must be made up if a student is tardy.
- Tardies which are “excused” (the same reasons for excused absences apply to excused tardies) will be noted by the teacher and the student will be able to make up work. This procedure will align with Jefferson County School District absence policies: a student must request the work missed within 24 hours of the day they have a tardy and submit the completed assignment within two days.
- Tardies must be “excused” by written notification from the parent or guardian within 24 hours of the tardy; otherwise, the “unexcused” classification will apply.
- After each unexcused tardy, parents will be informed via School Messenger email and voicemail notification.
- Habitual tardiness will result in further disciplinary action.

CHANGE OF ADDRESS AND PHONE NUMBERS

Please notify the school immediately if you change your address, e-mail, telephone numbers, or place of employment. It is essential that the school have this information to reach families in emergency situations and illness. It is the parent/guardian responsibility to update all contact information. Please update all contacts in Jeffco Connect in addition to updating at Excel.

CLASS PLACEMENT

Class placement is at the sole discretion of the Executive Director and based on information collected over the course of the year by the prior year’s teacher.. If parents wish to make a reasonable request for the placement of their children in a specific classroom for the next school year the following procedures should be followed:

- Send an email to the Executive Director and include the enrollment secretary. Please include information about the student and the academic/social-emotional classroom environment you believe would work best for your child, as opposed to requesting a specific teacher. This allows us to focus on the needs of the student.
- Our primary goal is to make sure we have the best possible fit for your child, the other students in the class, and the teacher. You may set up an observation with our enrollment secretary to view various classroom environments. These observations are not to interact with teachers or “interview” them to determine a fit for your child. If you have questions, we ask that you email the teacher so he/she may respond at an appropriate time.

Please keep in mind there are a variety of factors that go into the decision-making process. The staff

takes this very seriously, and we devote quite a bit of time and energy to this process. Prior to the end of the year we look at each child and their academic, and social-emotional needs to determine which classroom might be the best fit. The staff spends a day together working on class lists for the following year. Teachers work together with previous teachers and other support staff to carefully consider the best placement for each child.

We try to consider parent input and/or requests as one piece of a much larger puzzle. We cannot guarantee we will be able to honor requests for specific teachers. However, we can promise that a lot of care and thought will go into choosing the placement for each child in a setting that will enable them to have joyful, engaging, and challenging experiences.

LEAVING SCHOOL EARLY

For early departure a parent or guardian must check the student out through the office by signing the Check In/Out Sheet before students leave the school campus. Unless it is an emergency or an unavoidable appointment, we ask that parents try not to check students out of school between 3:00 p.m. - 3:20 p.m. Pulling students during school hours, particularly at this time, creates a significant disruption in the classroom and interferes with learning and dismissal of all students.

If someone other than the parent will pick up the child from school during school hours, the office must be notified in writing or via a phone call. No exceptions. We will need the following information:

1. name of person authorized to pick up the student and relationship to student
2. reason for the early dismissal
3. time of pick-up and whether student will return to school that day

Jeffco requires that someone other than a parent present an ID to the staff before pick-up. This person must also be on file in Jeffco Connect as an authorized person for pick-up. Office personnel will request the student to report to the office once the parent has signed the student out for the day. Please do not ask for the student to be waiting in the office, as we want to disrupt the instructional time as little as possible for them and for their classmates.

MESSAGES FOR STUDENTS

We will always try to relay a message to a student if it is received no later than 3:00 p.m. Office staff will get this message to your child when it will not interrupt instructional time. If it is an emergency, we will pass on the message immediately. Please contact the front office for assistance with messages.

PARENTS OUT OF TOWN

If you leave your child with another person and are out of the area, please communicate with the school office and provide the name, address, and phone number for the temporary guardian. Also, include the permission for this person to check your student out of school, and please note the length

of time you will be out of town. The school office will hold all information in confidence.

PERMANENT RECORDS/STUDENT FILES

Parents may view a child's permanent record at any time. Please give the school a one-day notice so the record may be retrieved from the files. The record must be reviewed in the presence of the Executive Director or an Assistant Director.

Confidentiality Safeguards:

Student records are maintained in accordance with the Federal Family Educational Rights (FERPA) and Privacy Act of 1974, the Colorado Public Records Act and the Colorado Children's Code Records and Information Act. The purpose of this policy is to assure parents and students themselves, if they are eighteen years of age or older, that they may have access to their education records; to provide for the permissible sharing of information with law enforcement agencies as provided by law; and to ensure each individual's right to privacy shall be protected by limiting the transferability of education records without consent of the parent or eligible student except as otherwise provided by law.

