



**EXCELSIOR
ACADEMY**
ENGAGE · ENCOURAGE · EXCEL

Parent/Scholar Handbook

**Excelsior Academy
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Director's Pledge

I care about each and every person at Excelsior Academy.

I promise to do my best to provide the most positive and caring school environment possible so that our teachers can teach, and our scholars can fulfill their potential for academic and personal growth.

Scholar's Bill of Rights

The Scholars at Excelsior Academy deserve to learn and play in the best and most intentionally inviting environment we can provide. Accordingly all staff and students will make every effort to observe the following:

Scholars at Excelsior Academy have the right to:

- *Learn in a disruption free environment.*
- *Know what is expected of them at all times in every area of the school.*
- *Be protected from physical harm.*
- *Be protected from verbal abuse.*
- *Have their positive behavior recognized.*
- *Have their personal property protected.*
- *Have their concerns heard.*
- *Be treated with kindness and caring.*

1. Governance

Excelsior Academy is locally governed by a volunteer Board of Trustees. It has its own governing board and operates independently of the local school district. The Utah State Board of Education and the State Charter School Board have oversight responsibility for this charter school and annually review the progress of this and every charter school in Utah.

The Board of Trustees holds its monthly open board meetings the last Wednesday of every month. This is a meeting for the Board of Trustees to conduct Excelsior Academy business. We welcome your interest and comments. However, comments/concerns will only be accepted at specified times during the meeting in order for tasks at hand to be conducted in a timely manner. During issues of discussion, the floor may be opened for public comment. Please keep your comments to two minutes. When you have a comment, please wait to have the floor before beginning your comments.

Board of Trustees

Ann Gubler - Chair
Mack Stoddard - Vice Chair
Ladonalee McKendrick - Secretary
Ruth Dunn - Treasurer
Diane Schmidt - Trustee
Shelly Taylor - Trustee

2. Academy Staff

2.1 Administration

Ernie Nix Director
Heather Wilson Administrative Assistant
Kimberly Stookey Business Administrator
Tammie Earhart.....Curriculum Director

2.2 Faculty

Elementary Staff

Kindergarten

Greg Orkiolla
Heather Soto

First Grade

Cassidy Hill
Linda Pietrzak
Brook Schulz

Second Grade

Nicholas Lennox
Christine Allen
Rachel Yeager

Third Grade

Heather Langevin
Robert Albrecht
Cynthia Russell

Fourth Grade

Amber Kleckner
Carrie Donahue
Sherri Dutton

Fifth Grade

Katie Gause
Elisa Parmley
Christine Pimlott

Middle School Staff

Social Studies

Wayne Boggs
Terise Boggs

Science

Brad Hendershot
Sadie Taylor

Math

Camille Diaz
Annie Swinton

Language Arts

Paul Bey
Cathryn Matheson

Faculty Specialists

Special Education

Eva Wayman

Fine Arts

Brenten Petersen

Health/PE/Wellness

Matt Alverson

Instrumental Music

Robert Grogan

2.3 Auxiliary Staff

Custodial/Maintenance

Tyler VanTassell

Office Support

Cami Deavila

Cafeteria

Jodi Ericson

SPED Paraprofessionals

Paraprofessional Specialists

3. Mission

The mission of Excelsior Academy is to educate scholars with a broad classical foundation of knowledge, assisting them with opportunities to learn at their challenge level while realizing annual achievement gains, with the option to accelerate their advancement, in an intentionally inviting environment to help scholars acquire a life-long love of learning.

4. Vision: Begin with the End in Mind

All teachers at Excelsior Academy have not only pedagogical training but also a detailed knowledge of the subject matter they teach. We instill in all our scholars an ethic of tolerance, civility, order, responsibility, and hard work. Our staff has agreed on a definite core knowledge and skill that all children will attain in each grade. We make sure that every scholar learns this core, and gains the specific knowledge and skill needed to prosper at the next grade level, thus enabling knowledge to build upon knowledge. Our teachers are vital members of professional learning communities and continually confer with their colleagues about effective ways of stimulating children to learn and integrate this specific knowledge and skill. The specificity of our goals enables us to monitor your scholar's performance and give focused attention where necessary that is facilitated by our tutor intervention program. To this end, we provide parents with a detailed outline of the specific knowledge and skill goals for each grade, and we stay in constant touch with them regarding the scholar's progress. Through this knowledge based approach, we make sure that all scholars perform at high levels and are challenged to excel. Attaining this specific and well integrated knowledge and skill gives our scholars pleasure in learning, as well as self respect, and it ensures that our scholars will enter the next grade ready and eager to learn more.

5. Expectations:

We believe that scholars will rise to the level of expectation that is set for them provided the staff supports and scaffolds the instruction during the education process. The best schools in this nation set high expectations and require rigor of their scholars and staff. We require rigor in all aspects of student and staff involvement: We require rigor in attire and grooming; we require rigor in attitude and demeanor; we require rigor in speech and writing; we require rigor in thinking and responses; and we require rigor in products and performances.

6. Academic Principle:

“A CHILD’S MIND IS HUNGRY FOR KNOWLEDGE, STIMULATION, AND THE EXCITEMENT OF LEARNING. A CHILD’S SCHOOL SHOULD PROVIDE THESE THINGS.....THE MOST RADICAL REFORM THAT SCHOOLS COULD POSSIBLY UNDERTAKE IS A FOCUS ON WELL-DEFINED AND CHALLENGING SUBJECT MATTER IN THE TRADITIONAL DISCIPLINES.”

E.D. Hirsch, Jr.

6.1 Curriculum

Excelsior Academy uses the research based, academically rigorous Core Knowledge Sequence to ensure that scholars meet and exceed the Utah State Core Curriculum. Core Knowledge is a solid, shared, sequential, and specific curriculum, based on the principles of establishing a national cultural literacy and broad common knowledge base. All our certified teachers receive extensive training in implementing Core Knowledge. To support Core Knowledge, we also use the following curriculum:

- a. Singapore Math, K-3
- b. Saxon Math, 4-8
- c. Spalding International Language Arts
- d. Shurley English
- e. Six Traits of Writing

6.2 Core Knowledge Sequence

The foundational curriculum of Excelsior Academy is Core Knowledge. Core Knowledge will be used to teach reading, writing, and grammar, as well as science, health, history, geography, music and visual arts. Core Knowledge’s best attributes can be summed up in the three “S’s”: solid, sequential, and specific. Each academic year builds upon information attained during previous years, avoiding heavy repetition and gaps. By clearly specifying important information in the core areas, teachers, parents, and students will have well defined academic goals for each grade level. Core Knowledge is research based and has proven to be effective at meeting and exceeding Utah State Standards.

Parents are encouraged to read and own the following books and curriculum on Core Knowledge:

Cultural Knowledge by E.D. Hirsch, Jr.

Books to Build On: Grade by Grade Resource Guide by John Holden, and E.D. Hirsch, Jr.

What Your Kindergartner Needs to Know by E.D. Hirsch, Jr. (available K – 6)

6.3 Singapore Math

Singapore Math received media attention and worldwide recognition in 1995 when Singaporean students were ranked first in an international study of mathematics and science education. While many factors contributed to the success of the Mathematics curriculum in Singapore, one of the key reasons is the use of the Model Method. It is essentially a way to help students visualize and simplify a math problem in a pictorial way.

What is the Model Method?

The Model Method requires scholars to draw rectangular boxes to represent math values (both known and unknown values). It is widely used in the teaching of math in primary schools in Singapore. Scholars in Singapore are introduced to the method from as young as primary grade one. This method is especially useful when:

- (a) teaching scholars who respond better to visual stimuli (e.g. pictures, drawings, etc)
- (b) providing math homework help when conventional methods do not work well with scholars
- (c) scholars have not reached algebra level and solving problems with algebra is not an option

The Model Method essentially becomes a good entry level tool to help scholars understand and break the question down into component parts making solving and learning math easier. Singapore math will be taught to our K – 3 grade scholars. Fourth grade will be added next year and we will progress through each succeeding grade level one year at a time replacing Saxon Math.

6.4 Saxon Math

Excelsior Academy uses Saxon Math for grades 4 – 8. Saxon Math is an accelerated math program that relies heavily on incremental learning. Saxon scholars typically work one grade level ahead of traditional schools. Students systematically practice attained skills through paper and pencil activities as well as the use of math games and manipulative skills. Daily practice is continued until a skill is mastered and assessed, and then a greater incremental skill is introduced. On a typical day students: are instructed as a group; are guided through practice sessions; complete independent practice activities; and reinforce the lessons through appropriate homework. Assessment occurs both formally and informally throughout the process.

Because Saxon is an accelerated program, we encourage families to prepare well for the academic rigor. We suggest that families download Saxon placement tests from Saxon publishers (Saxonpublishers@harcourtachieve.com) , to determine the actual level of student performance. Scholars should be able to complete tests with 85% accuracy. We suggest reading or purchasing Saxon math materials for your child to prepare them for the accelerated math pace. Saxon materials can be purchased through Saxon publishers (Publishers@harcourtachieve.com).

6.5 The Spalding International Method of Instruction

Excelsior Academy requires scholars to have specific instruction in reading, writing, spelling, and grammar to create a balanced and complete language arts approach. The Spalding system starts students with very specific and ordered phonemic instruction and progresses with high frequency words

in both spelling and reading, English rules and concepts, composition writing, reasoning skills, and literacy appreciation.

6.6 Shurley English

Primary readers and anthologies from Shurley English are used to provide grade level appropriate texts for every scholar. Comprehension workbook materials will be used to prepare scholars to not only learn to decode but also analyze and appreciate literature that accompany each text.

6.7 Six Traits of Writing

The Six Traits are a writing model that is used to assess and teach writing. This model is taught in grades one through eight and focuses on six qualities seen in outstanding written work. The Six Traits include: Ideas, Organization, Voice, Word Choice, Sentence Fluency, and Conventions. An easy to use rubric is created and used for all grade levels. The rubric is used to score the scholar's written work by using a number system. The Six Traits are used for consistency and built upon every year.

6.8 Reading Preparation

Excelsior Academy uses a Balanced Literacy approach for teaching reading, which includes the following components used appropriately and for the most benefit in each grade:

- Leveled and/or Guided Reading
- Reading A-Z books and assessments
- Scholastic Reading Library
- Core Knowledge Content Library
- Take-Home books (Home-School Connection)
- Independent Reading
- Self selected books
- Teacher selected books ("Just Right" books)
- Read Aloud
- Reading Assessments
- DRA (Direct Reading Assessment)
- SRI (Computerized Reading Assessment)

If parents wish to prepare their children for enrollment in Excelsior Academy, we suggest selecting material from the following book lists. For example, if your scholar begins attendance at the academy in the 3rd grade, they should read the books on the 1st and 2nd grade lists. The books listed will be read during the school year. The book list is not comprehensive, but is helpful to acquaint families with appropriate reading expectations. We strongly advise that parents read with their scholar daily and encourage each scholar to read independently as well. Scholars will have an opportunity to read these books throughout the school year.

Grade Level Reading List

1st Grade:

The Tale of Peter Rabbit, Beatrix Potter
The House at Pooh Corner, A. A. Milne

2nd Grade:

A Christmas Carol, Charles Dickens

Charlotte's Web, E. B. White
Peter Pan, James M. Barrie

3rd Grade

Alice in Wonderland, Lewis Carroll
The Arabian Nights, Various
Wind in the Willows, Kenneth Grahame

4th Grade

Gulliver's Travels, Jonathan Swift
The Legend of Sleepy Hollow, Washington Irving
Rip Van Winkle, Washington Irving
Pollyanna, Eleanor H. Porter
Robinson Crusoe, Daniel DeFoe
Treasure Island, Robert Louis Stevenson
King Arthur
Robin Hood

5th Grade

The Adventures of Tom Sawyer, Mark Twain
The Adventures of Sherlock Holmes, Sir Arthur Conan Doyle
Narrative of the Life of Frederick Douglass, Frederick Douglass
Little Women, Louisa May Alcott
A Midsummer Night's Dream for Young People, (ed. Diane Davis)
Secret Garden, Frances Hodgson Burnett
Don Quixote, Miguel de Cervantes

6th Grade

The Iliad and The Odyssey, Homer
The Prince and the Pauper, Mark Twain
Julius Caesar for Young People, (ed. Diane Davis)

7th Grade

The Call of the Wild, Jack London
Dr. Jekyll and Mr. Hyde, Robert Louis Stevenson
Diary of a Young Girl, Anne Frank
Cyrano de Bergerac, Edmond Rostand

8th Grade

Animal Farm, George Orwell
The Good Earth, Pearl S. Buck
I Know Why the Caged Bird Sings, Maya Angelou

6.9 Monitoring the Program of Instruction

Assessments

Excelsior Academy will adhere to a standardized grading scale. Grades K-8 receive a standard letter grade scale of A = 93%; A- = 90%; B+ = 87%; B = 83%; B- = 80%; C+ = 77%; C = 73%; C- = 70%; D+ = 67%; D = 63%; D- = 55%; below 55% = F or Incomplete

All scholars will receive a grade for citizenship, such as O for outstanding, S for satisfactory, or N for needs improvement.

Excelsior Academy will comply with the state testing schedule for the Iowa Basic, DWA and the CRT tests. The focus of the school will be to develop mastery of the core curriculum. Formal and informal assessments will occur throughout the learning process. Assessments are considered an essential element of our curriculum. Core Knowledge, Saxon Math and Spalding Language Arts include formal assessments at regular intervals. The frequency of the assessments will be based on the particular curriculum, pace, and level of the scholars, as well as previously established dates, such as the beginning and the end of quarters. In addition, we expect our teachers to informally assess throughout the learning process.

Testing results will be reported to the state, in compliance with the law. Parents will be notified of results and invited to share in discussion and interpretation of the results at formal Parent/Teacher Conferences as well as any time deemed beneficial. A committee of parents, the Director, and board members will collect data, determine statistical results, and review the overall results of all scholars. The overall results will be shared with the Board of Trustees and parents. Confidentiality will naturally be observed.

Excelsior Academy will issue formal end of quarter reports of grades for all scholars. In addition, at-risk scholars will receive mid-term notification when deemed beneficial.

Homework

At Excelsior Academy, we believe that homework is a valuable part of the learning experience and reinforces the concepts taught in the classroom. Homework teaches independence, self-discipline, responsibility and good study habits.

1. Meaningful homework is given out on an age-appropriate basis of approximately 10 minutes per grade level. For example, approximately 20 minutes per night will be given for 2nd graders, etc. This does not include daily independent reading. We expect scholars to read for 20 minutes each weekday. Homework minutes vary from scholar to scholar.
2. Homework will generally be sent home every night.
3. Homework will be purposeful, reasonable in amount and designed specifically to meet the needs of the learner.
4. It is expected that each educator will carefully explain homework so the scholar has an understanding of what is expected and the due dates for the assignments.
5. Teachers will be expected to correct and return homework assignments within a reasonable period of time.
6. Scholars will be expected to complete homework as assigned. It is also expected that parents will help monitor their child's homework tasks and provide an appropriate environment conducive to helping the child concentrate and gain from doing each homework assignment.
7. Any missing make-up work is considered homework.
8. If a scholar is absent, it is his/her responsibility to obtain and complete missed assignments. The scholar has two days for each day absent to make up missed work.

Excelsior Academy expects the following three things from your child with regard to homework:

1. Scholars will always do their best.
2. All work is to be neat and presentable. Scholars will be required to redo any work that is substandard in appearance.
3. Assignments are complete and turned in on time.