All permanent records of students enrolled at Excel Academy are maintained at Excel Academy. All requests for inspection and review of education records and requests for copies of such records, as well as disclosure of personally identifiable information except as provided by law, shall be maintained as a part of each individual's record. Parents, or eligible students, who believe information contained in the education records of a student is inaccurate or misleading or violates the privacy or other rights of the student, may submit a request to the Jefferson County School District that the records be amended.

Board Policy 5.5-Student Records

Each student's permanent record may be viewed within one (1) day by the parent or legal guardian in the presence of the Executive Director.

REGISTRATION

Registration forms must be completed and there must be contact information for all parents/guardians and two additional emergency contacts other than the parents. The school must use these contacts in the event the parents cannot be reached by telephone. Any disability or allergies of a student should be noted on the registration form and the medical forms contained in the enrollment package. Current IEPs (Individual Education Plans) or Section 504 plans must be indicated.

STUDENT HEALTH

Accidents

All accidents that occur on the school grounds must be reported to the school office. Students will receive care according to the Colorado Emergency Guidelines for Schools. This may include calling parents as well as emergency personnel in serious situations.

Clinic

There is a Clinic Aid in the health office to provide services for your child. The Clinic Aid can provide the following services for your child, basic first aid, give medications after proper paperwork has been filled out, perform vision and hearing screenings, maintain health files including immunization records, and work with school nurses about specific student health concerns. It is imperative that someone be available and prepared to pick up their student in the event of illness or accident. We request that a sick student be picked up within 30 minutes of the school contacting the parent or emergency contact.

The clinic aid is unable to provide medical opinions, advice, or diagnose your child's health condition. If a student needs medical attention, parents will be advised to contact their health care provider.

If your child has a health concern, please notify the school's clinic as soon as possible so that the Clinic Aid and School Nurse can work with you to develop a Health Care Plan. Health Care Plans provide direction to school staff on how to manage your child's health needs in school. If your child has asthma, a severe allergy, diabetes, seizures, or another health concern please reach out, so the proper paperwork can be filled out to provide direction to school staff on how to manage your child's health needs in school. The forms below should be filled out by your child's provider as well as signed by the parent. Once these forms are filled out please bring them to school along with the proper medication.

Asthma Action Plan

<https://www.cde.state.co.us/healthandwellness/coloradoasthmacareplan-2018>

Allergy & Anaphylaxis Emergency Care Plan and Orders

<https://www.cde.state.co.us/healthandwellness/standardanaphylaxisplan2016>

Medication Policy

Parents must provide a medication order signed by their healthcare provider if their student has a condition that will require administration of any medication (prescription or non-prescription including Tylenol). Parents are asked to provide medication along with the appropriately signed medication form which can be readily accessed on our Health Services website at

http://www.jeffcopublicschools.org/services/health_services/medications. Once received, a nurse may delegate administration of either a prescription or over-the-counter medication, based on the healthcare provider's order. Medication will be administered only by school personnel to whom the area nurse consultant has delegated this function pursuant to the Nurse Practice Act.

Medication must be provided in an individual pharmacy-labeled container or original over-the-counter container. The label and/or doctor's order shall state the student's name, the name of the medication, the time it should be administered, the dosage, the route, and when the medication is to be discontinued (where appropriate) and the name of the authorized prescribing physician.

School personnel will maintain the Medication Permission Form as a written record for all medications administered to students. The record will include the student's name, medication to be administered, dosage, date, the time administered, and the name of the school personnel assisting the student.

A student may Self Carry their medication with the authorization of a prescribing physician as well as the School Nurse. A Self Carry contract will be created between the student, the parent, and the School Nurse Consultant. If the student misuses the privilege to self-carry the medication the School Nurse Consultant may withdraw the privilege.

Immunization (and exemption) Requirement

The immunization requirement law will be strictly enforced for all students. Students who do not meet the immunization requirements listed below will be denied attendance pursuant to Colorado Revised Statutes 25-4-902. Transfer students will be expected to submit a complete Certificate of Immunization or Exemption.

Pursuant to C.R.S. 25-4-903, parents may exempt their children from receiving immunizations for personal, religious, or medical reasons. Parents choosing to exempt must fill out the proper paperwork www.colorado.gov/vaccineexemption

Colorado law (Board of Health rule 6 CCR 1009-2) requires all students attending Colorado schools and licensed child care to be vaccinated against certain diseases, unless an exemption is filled.

Please refer to “Kindergarten through 12th Grade Immunization Chart Immunizations Required for School Attendance”. The state of Colorado has passed new immunization laws, if any school has an outbreak of measles students that have not been immunized must be out of school for a period of three weeks.

Kindergarten through 12th Grade Immunization Chart
Immunizations Required for School Attendance 2017-18

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age)
	<i>Vaccines must follow MINIMUM INTERVALS & AGES to be valid. A 4 day grace period applies in most situations.</i>	
Diphtheria/Tetanus/Pertussis (DTaP) <i>Only licensed through 6 yrs of age.</i>	4 to 5	5 DTaP unless dose 4 given is given on or after the 4 th b-day. Final dose of DTaP given no sooner than 4 years of age.
Tetanus/Diphtheria/Pertussis <i>For students 7 years of age or older who did not have a full series of DTaP.</i>	3 or 4	3 doses tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap) is required, or 4 doses required if 1 st dose of DTaP is given before 1 year of age. 1 dose of Tdap given if DTaP series not completed and student is at least 7 yrs of age. Tdap is required at 6 th grade entry through 12 th grade.
Polio (IPV) <i>With combination of OPV & IPV, need series of 4 doses</i>	3 to 4	4 IPV unless 3 rd dose is given on or after 4 th birthday. Students who were compliant with 3 or 4 doses (4 weeks minimum intervals between doses) prior to August 7, 2009 have met the requirement.
Measles/Mumps/Rubella (MMR) <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten & through 12 th grade.
Varicella (Chickenpox) <i>There must be at least a 28 day interval between 2 live vaccines.</i>	2	The 1 st dose is not valid if administered more than 4 days before the 1 st birthday. 2 doses are required for students entering Kindergarten & through 12 th grade. <i>Note: no vaccine required if there is laboratory documentation of chickenpox disease or a disease screening performed by a health care provider.</i>
Hepatitis B <i>Dosing must follow minimum intervals between doses and last dose must be administered at or over 24 wks of age.</i>	3	The 2 nd dose administered at least 4 weeks after the first dose. The 3 rd dose must be administered at least 16 weeks after the 1 st dose, at least 8 weeks after the 2 nd dose, and the final dose must be administered no sooner than 24 weeks of age. <i>Note: there is a specific 2-dose series for ages 11-15 years only using adult vaccine.</i>

RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-PREVENTABLE DISEASE

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age) <i>Vaccines administered ≤ 4 days before the minimum age are valid</i>
Influenza (Flu)	1 to 2	2 doses initially if under 9 yrs of age with a minimum interval of 28 days between doses, then 1 dose annually, thereafter. (Recommended for all children 6 months of age and older).
Meningococcal Meningitis		
MenACWY MenB	<u>2 doses</u> Series	Adolescents 11-18 years of age (11-12, 16-18) Adolescents 16-18 years of age
Human Papillomavirus (9vHPV)	2 to 3	Adolescents 11-18 years of age Series initiation age 9-14 - two doses 6-12 mo apart Series initiation 15+ - three doses 0, 1-2 and 5 mo
Hepatitis A (Hep A)	2	All children 1 year of age and older

Immunization requirements strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Colorado Revised Statutes 25-4-902. There are three ways to be in compliance with the school immunization law:

1. Student's immunization record shows they are fully immunized with required vaccines. A laboratory report for some vaccines or diseases showing immunity is also acceptable.
2. For the student who is not up to date on required vaccines, the school will notify the parent/guardian that the student has 14 days to receive the required vaccine(s) or to make an appointment to receive the required vaccine(s). Parents are to provide a written plan for the remaining vaccines following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not followed, the student shall be excluded from school for non-compliance.
3. Submission of a Medical Exemption form signed by a health care provider or a Non-Medical exemption (religious or personal) submitted by a parent/guardian or emancipated student go to www.colorado.gov/vaccinexemption

Last Reviewed September 2017



COLORADO
Department of Public
Health & Environment

Vision & Hearing Screening

Students in grades K-3, 5, and 7, as well as new students, will be screened for visual and hearing problems. The screening will be at the beginning of the school year. If there are suspected problems you will be notified of the results of the screening. It is recommended that you seek professional advice (an ophthalmologist and/or an audiologist) if your child has failed a vision and/or hearing screening.