7. Retention

At Excelsior Academy, it is our hope that we will help each student realize their full individual educational potential. It is unfair to promote a scholar for social advancement if he/she is not fully prepared for the academic challenge of a higher grade. In cases of extremely low performance or prolonged failure to complete assignments throughout the course of the academic year, retention may be recommended. The following procedures will apply in such instances.

1. A letter will be sent home and a meeting with the parent, teacher, and administrator would follow.
2. The decision will be based on the needs of the scholar.
3. Parents may appeal the decision to the Board of Trustees. The Board reserves the right to make the final decision.
4. The decision will be based on one or more of the following:
 - a. A grade of F in Math, Reading or Writing for at least two quarters.
 - b. Assessments indicating grade level in reading, writing or math are at least one grade level below the scholar's current grade in school.
 - c. The scholar has missed twenty days of school (excused or unexcused) for the school year and has not been able to catch up.
 - d. Classroom work in reading, writing and math has shown little or no growth or improvement from the beginning of the year.
 - e. Frustration level or behaviors have impeded the scholar's learning in the classroom.

8. Student Conduct

Some of the most important lessons for any child to learn are to respect authority, respect the rights of others, take care of his/her own property and respect the property of others. Scholars will not be permitted to disrupt the education of others. Excelsior Academy focuses on guiding the scholar to a proper response in any given situation. Discipline standards are set and enforced fairly and consistently. All scholars entering Excelsior Academy will conduct themselves by following four school rules. Upon admission to the academy, parents and students will be expected to sign an agreement that they will abide by the four academy rules which are:

1. Be respectful of yourself and others.
2. Use hands and feet in appropriate ways.
3. Be a good caretaker of all things.
4. Respect and obey all supervising adults.

9. Safe Schools Policy

Excelsior Academy prohibits scholar acts of violence, bullying, aggression, disruptive behavior, use or possession of a weapon, criminal behavior, or gang activity, on academy grounds, at academy-sponsored activities, or when scholars are being transported in academy designated vehicles. Scholars are prohibited from abetting, that is supporting, encouraging, and assisting in activities that violate this policy.

Drugs and Illegal Substances

Excelsior Academy further prohibits any misuse of any substance and any unauthorized scholar use, possession, sale or distribution of alcohol, controlled substances, imitation controlled substances, or drug paraphernalia, on academy grounds, at academy-sponsored activities, or when students are being transported in academy vehicles. Scholars are also prohibited from participating in visiting or resorting, that is, being present knowingly and intentionally where alcohol, illegal or controlled substances or drug paraphernalia are being displayed or used.

Defaming Statements

Scholars will not knowingly make or publish false statements on the internet, by fax, by cell phone or by any other means of communication that defame the character or reputation of an academy employee or scholar. While scholars may have the right under appropriate circumstances to criticize academy personnel or scholars, those rights do not include making false statements accusing academy personnel or scholars of engaging in criminal or immoral acts that injure, harass or harm an individual.

Disciplinary sanctions may also apply to students whose conduct and involvement in a serious incident threatens or does harm to the academy, academy property or persons associated with the academy, even if the incident occurs in locations other than on academy grounds, at academy-sponsored activities, or while being transported in academy designated vehicles .

Tobacco

Scholar possession or use of tobacco in the academy, at academy sponsored activities, or on academy grounds is prohibited by Excelsior Academy. It is against Utah State Law for anyone under the age of 19 to possess or use tobacco.

Employee Duty to Report

All employees will report to the Director any violations which they observe or become aware of regarding scholar conduct as outlined in this policy.

The Board recognizes that every scholar at Excelsior Academy should have the opportunity to learn in an environment which is safe, conducive to the learning process and free from unnecessary disruption. To foster such an environment, the following policy has been adopted and is based on the following principles:

Policy:

1. Each scholar is expected to follow accepted rules of conduct.
2. Each scholar is expected to show respect for other people and obey those in authority.
3. The policy applies to scholars while in the classroom, on academy grounds, and during academy-related activities or events.

Procedure:

Definitions:

1. Suspension is not to be understood as the denial of the right to learn, but as a temporary denial of social interaction through academy contact and the removal of the person from the classroom setting because of real and present disruptive effects of the scholar's presence, or a reasonable assumption that the scholar's presence will be disruptive or a threat to the well-being or safety of himself or other scholars or staff. Suspension may carry with it conditions which must be met to remove the suspension. Such conditions may be a joint responsibility of academy personnel, the scholar and parents, or the sole responsibility of any one party. Suspension is for no more than ten school days per incident.
2. Expulsion is defined as the removal from the academy for any period longer than ten consecutive days but not more than one academic year.

Grounds for Suspension and Expulsion

A scholar may be suspended from the academy for any of the following reasons:

1. Frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior; including the use of foul, profane, vulgar, or abusive language.
2. Willful destruction or defacing of academy property.
3. Behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety or morals of other scholars or academy personnel or to the operation of the academy, including bullying, emotional, physical or sexual harassment (see policy on sexual harassment).
4. Possession or use of pornographic material on school property.
5. Possession, control, or use of an alcoholic beverage as defined in Section 32A-1-105 of the Utah Code.
6. Possession, control or use of tobacco.
7. Behavior which threatens harm or does harm to the academy or academy property, to a person associated with the school, or property associated with any such person regardless of where it occurs.
8. Identification and association with gangs. The following will not be permitted on academy grounds or at academy activities: bandannas or any article of clothing bearing gang symbols, names, initials, insignia, or anything else that signals gang affiliation.
9. When a school official determines that time is needed to establish further facts of an act or series of acts of disobedience and misconduct disruptive to the learning process which may lead to suspension or expulsion.

A scholar will be suspended or expelled from the academy for any of the following reasons:

1. Any serious violation affecting another scholar or staff member, or any serious violation occurring in the building, on academy property, or in conjunction with academy activities, including:
 - a. Possession, control, actual or threatened use of a weapon, explosive, or noxious or flammable material
 - b. Actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal academy activities
 - c. Sale, control or distribution of a drug or other controlled substance
 - d. Sale, control or distribution of an imitation drug or other controlled substance
 - e. Sale, control or distribution of drug paraphernalia

2. The commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or Class A misdemeanor.
3. A scholar who commits a violation of #1 or #2 above involving a real or look-alike weapon, explosive, or flammable material will be expelled from school for a period of not less than one year, subject to the following:
 - a. Within 45 days after the expulsion, the student shall appear before the Director accompanied by a parent or legal guardian; and
 - b. The Director shall determine:
 - i. What conditions must be met by the scholar and parent for the scholar to return to school;
 - ii. If the student should be placed on probation and what conditions must be met by the scholar in order to ensure the safety of other scholars and staff at the academy;
 - iii. If it would be in the best interest of both the academy and the scholar to modify the expulsion term to less than a year, conditioned on approval by the Board and giving highest priority to providing a safe school environment for all scholars.
4. A student may be denied admission to the academy on the basis of having been expelled from school during the previous 12 months.

Suspension Procedures

1. Authority is delegated from the Board of Trustees to the Director to suspend scholars for up to 10 days.
2. When a scholar is going to be suspended, he/she will be told verbally or in writing the reason for suspension, the period of time of suspension and will be given an opportunity to present his/her case to the Director or his/her designee except in an extreme case where the danger to the individual or others is such that immediate removal from school is imperative. If there is reasonable validity to the scholar's explanation and his/her presence at the academy will not be disruptive or injurious to him/herself and others, he/she will be allowed to remain in school until a more thorough investigation regarding the facts in the case can be made. After investigation of the facts, a decision will be made regarding whether or not to suspend the scholar.
3. A suspended scholar must immediately leave the academy building and grounds following a determination by the academy of the best way to transfer custody of the scholar to the parent or guardian or other person authorized by the parent or applicable law to accept custody of the scholar.
4. In any circumstances where suspension is made, the parents or legal guardian must be notified as soon as possible, but not later than 24 hours by telephone or mail of suspension, the grounds for suspension, the period of time for which the scholar is suspended, and the time and place for the parent or guardian to meet with a designated school official to review the suspension. At this conference, the reasons for the suspension will be discussed along with the conditions upon which the matter might be resolved and the scholar returned to the academy.
5. If a satisfactory resolution cannot be reached, the scholar may be suspended from school for a maximum of 10 days. If a satisfactory resolution cannot be reached and the scholar returned to the academy within the 10 day period, the scholar will be referred to the Board of Trustees for expulsion from the Academy.
6. Students receiving in or out of school suspension will be excluded from all extra-curricular activities and/or work release time for no less than one week. In order to reinstate student

privileges in the case of suspension, the scholar will be required to write a letter apologizing for the behavior and detailing any corrective action the scholar will take to eliminate the disruptive behavior(s) and effect restitution. The letter must be signed by both the student and parent or legal guardian and must be presented to the Director personally by the student with the parent or legal guardian.