Clinic/ Illness

Parent/Student Handbook

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Here are some guidelines we give parents to help them determine how sick is too sick to send their child to school:



Children's Hospital Colorado

**ILLNESS POLICY - HOW SICK IS TOO SICK?
WHEN TO KEEP YOUR CHILD AT HOME
FROM SCHOOL OR CHILD CARE**

There are three main reasons to keep sick children at home:

1. The child doesn't feel well enough to take part in normal activities, (such as; overly tired, fussy or won't stop crying).
2. The child needs more care than teachers and staff can give, and still care for the other children.
3. The illness is on this list and staying home is recommended.

And remember, the best way to prevent the spread of infection is through good hand washing.

Children with the following symptoms or illness should be kept home (excluded) from school:

SYMPTOMS	Child Must Be at Home?
DIARRHEA frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine	Yes - if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting; if child has diarrhea that overflows the diaper or the toilet
FEVER with behavior change or other illness A fever of 100°F or above in babies 4 months or younger needs immediate medical attention.	Yes, when the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.
"FLU-LIKE" SYMPTOMS Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea	Yes - for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever
COUGHING <u>Note:</u> Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment	Yes - if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary
Mild RESPIRATORY OR COLD SYMPTOMS stuffy nose with clear drainage, sneezing, mild cough	No - may attend if able to take part in school activities <i>Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</i>
RASH WITH FEVER <u>Note:</u> Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor	Yes - call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated
VOMITING Throwing up two or more times in the past 24 hrs	Yes - until vomiting stops or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness and for dehydration

**ILLNESS POLICY - HOW SICK IS TOO SICK?
WHEN TO KEEP YOUR CHILD AT HOME**

ILLNESS	Child Must Be at Home?
CHICKEN POX	Yes - until blisters have dried and crusted (usually 6 days)
CONJUNCTIVITIS (PINK EYE) pink color of eye <i>and</i> thick yellow/green discharge	No (bacterial or viral) – children don't need to stay home unless the child has a fever or behavioral changes. Call the doctor for diagnosis and possible treatment.
CROUP (SEE COUGHING) <u>Note:</u> May not need to stay home unless child is not well enough to take part in usual activities	Seek medical advice
FIFTH'S DISEASE	No - child is no longer contagious once rash appears
HAND FOOT AND MOUTH DISEASE (Coxsackie virus)	No - unless the child has mouth sores, is drooling and isn't able to take part in usual activities
HEAD LICE OR SCABIES	Yes - from end of the school day until after first treatment.
HEPATITIS A	Yes until 1 week after the start of the illness and when able to take part in usual activities
HERPES	No, unless - the child has open sores that cannot be covered or is drooling uncontrollably
IMPETIGO	Yes - for 24 hours after starting antibiotics
RINGWORM	Yes - from end of school until after starting treatment Keep area covered for the first 2 days
ROSEOLA	Yes – if the child has a fever and rash, call the doctor
RSV (Respiratory Syncytial Virus)	Staying home isn't necessary, but is recommended when a child is not well enough to take part in usual activities and/or is experiencing acute respiratory symptoms. Call the doctor. RSV spreads quickly through classrooms
STREP THROAT	Yes - for 24 hours after starting antibiotics and the child is able to take part in usual activities
VACCINE PREVENTABLE DISEASES Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes – the doctor says the child is no longer contagious
YEAST INFECTIONS including thrush or Candida diaper rash	No - follow good hand washing and hygiene practices

References

- American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. 2011. Caring for our children. National health and safety performance standards, Guidelines for early care and education programs. 3rd edition. Elk Grove Village, IL.
- American Academy of Pediatrics, *Managing Infectious Diseases in Child Care and Schools*, 3rd Edition, Elk Grove Village, IL, 2013.
- Colorado Department of Public Health and Environment, Communicable Disease Epidemiology Program, *Infectious Disease in Child Care Settings: Guidelines for Schools and Child Care Providers*, Denver, CO, October 2013.

STUDENT INFORMATION RELEASE

FERPA provides parents with certain rights with respect to their children's education records. Generally, schools must have written permission from the parent in order to release any information from a student's education record, except to certain entities. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Authorization for inclusion in the directory is in the form completed at Registration. Schools must notify parents annually of their rights under FERPA. For more specifics concerning parents' rights, please consult the FERPA website <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Student information will be supplied to the student directory and the yearbook. A picture of your student may appear in the media, web page, yearbook, or on a brochure. If you do not wish to have your child in any form of media, please notify the Executive Director and the enrollment secretary as soon as possible at the start of the year and by the end of August. On occasion a teacher may use videotaping in his or her classroom as part of a lesson or to provide the teacher with an opportunity to observe the lesson at a later time. Please follow the above procedures if you do not want your student videotaped. Please be sure to renew these requests each year.