Expulsion Procedures

Authority is delegated from the Excelsior Academy Board of Trustees to the Director to expel scholars from the academy for any period of time beyond the 10-day suspension period, but not more than one academic year. Recommendations for expulsions are to be submitted by the Director to the Board. If the Director recommends expulsion, he will contact the scholar and parent/guardian within 24 hours of the time of the recommendation by telephone or certified mail. (If the contact is made by phone, the Director will follow the contact with a written notice.) Such notice shall include:

1. A statement that the Director, is recommending expulsion
2. The length of time for which the expulsion is being recommended
3. A description of the academy regulation(s) violated by the scholar
4. A statement of the facts as known to the Director leading to the recommendation for expulsion
5. The time and place of the expulsion hearing
6. A copy of this policy

The Expulsion Hearing

1. A hearing shall be held after at least five working days notice, and must include the student, school Director, parent/legal guardian and a representative from the Board of Trustees, unless the student and/or legal guardian refuse to attend.
2. The parent/legal guardian may choose for the hearing to take place in either an open public meeting or a closed executive meeting. Should the parent/legal guardian refuse to select a venue, a venue shall be chosen by the Board of Trustees.
3. A recommendation for or against expulsion shall be made to the entire Excelsior Academy Board of Trustees by the school Director after the expulsion hearing. A recommendation for expulsion must be ratified by a Board vote.

Appeal of Expulsion to the Board

1. The scholar or the Director may request an appeal hearing before the Board, or a committee consisting of a majority of the voting members of the Board. Requests for an appeal hearing to the Board will be made in writing to the Director and must be received within seven (7) days upon receiving the written decision of the hearing panel. This appeal hearing will be held within one week, if possible, of the date such a request is received, or as soon thereafter as can be scheduled.
2. The Board or committee thereof conducting the appeal hearing will determine specifically if there was sufficient evidence to find that the alleged violation(s) occurred and if the penalty imposed was appropriate for the violation(s). At the appeal hearing:
 - a. The Board Committee will review all written documentation of the case.
 - b. Each of the complaining parties may address the Board or committee on the evidence and the appropriateness of the decision of the hearing panel
3. The decision of the hearing panel will be in effect upon the scholar pending the decision of the appeal to the Board or committee. The decision of the Board or committee will be forwarded via registered mail to each of the complaining parties within 24 hours of the decision.

Alternatives to Suspension or Expulsion

1. Prior to suspending or expelling a scholar for repeated acts of willful disobedience, defiance of authority, or disruptive behavior which are not of such a violent or extreme nature that immediate removal is required, good faith efforts will be made to implement a remedial discipline plan that would allow the scholar to remain at the academy. These may include an in-school suspension program or a plan where the parent or guardian, with the consent of the scholar's teacher or teachers, would attend class with the scholar for a period of time specified by the Director.
2. If the parent or guardian does not agree or fails to attend class with the scholar, the scholar will be suspended in accordance with this policy.
3. The parent or guardian of a suspended scholar and the Director may enlist the cooperation of the Division of Child and Family Services (DCFS), the juvenile court or other appropriate agency, if necessary, in dealing with the scholar's suspension. (See Utah Code, Title 53A-11-903 and 53A-11-103(2).)

Education of Excluded Students

1. If a scholar is expelled from the academy for more than 10 days, the parent or guardian is responsible for undertaking an alternative education plan which will ensure the scholar's education continues during the period of expulsion. The parent or guardian shall work with the Director to determine how best to meet the needs of the scholar, whether through private education or other alternative which will reasonably meet the needs of the scholar. Any costs for educational services not provided by the academy are the responsibility of the parent or guardian.
2. Any scholar temporarily suspended from regular classroom instruction will be allowed full opportunity to make up work missed as a result of suspension. It is the responsibility of the scholar to contact his/her teacher(s) to obtain work during the period of suspension.
3. The parent or guardian and Director may enlist the cooperation of DFS, the juvenile court, or other state agency to meet the scholar's educational needs.
4. The school will contact the parent or guardian of each expelled scholar at least once a month to determine the scholar's progress.
5. The Academy will maintain a record of all suspended and expelled scholars and a notation of the suspension or expulsion will be attached to the individual scholar's cumulative file.

Application of Policy to Students With Disabilities

The policy applies to scholars with disabilities to the extent permissible under applicable law or regulation. If application of any requirement of this policy to a scholar with a disability is not permissible under applicable law or regulation, the Director will implement other actions consistent with the conflicting law or regulation which will most closely correspond to the requirements of this policy.

Distribution of Policy

A copy of the grounds for suspension and expulsion from this policy will be provided to each scholar upon enrollment at Excelsior Academy. A copy of the grounds for suspension and expulsion from this policy will be posted in a prominent location at the academy. Any significant change to this policy will be distributed to the scholars and posted at the academy in a prominent place.

10. Illness and Accidents

Please do not send your scholar to class if he/she is ill. When a scholar becomes ill at school, appropriate health care will be provided until a parent/guardian can pick the scholar up. A scholar who is ill must sign out at the office when picked up.

In the case of serious accident or injury, the parent/guardian will be notified immediately. If the accident or illness is determined to be life-threatening, the Director or designee has the authority to call an ambulance or seek appropriate medical advice. For minor injuries, a teacher or employee of the Academy who has first-aid training will administer first aid. The parent/guardian will be contacted as soon as possible.

11. Immunizations

The minimum required immunizations for school entry include:

- **5 doses of DTaP/DTP/DT** – 4 doses are acceptable if the 4th dose was given after the 4th birthday; 3 Td required if started after age 7.
- **4 doses of Polio** – 3 doses are acceptable if the 3rd dose was given after the 4th birthday;
- **2 doses of Measles** – required for all scholars kindergarten through grade 12. Two doses of Measles, Mumps, and Rubella (MMR) vaccine are acceptable. The first dose of measles containing vaccine must be given on or after the 1st birthday.
- **1 dose of Mumps** – must be given on or after the 1st birthday.
- **1 dose of Rubella** – must be given on or after the 1st birthday.
- **4 doses of Haemophilus Influenzae type b (Hib)** – dosing schedule is based upon scholar's current age and number of previous doses received. *Hib is not required for kindergarten entry.*
- **3 doses of Hepatitis B** – required for scholars born after July 1, 1993 prior to entering kindergarten. It is not required to attend an early childhood program.
- **1 dose of Varicella (chickenpox)** – Effective July 1, 2002 – required for scholars born after July 1, 1996 prior to entering kindergarten. It must be given on or after the 1st birthday. Parental history of the disease is acceptable. Parent/Guardian must sign verifying history of disease.
- **2 doses of Hepatitis A** – Effective July 1, 2002 – required for scholars born after July 1, 1996 prior to entering kindergarten. The first dose of Hepatitis A must be given on or after the 2nd birthday.

A parent may claim an exemption to immunization for medical, religious, or personal reasons, as allowed by Section 53A-11-302 of the Utah Statutory Code. Each exemption claimed must be accompanied by the appropriate Utah Department of Health Exemption Form. A scholar for whom an exemption is claimed will be excluded from school if an outbreak of any vaccine-preventable disease occurs. The exclusion will be for the duration of the outbreak.

12. Absences

1. Philosophy – Excelsior Academy recognizes that regular attendance greatly enhances the opportunity to profit from the educational program provided by the faculty. Frequent absences from the day-to-day classroom experience disrupt the instructional process. The benefits of instruction, once lost, cannot entirely be recovered. The entire process requires continuity of instruction, participation, learning experience and study.

2. The State Compulsory Education Requirements (Utah Code, Section 53A-11-101) direct parents and schools as follows:
 - a. That a person having control of a minor who has reached the age of six years, but has not reached the age of eighteen years, shall send the minor to public or private school during the school year of the district in which the minor resides.
 - b. It is a misdemeanor for a person having control of a minor under the state law to willfully fail to comply with the requirements of attendance and education.
 - c. Excelsior's truancy officer shall report cases of willful noncompliance to the district attorney for a referral to juvenile court.
3. Utah Code, Section 53A-11-101, allows parents of students enrolled in public schools to excuse their scholar from school when the scholar is absent for a legitimate or valid reason such as illness or family emergency. The Tooele County Juvenile Court has jurisdiction over all juveniles residing in Tooele County. It is the expectation of the court that scholars within its jurisdiction will be in regular attendance at the school in which they are enrolled.
4. The court is obligated to adjudicate truancy matters for those scholars who are habitually absent without allowable excuse. To accomplish this, the court requires that public school officials refer to court those scholars who are in violation of the compulsory education requirements. Prior to referral, the court expects parents and schools to demonstrate earnest and persistent effort to deter truant behavior. In order for the court to adjudicate truancy, the court requires that schools have attendance policies which enforce consequences for truant behavior and teach scholars that such behavior is illegal and unacceptable. Evidence of reasons for granting exceptions must be sufficient to satisfy the Board of Trustees.
5. Excelsior Academy wants to make every effort to be in compliance with state law and work together with the Tooele County Juvenile court to encourage the regular attendance of all students. The Board and the academy are committed to work in harmony with parents to assist them with their responsibility to make sure their children are at school.
6. If a scholar is absent, the parent/guardian is expected to call the academy to excuse the student. If a parent does not call, a call will be placed to the parent's home or work to notify the parent that the scholar is absent. Parents must notify the academy of the absence or it will be unexcused. When absences occur a student has two days for each day absent to make up any missed work.
7. There are several categories of absence:
 - a. Excused Absences: An absence may only be excused for the following reasons:
 - i. Occasional illness: Short duration (1-2 day illness) requires parent notification over the phone.
 - ii. Academy activity: Absence due to involvement in an academy sponsored activity.
 - iii. Educational travel: Requires prior notification and approval by completing an educational travel form. The scholar, parent, Director, and the scholar's teacher must sign this form. Educational travel will only be allowed once per year per scholar.
 - iv. Homebound: Illness or injury causing absence for two or more consecutive days requires physician verification.
 - v. Chronic illness: Requires prior notification and a negotiated individual attendance plan, as well as verification by a physician.
 - vi. Medical/dental appointments. Submit written appointment slip when returning to school. Absences prior to or following the appointment are not considered

excused. We understand that it can be difficult, but please make routine appointments outside academy hours whenever possible.

- vii. Family emergency: Requires prior notification. Example: Funeral services.
 - b. Unexcused absences: Any absence that is not in accordance with the definition of excused absence. Make up work will be at the discretion of the scholar's teachers.
 - c. Excessive absences: For purposes of attendance review board or Juvenile Court referrals, any absences beyond 12% in a quarter are excessive, whether excused or unexcused, or a combination of the two.
8. Procedure:
- a. When a scholar is absent from school, it is the responsibility of the scholar or parent to collect make-up work from the scholar's teachers. The teacher will have the missed work available for each scholar that is absent within 24 hours.
 - b. When the scholar has accumulated three absences in a quarter the parents will be notified to make sure they understand the policy.
 - c. When the scholar has accumulated five absences, the parents will be required to see the Director or send a letter specifying the reasons for the absences.
 - d. When a scholar has accumulated seven absences in a quarter, parents will be required to appear before the Board on the last Wednesday of the month, specifying the reasons for the absences. Failure to comply will result in disciplinary action.

13. Tardies

- 1. Philosophy: It is critical that scholars arrive at the academy on time. Being punctual is a necessary life skill. When scholars are on time, they are more focused and prepared to learn. When a scholar is tardy, it is disruptive to him/her, as well as the other scholars in the class and the teacher.
- 2. Procedure: **School begins at 8:15.** Any scholar arriving after 8:15 is tardy. The parent must accompany the scholar to the office to check in before going to class.
 - a. A tardy will be excused only for the following reasons: illness, family emergency, or other unforeseen circumstances.
 - b. All other reasons are considered unexcused.
 - c. An excused tardy will be removed from the scholar's attendance record and will carry no penalty.
 - d. When a scholar is tardy, parents must accompany the scholar to the office to check in before proceeding to class, and in some cases, escort the scholar to class.
 - e. When the scholar has accumulated 5 unexcused tardies in a quarter, the parent will be notified. Problems within a carpool arrangement should be rectified.
 - f. When the scholar has accumulated 10 unexcused tardies in a quarter, parents will be required to meet with the Director or send a letter specifying reasons for the tardies.
 - g. When the scholar has accumulated 15 unexcused tardies, parents will be required to appear before the Board on the last Wednesday of the month, specifying the reasons for the tardies. Failure to comply will result in disciplinary action.

14. Discipline

It is the policy of the Excelsior Academy Board of Trustees to require scholar conduct that produces a proper learning environment and respect for the personal, civil and property rights of all persons associated with the academy community. The Board authorizes the Director to take appropriate

action to preserve order in the school and to protect scholars, staff and patrons. The Director will take disciplinary action when scholars engage in activities which disrupt the educational environment, threaten or harm persons or property, or disrupt academy activities. Criminal acts or disruptive behavior of any kind are prohibited and any scholar who engages in such activity will be subject to academy disciplinary action (including suspension or the recommendation of expulsion), prosecution, or both.

Students with qualified disabilities may be disciplined under this policy. The Director will explain the separate procedures that may apply based on the procedural safeguards under the Individuals with Disabilities Education Improvement Act or Section 504 of the Rehabilitation Act.

The purpose of this policy is to provide a safe, secure and positive school environment for all scholars and employees and one in which scholars have the opportunity to assume personal responsibility for their learning, behavior and good citizenship.

Corporal Punishment & Reasonable Physical Restraint

Corporal punishment of a scholar is prohibited; however, school personnel may use reasonable physical restraint or force if necessary to protect a person from physical injury, to remove a violent or disruptive scholar or to protect property from being damaged.

Each teacher at Excelsior Academy shall review the academy wide discipline policies and their respective classroom management policies and procedures with their scholars during the first week of school. If infractions cannot be resolved within the classroom or by independent efforts of the personnel involved, the situation will be referred to the Director. Student misbehavior may warrant one or more of the following disciplinary actions:

1. Reprimand: teacher conference.
2. Loss of privileges (recesses, activities, etc...)
3. Parent/Scholar conferences with Teacher/Director.
4. In school suspension.
5. Out of school suspension.
6. Expulsion from school.

Since the classroom teacher works most closely with the children, he or she carries the bulk of the discipline responsibility. It is vital that the teacher work with the parent in these matters and that the lines of communication stay open and honest. In the event that dismissal is necessary, affected students will be afforded due process.

Due Process Procedures:

The Issuance of an Incident Report – Mischievous Behavior

If a scholar has not responded to warnings issued by a supervising adult concerning poor or unacceptable behavior, the scholar may be issued an “Incident Report.” This report will document the incident and the action taken by the teacher or adult supervisor. The parent must sign and return the form with a note stating the parental action on the matter. After school detention may be assigned for the infraction. Three “Incident Reports” in reference to similar misbehavior will result in a “Disciplinary Referral.”