STUDENT TELEPHONE USE

A telephone is available in the school office for emergency phone use by students. Student cell phones must be turned off and stored in backpacks or lockers during regular school hours.

TRANSFERS AND WITHDRAWALS

Students transferring from Excel must be cleared through the school office.

Students withdrawing from Excel permanently must be checked out through the school office. If possible, please notify the school office in advance of pending transfers or withdrawals. If a student leaves school permanently for any reason, the following procedure must be followed:

1. Parents inform the office of their intention of withdrawing.
2. The office issues a withdrawal form.
3. The office checks with the staff to see that all books and materials have been returned.
4. Student fees will not be refunded. Fundraising or student field experience fees are not refundable.
5. The office prepares an attendance sheet that indicates the days present and absent.
6. The office makes a copy of the student's immunization record and attaches it to the withdrawal sheet. The student takes these items to the new school.

VISITORS AND VOLUNTEERS

We believe that volunteers are an invaluable resource for students, staff, and the whole school community. We encourage volunteers to share their gifts and talents with the community in support of student academics and enrichment opportunities.

Volunteers are welcome in the classroom as long as they do not cause any disruption and adhere to strict guidelines about student privacy. The school is intended to be a space of safety and belonging for all students and their privacy for academic, social-emotional, behavioral, and physical needs are protected. Should this be violated, we will ask that a volunteer no longer serve in that capacity.

We ask that at the beginning of the year, all volunteers wait until after the first month of school to come into the building to support the classrooms. We ask this to provide time for teachers to set classroom expectations and build initial community relationships with students and in support of peer-peer connections.

Please note: Excel Academy is a closed campus. State and federal laws mandate that all visitors and volunteers must check in at the school office, present a valid driver's license at the office, get checked in at the office, and receive a name badge before proceeding into the school. All visitors must also check out with the office as they leave.

Visitors other than parents are not permitted in the classroom unless they have permission from the Executive Director. All visitors and volunteers must wear a name tag during the time they are in the building. Name tags are available at the office. Only school staff who have been trained and attended ethics training are allowed in classrooms during standardized testing.

Children, including siblings, who are not Excel Academy students, are considered visitors and must be accompanied by a parent or adult at all times.

For classroom observations, parents should call the front office at least two business days in advance and indicate when they would like to visit. This gives the office time to check with the teacher regarding the schedule for that day. The office will then notify you to confirm or reschedule.



FAMILY INFORMATION

CONFIDENTIAL FAMILY SURVEY

Each spring the school distributes a confidential survey to parents. The survey provides feedback on

how we are performing as a school. The results of the survey are used to understand areas of success and opportunities for growth, to report to foundations for grant purposes, forward to agencies to which we are accountable, and assist in future planning. Please complete your survey as soon as possible after you receive it.

FAMILY INVOLVEMENT/RESPONSIBILITIES

A basic tenet of Excel Academy's philosophy is the importance of family involvement with the school. Families can be involved at Excel Academy in many ways. Family members make up the majority of the Board of Directors. It is the Board's responsibility to ensure that the mission and programs of Excel Academy are implemented and the Board develops policies to support the success of the school. Parents serve on all standing committees and task forces. Part of the purpose of these groups is to research topics/issues and make recommendations to the Board.

Families also participate by volunteering to assist in the operation of the school. We appreciate any hours that families can provide in support of the various programs. These volunteer hours may be spent helping the teacher in the classroom; working on a school committee; assisting with recess; helping in the office; working on the facility; or any number of other projects that directly benefit the school operation. This type of family involvement helps Excel Academy to keep operating costs low and supports strong community relationships. It is recommended that families try to provide up to 40 hours each year in volunteer hours. Some families may opt to financially support the school or programs through donations and that support is welcome too.

BACKGROUND CHECKS

School safety and the well-being of students and staff is essential to daily work in schools. Any visitor and/or parent/guardian or family member that enters the building will be subjected to the basic background check that passes through the Raptor process at the front office. However, anyone volunteering more than 10 hours per week will need to complete a more thorough background check process each year.

FAMILY /TEACHER CONFERENCES

The staff is committed to communication with families throughout the school year. Regularly scheduled conferences in the fall and spring (at the end of the first and third trimesters). If staff and/or families determine additional time is needed, they can make arrangements to communicate further directly with the teacher(s). These scheduled conferences are a wonderful opportunity to exchange more detailed information with families. We also realize that you may need additional opportunities to share timely information with staff. We ask that additional conferences be arranged ahead of time with the teacher(s) or administrators to support the preparation for that time together and provide enough notice for staff to dedicate time on their calendars. Drop-in conferences cannot be honored.

Student Evaluation and Grade Reports:

- Grade Reports are given out three times a year. Final grades for each trimester can be viewed online through Infinite Campus. Excel does not provide a paper copy of grade reports.

PARENT TEACHER ORGANIZATION (PTO)

The Excel Academy Parent Teacher Organization (PTO) serves an important role within the school. Please see the Excel Academy website for opportunities available through the PTO. Teachers are also encouraged to participate at any level within the PTO.

The PTO is a parent support organization that works as a communication liaison between volunteers, the school staff, and the School Board of Directors. The PTO is governed according to its bylaws which have been approved by the Excel Academy School Board of Directors. Meetings are open to the entire school community. Please see the PTO schedule or the school Calendar of Events for a list of meeting dates.

The PTO provides support to enhance student learning experiences, assists with the organization and implementation of school programs, projects and events, and works in partnership with the Executive Director and the School Board of Directors.

PARENT CODE OF CONDUCT

Board Policy 10.3- Parent Code of Conduct Compliance

CONCERNS AND GRIEVANCES

Policy 10.2 - Parent/Student Grievance Process



STUDENT INFORMATION

STUDENT CODE OF CONDUCT

Board Policy 5.2-Student Code of Conduct

Each student has the right to the school environment as a means for self-improvement and individual growth. Excel expects all students will conduct themselves in a manner compatible with the school's function as an educational facility. Conduct that disrupts the operation of the school and interferes with the rights of others, or damages school or personal property, will result in disciplinary action.

STANDARD RESPONSE PROTOCOL

Our school adheres to the Standard Response Protocol developed by the I Love You Guys Foundation and many first responders here in Jefferson County. All our students, from kindergarten to eighth grade, will be learning how to respond during emergency situations like: weather, fire, accidents, or intruders.

There are four specific actions that can be performed during an incident. These actions are outlined on the second attachment.

By using the same vocabulary, everyone can understand the response and status of any event. For students, this provides continuity of expectations and actions throughout their educational career. For teachers, this becomes a simplified process to practice and implement. For first responders, the common vocabulary and protocols support their responses.

Within the first weeks of school, and throughout the year, all students of Excel Academy will receive this safety training and practice. The presentations are modified to be age appropriate, highly visual and allow for discussion. Still, emergency preparedness can be triggering for some and elevate stress. We will always provide debrief discussions and support from students to ease the anxiety of these times.

Please take time to review the [Standard Response Protocol](#) and discuss this safety plan and the questions it raises with your children. Thank you for your support to ensure the safety of all students and staff at all times.

STUDENT RIGHTS AND RESPONSIBILITIES

Each student at Excel Academy has the opportunity to use the school as a means for self-expression as a component of academic and character growth. We ask all students to conduct themselves and their expressions in ways that foster respect and kindness and ensure that others enjoy the same opportunities. It is also important to acknowledge that the school staff must safeguard the environment on behalf of all members of the school and to further the mission of the school.

FAMILY STATEMENT OF ACKNOWLEDGMENT

This Student/Family Handbook is an important document intended to help you become acquainted with Excel Academy. This handbook will serve as a guide; it is not the final word in all cases. Individual circumstances sometimes call for individual attention. The contents of this document may be changed at any time at the discretion of the Executive Director.

Please read the full document and sign electronically through the registration form in Operoo to

indicate your receipt and acknowledgment of the handbook contents.

By signing the document you acknowledge:

I have received and read a copy of the Student/Family Handbook. I understand the policies and rules described in it are subject to change at the sole discretion of the Executive Director at any time.

I understand it provides guidelines and summary information about the school's policies and procedures. I also acknowledge it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further acknowledge Excel Academy reserves the right to modify, supplement, rescind, or revise any provision, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I understand that should the content of the Student/Family Handbook be changed in any way Excel Academy may require an additional signature from me to indicate that I am aware of and understand any new policies.