Uniform infractions: If a scholar receives more than one uniform infraction, he/she will move directly to issuance of a Disciplinary Referral. Further infractions may result in suspension at the discretion of the Director.

The Issuance of a Disciplinary Referral – Severe Behavior

A “Disciplinary Referral” may be issued at any time for severe and defiant behavior such as but not limited to: fighting; bad language; poor attitude; rebellion; willful disregard for school rules or property or similar incidents. The parent will be contacted by the Director, and in most cases a conference will be scheduled. After-school detention will be assigned.

A police referral will be made when a student has committed a crime or violated local, state or federal law. The parent/legal guardian shall be held financially and legally liable for any and all damages caused by his/her scholar.

Suspension:

If a scholar receives three Disciplinary Referrals, he/she will be placed on disciplinary probation. If a scholar receives a fourth Disciplinary Referral, he/she may be suspended for one to five days.

Notwithstanding the foregoing, the Director has the authority and option to suspend a scholar from school for any of the aforementioned offenses. For example, if a scholar uses bad language or willfully starts or engages in a fight, he/she will most likely be suspended immediately.

The Director may initiate in or out-of-school suspension for up to ten school days for serious causes including, but not limited to the following: defiance of authority, harassment, disruptive behavior, fighting, arguing, bullying, vandalism, threats or intimidation, truancy, habitual tardiness, destruction of school or personal property, stealing, forgery of parent’s signature, plagiarism, cheating on exams or assignments, leaving campus/clubs without permission, and verbal or physical abuse.

Expulsion:

Expulsion is dismissal from academy attendance by action of the Director. Expulsion may be used as a last resort when efforts to produce satisfactory adjustments have failed or due to the serious nature of the violation. Reinstatement procedures can be developed, taking into consideration the best interests of the academy and the scholar. Additionally, a scholar may be expelled in accordance with the Safe Schools Policy. Refer to Section (9).

The school administration may immediately remove and restrict from campus any student that displays serious and/or continued disregard for school rules and regulations, until due process can occur. Serious and/or continued disregard for school rules and regulations may include, but is not limited to the following:

- defiance of authority
- verbal abuse of adults or students
- disruptive or disorderly behavior
- violent or threatening behavior
- bullying
- fighting
- arguing
- intoxication
- destruction of school or personal property
- truancy
- persistent absenteeism not due to certifiable medical illness or disability
- persistent tardiness
- possession of firearms or other dangerous weapons

- possession of controlled substances
- possession of pornography

The parent/legal guardian shall be held liable for all damages caused by his/her scholar. A police referral will be made when a scholar has committed a crime or violated local, state, or federal law.

Mandatory Suspension and Expulsion:

For the following offenses and until due process can occur, the school administration may immediately remove and restrict from campus any student who:

1. Commits an act of assault.
2. Carries, brings, uses, possesses or threatens the use of a deadly weapon or look-alike weapon. A deadly weapon includes , but is not limited to, a firearm, loaded or unloaded, a knife, bludgeon, or any other weapon or instrument which, in the manner in which it is used or intended to be used, is capable of producing death or serious bodily injury.
3. Participates in the sale exchange, distribution, or gift of drugs or controlled substances, as defined by state law, including anabolic steroids and prescription drugs.
4. Commits an act of robbery.
5. Participates in the use or possession of tobacco, drugs, or alcohol.
6. Commits an act which, if committed by an adult, would be a felony or Class A misdemeanor as defined by law.

The expectation of Excelsior Academy is that scholars will behave appropriately in school. Scholars are expected to maintain high standards of behavior. A copy of the complete disciplinary policy will be available at the office.

15. Honor Slips

The teachers will recognize scholars that appear to go “above and beyond” the expected behavior and quality of work on a daily basis. They will be awarded Honor Slips to take home so parents can reinforce and celebrate their scholar’s exemplary behavior and work. Each teacher will set up a weekly or monthly reward system to recognize their Honor Slip scholars.

16. Citizenship Slips

Citizenship Slips will be used by the teachers as a way to communicate with parents quickly when they see a problem start to occur. The teachers will keep a copy in their records. These will identify behavior problems and/or missing or incomplete work. Parents will sign and return the Citizenship Slip to the teacher along with the COMPLETED missing work (if needed) to signify they are aware of the issue.

17. Review of Parent Complaints – Action Request Form

In the event of a disagreement or other issue, those parties directly involved should work to resolve the issue between themselves. For example, if a parent has a complaint against a teacher, the parent should address their concerns with that teacher. If the problem cannot be resolved, the parent and teacher may submit an Action Request to the Director. If the Director is unable to satisfactorily resolve the issue, the parent may submit an Action Request to the Board.

18. Communication with Parents and Academy/Classroom Visits

Communication with parents is vital to the Academy's success. Thus, Excelsior Academy will have an open door policy for parents. Subject to state and federal law, parents are welcome and encouraged to visit the academy and its classrooms at any time. We ask only that the visits not disrupt the educational process for the teachers or the scholars. As a courtesy, we suggest an appointment be made, but it is not required. Parents who abuse the privilege or interrupt the educational process will be asked to stop. During school hours, the teacher will have authority and control over the classroom.

Each teacher will be accessible to parents through personal contact, email, or telephone as long as it does not interrupt the educational process. The academy has a website that posts all important information as well as a schedule of events. Parents are encouraged to check the website regularly to stay abreast of all information and events. The website address is www.excelsior-academy.org.

19. Extracurricular Activities

Excelsior Academy may provide field trips throughout the year. Parents will be notified in advance and may be asked to volunteer for chaperone duty or transportation. The academy may also provide after-school activities based on parent and scholar interest (Club Time). The academy may charge fees to scholars at the time of registration for financing scholar activities upon approval of the Board.

Scholar Council – Scholar Council offers meaningful and fun opportunities for participation in academy operations, as well as valuable leadership training. Any scholar in grades 4-8 may run for scholar council. At the beginning of each academic year, the scholar body will elect one representative from each class in grades 4-8. These representatives will meet with the Scholar Council Coordinator and Faculty Advisor. The Coordinator will be a member of the PTO, and both will be appointed by the Director.

20. Scholar's Personal Items/Electronic Devices

It is the policy of the Excelsior Academy Board of Trustees to promote an environment that is conducive to instruction and learning. The Board recognizes that, depending on how it is used, personal electronic equipment can be either a valuable learning tool or a source of disruption in the learning environment.

During any time when scholars are scheduled to be in class or involved in a regular school activity, they may not possess a personal electronic device, with the exception of a cell phone which is turned off, unless instructed otherwise by a teacher or Director. Exceptions to this policy may be made for health or safety reasons. The scholar's parent/guardian must meet with the Director to discuss such exceptions.

The purpose of this policy is to regulate the possession and use of personal electronic equipment on campus, during off campus school instructional activities or at any other academy event where the use of such devices may be disruptive and/or harmful to scholars, staff, or patrons.

1. Definitions:
 - a. Personal Electronic Equipment includes all electronic communication and entertainment devices that can be used by an individual (i.e. phones, cameras, music players, video players, pagers, computers, etc.).
2. Procedures for Implementation

- a. When a scholar is scheduled to be in class or involved in a regular academy activity, they may not possess an electronic communication device, with the exception of cell phones, unless instructed to do so by the Director or a teacher. Cell phones are to remain turned off during the school day. If a personal electronic device is used during class or regular academy activities without prior approval from the Director, the device will be confiscated. Parents may pick up the item any time during the day from the Director's office.
- b. Any type of personal electronic device that has the capability to take photographs or to record video shall not be used in restrooms, locker rooms, or any other area where privacy is assumed.
- c. As a condition of bringing any personal electronic equipment to the academy, scholars and parents will be informed of the academy's responsibility to confiscate and review any and all data stored on the equipment if the Director has reason to believe the student has violated law, policy, or academy rules.
- d. The scholar who possesses a personal electronic device shall assume responsibility for its care. The academy is not responsible for preventing theft, loss, or damage to any device.
- e. The Director may take disciplinary action against scholars who violate this policy.
- f. Elementary scholars are strongly encouraged not to bring any personal electronic equipment to school.

21. Uniform Policy

In an effort to promote neatness, modesty, good personal grooming habits and to better focus scholars' energies on education, Excelsior Academy requires scholars to abide by the Uniform Policy. Excelsior Academy scholars will wear approved clothing on school property during normal school hours and on school-sponsored outings. The approved clothing is to be worn throughout the academic school year.

- In conformity with the Religious Freedom Restoration Act, the Excelsior Academy Uniform Policy will not restrict the wearing of religious attire in conjunction with the approved clothing.
- Scholars may wear an authorized club uniform (e.g. Boy or Girl Scouts) on the day of their club meeting.
- Excelsior Academy school uniform colors are: Solid Navy, Yellow, White, Khaki and the School Plaid (plaid #57 from most retailers). All clothing worn during academy hours must be in the school colors.
- All attire must be clean, pressed and in good repair. (No holes/rips.)

Shirts/Tops

- All tops must be solid color with no writing/pictures or embellishments larger than a quarter other than the permanent Excelsior Academy logo. The official academy logo may be permanently affixed to any top (e.g. shirt, sweater, vest, or jacket). The logo may be embroidered, screen-printed or a sewn on patch.
- Navy, Yellow, White or School Plaid vests are allowed.
- All shirts must meet pant waist and have a modest neckline.

Boys – Navy, Yellow, or White collared shirts with long or short sleeves; mock or full turtleneck shirts with long or short sleeves.

Girls – Navy, Yellow, or White collared shirts or blouses with long, short or $\frac{3}{4}$ sleeves with no embellishments; mock or full turtleneck shirts with long or short sleeves (modest lace embellishments allowed on collar).

- No pullover sweatshirts with or without a hood or T-shirts are permitted outside of upper grade P.E. classes. No striping or contrasting colors on the outer collar.

Pants, Shorts, Skorts, Skirts, Jumpers and Dresses

- Shorts, skirts, skorts, jumpers and dresses must be no shorter than 2" above the knee (2" from the ground when kneeling).
- All pants, shorts, skorts, and skirts must be worn high enough to be modest and cover underwear.
- Pants must be hemmed to an appropriate length.

Boys – Navy or Khaki colored pants. Navy, Khaki or School Plaid shorts.

Girls — Navy or Khaki colored pants. Navy, Khaki, or School Plaid shorts, skorts, skirts, jumpers, dresses (with sleeves) and capris. For any skirt, jumper or dress worn above the knee, leggings, tights or bicycle shorts in brown, black or school uniform colors are required. Approved shirts must be worn under jumpers.

- No athletic wear outside upper grade P.E. classes.
- No blue jeans, sweatpants, pants with expandable pockets (unless pockets are sewn flat), leggings (as pants alone), or any pant, short, or skort that is not uniform style.

Shoes

- Shoes/Boots shall be kept in a clean, attractive condition and shall compliment the chosen attire.
- Slip on styles must have at minimum a back strap and closed toe.
- Shoes with laces must be tied during academy hours.
- Black or Brown dress-type shoes (loafer, lace-up or mary-jane styles) are preferred.
- No flip-flops, sandals, crocs with holes, shoes with heels higher than 2 inches, platform heels, or open-toed shoes.

Socks and Tights

- Socks (or tights/leggings for girls) must be worn and must be solid colored black, brown or school uniform colors.

Belts

- Plain black or brown dress style belts with plain buckles and no embellishments may be worn complimenting chosen attire.

Jewelry

- In general, jewelry should only be worn in modest amounts.
- Scholars should not wear more than one pair of earrings.
- Watches are acceptable, but alarms must be disabled. Alarms may be used with teacher or Director approval.

- No nose, eyebrow, lip, tongue, belly, etc. piercings/jewelry.
- No ankle bracelets.
- No gauges.

Outerwear

- Any sweater, jacket, coat, or windbreaker worn at the academy in the classroom must be solid Navy, Yellow, or White and carry no logo larger than a quarter other than the official Excelsior Academy logo.
- Zippered fleece/sweatshirt jackets with a hood (Hoodies) are allowed in the school colors.
- Coats, hats and gloves/mittens worn to and from school and at recess do not need to comply with the school colors.

Grooming

- Hair and body must be maintained in a clean and healthy manner.
- Deodorant should be used when necessary.

Hair

- Hair shall be neatly combed or brushed, trimmed and attractive in appearance.
- Hats may be worn outdoors.

Girls - Hair accessories should complement the attire of the day.

- No bizarre, extreme or unusual hairstyles or unnatural coloring.
- No Mohawks or fauxhawks.
- No bandanas.
- No hats indoors.

Makeup

Girls - K-6 scholars are not allowed to use any makeup that is visible with the exception of clear lip gloss. 7th and 8th grade scholars are permitted to wear light and modest amounts of makeup, with no bold or bright colors.

Casual Dress Day Policy

Casual dress days are at the discretion of the Director and may correlate with special events or student incentives. On Casual Dress Days, clothing should be neat, well kept, and practical for school. Casual Dress Day includes the following restrictions:

- Clothing may not contain words, phrases, pictures or other representations that are vulgar, sexual, or profane.
- Clothing may not contain words, phrases, pictures or other representations that refer to drugs, tobacco, alcohol or gangs.
- Tank tops, tube tops, spaghetti straps, sleeveless or bare midriff shirts shall not be worn.

ANYTHING NOT COVERED IN THIS POLICY THAT IS DEEMED A DISTRACTION OR SAFETY ISSUE BY THE DIRECTOR WILL NOT BE PERMITTED.

The following item may be instituted, if deemed necessary, by the Director:

Tops and bottoms must contrast, i.e. no navy tops with navy bottoms, etc.

Uniform Policy Violations (per school year)

All violations will be noted in the scholars file.

- **First offense** – Scholar reminder and violation ticket sent home, copy placed in scholar file. Call to parent to remedy situation.
- **Second offense** – Violation ticket, copy placed in scholar file, call to parent remedy situation.
- **Third offense** – Violation ticket, copy placed in scholar file, call parent to remedy situation and in-school detention.
- **Fourth offense** - suspension of 3 days.
- **Fifth offense** – **Recommendation to Board for expulsion.**

Clothing Sources

Approved clothing items may be purchased or be home-made as long as the items meet the Uniform Policy. Check www.excelsior-academy.org for a list of possible sources.

22. Wellness

Excelsior Academy is committed to providing an environment that promotes and protects its scholars' health, well-being, and ability to learn by supporting healthy eating and physical activity.

1. Daily Recess – All scholars in grades K-5 will have at least 30 minutes a day of supervised recess, preferably outdoors, during which the academy will encourage moderate to vigorous physical activity, instructed verbally or through demonstration, and through the provision of space and equipment. All scholars are expected to be outside during recess breaks, weather permitting. In extreme weather, scholars will be allowed to remain indoors in a designated area. If you prefer your scholar not participate in recess due to health issues, please notify your scholar's teacher in writing. If the request is for more than three days, a letter from the family physician is required.
2. Physical Education – The PE program will be designed to stress physical fitness and encourage healthy, active lifestyles. The program will consist of physical activities of at least moderate

intensity and for a duration that is sufficient to provide a significant health benefit to scholars, subject to their differing abilities.

3. Breakfast – Scholars should have a healthy breakfast at home before arriving at the academy in order to meet their nutritional needs and enhance their ability to learn. Breakfast will not be provided at the academy.
4. Lunch – Lunch periods at Excelsior Academy are 30 minutes in length, providing ample time for scholars to eat. A hot, nutritious lunch is available for purchase at the academy or the scholar may bring a lunch from home. Per state law, Excelsior will participate in the free and reduced lunch program. Applications are available at the office.
5. Snacks – Classroom snacks should reinforce the importance of healthy choices and portion control. Due to the risk of hepatitis, **HOMEMADE SNACKS ARE NOT PERMITTED**. We ask that you only provide store-bought food items. We appreciate you keeping our scholar's health and safety in mind.
6. Classroom Celebrations (Halloween, Valentine's Day, etc.) – Again, these should encourage healthy choices, portion control, and only store-bought items. Please communicate with your scholar's teacher about appropriate choices for such events.

Excelsior Academy is in compliance with state drug-, alcohol-, and tobacco-free policies.

23. Playground Rules

1. All scholars must remain within the boundaries of the playground.
2. All games should be played with a concern for others using the playground and everyone should be treated with respect.
3. All rocks and sticks must stay on the ground.
4. Scholars must use appropriate language at all times.
5. Tackle football is not permitted.
6. The playground equipment is to be used properly and for its intended purpose only.
7. Play will be responsible. Grabbing, kicking, fighting or pretending to fight is not permitted.
8. Scholars are expected to maintain the playground area by picking up any equipment/clothing that was brought outside for the break period.

24. Special Accommodations

If you or your scholars have disabilities that require special accommodation, please contact the Director. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone whom:

1. Has a mental or physical impairment which substantially limits one or more major life activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
2. Has a record of such impairments; or,
3. Is regarded as having an impairment.

Excelsior Academy acknowledges its responsibility under section 504 to avoid discrimination in policies and practices regarding its personnel and scholars. No discrimination against any person with disabilities will knowingly be permitted in any program or practice in the academy. If you have any questions or concerns regarding this matter, please contact the Director.

25. Lost and Found

Please label all clothing, backpacks, and other items with your scholar's name. All lost items will be placed in the lost and found. All unclaimed items will be donated to charity on a monthly basis.

26. Academy Fees

Many expenses in the operation of schools are beyond the ordinary costs of education. Added conveniences such as, but not limited to, lockers, instruments, yearbooks, clubs, extracurricular activities, and travel are items of cost which may properly be borne by most parents and scholars.

Excelsior Academy's policy is intended to be in full compliance with state law, with rulings by the courts and with administrative rules set by the Utah State Office of Education (USOE). Fees will not be charged in grades K-6.

All fees charged or assessed in connection with any grades 7-8 or academy-sponsored or supported activity, shall be set and approved by Excelsior Academy's Director and Board and publicized for all parents. Scholars who qualify for free lunch can receive a fee waiver. Also, anyone can apply for a partial fee waiver. Scholars may perform a work assignment or public service as payment-in-kind in lieu of a fee. The work must be a fair exchange of time for the value of the fee waived. The Director will approve the Partial Fee Waiver.

27. Donations

The Board is authorized to accept gifts, donations, or grants of any kind made to the academy. The Board may expend or use gifts, donations, or grants in accordance with the conditions prescribed by the donor, unless gifts, donations or grants are subject to any condition contrary to law. Donations will not give a child preference in the enrollment lottery or the academy. The donations will be recorded and a letter given to the donor for tax purposes.

28. School Volunteers

The privilege of your child attending a charter school brings with it a responsibility in parental involvement and activity. This responsibility includes a firm commitment to donate time to the functioning of our academy. Such responsibilities also carry a sense of personal pride and ownership in the education of your children.

At Excelsior Academy, this commitment of time is 40 hours per school year per family, and 20 hours for single parent families, scheduled at least 24 hours in advance for at-school help or at-home help, and preferably spread throughout the year. This parental volunteer time is very important to the school; teachers count on it and integrate that adult help into their lesson plans. Administration will also benefit from the input and expertise of parents in the areas of academy management and organization. Therefore, parental commitments must be consistent, judicious, and dependable.

Hours will be logged at the front office either in person or by phone. Hours logged must be within the scheduled range. For example:

- Classroom help = time spent in the classroom
- At home calling = ½ to 1 hour per 10 calls
- Book Fair = ½ to 4 hours

If hours needed for a particular assignment exceed the scheduled range, please call for approval.

Any service requiring over four hours will require special approval.

When volunteering, please sign in at school so the volunteer coordinator can record accumulated hours.

Volunteer Code of Conduct

Scholar achievement and performance is directly proportional to the degree of parental involvement.

Volunteers at Excelsior Academy shall:

- Be on time and reliable in fulfilling volunteer commitments.
- Exercise kindness.
- Respect and abide by the confidential nature of anything they might see or hear while volunteering.
- Conduct themselves in a businesslike and fair manner, without partiality to individual scholars.
- Motivate and assist scholars to achieve at high levels.
- Graciously accept direction and constructive criticism from staff members for which they are volunteering.
- Acknowledge the teacher as the authority in the classroom.
- NOT confront the teacher regarding disagreements or differences of opinion in the presence of the scholars.
- Be respectful of the classroom by not disturbing a teacher's instructional time or scholar learning.
- Dress modestly and appropriately for the academy environment (i.e. midriff covered, no spaghetti straps).
- All volunteers must wear a current visitor or volunteer badge at all times when volunteering at the academy.
- Record all volunteer hours, including those times working outside the academy, on the log at the academy office.
- Ensure that children (i.e. younger siblings, non students) do not accompany the volunteer.
- Arrange for a replacement in the event the volunteer cannot meet their scheduled obligations or contact the volunteer coordinator to get a replacement.
- Notify the academy office of any volunteer replacements.

In order to protect the safety and security of Excelsior Academy's scholars and staff, all volunteers will be subject to a background check at the volunteer's expense.

PTO

The Excelsior Academy Parent-Teacher Organization is comprised of parents whose students are registered to attend Excelsior Academy. Some of the responsibilities of the PTO may include:

1. Organizing and maintaining additional programs as directed by the Board of Trustees.
2. Coordinating the efforts of volunteers for classroom help, class activities, field trips, assemblies, and other volunteer-based activities.
3. Raising funds for supplementary materials and activities.

29. Scholar Drop-off and Pick-up Policy

Excelsior Academy wants the drop off and pick up procedure to run smoothly and efficiently. It is imperative that everyone follows all the rules not only for efficiency, but more importantly, for the safety of the scholars of Excelsior Academy.

Morning drop off time will be between 8:00 am and 8:15 am. If a parent fails to arrive during the designated drop off time they must park their vehicle in the parking lot and escort their scholar/scholars into the building to check-in at the academy office. The academy's duty of supervision does not start until 8:00 am, thus parents may not drop off their scholars earlier than 8:00 am unless a meeting with a teacher or the Director is scheduled. This is to ensure the safety of our scholars. A fee of \$5.00 per 15 minutes will be charged if your child is dropped off before 8:00 am. It is necessary for you to pull as close to the curb as possible and all scholars must exit on the passenger side of the vehicle. Each teacher will have a designated meeting place for their class. The students will go to that designated area and wait quietly for their teacher to escort them to the classroom.

Afternoon pick-up times are 3:30 pm – 3:45 pm on Monday – Thursday, and 1:10 pm – 1:25 pm on Friday. Morning kindergarten pick-up times are 11:15am-11:30am on Monday – Thursday and 10:15am-10:30am on Friday. Afternoon drop-off times are 12:15 -12:30 on Monday – Thursday and 10:55am-11:10am on Friday. Parents may pick their scholars in an orderly fashion as determined by the Director. A late fee of \$5.00 per 15 minutes will be charged to any parent picking their scholar up after the designated pick up time.

Note: the procedures may change once the building construction is completed and assessed by the Director.

30. Visitor Procedures

For the protection of the scholars and the security of the school, visitors and parents on campus must check in with the office first. Visitors and parents who will be visiting any other part of the school will be given a nametag for identification while on campus. It is against our school policy for visitors or parents to go directly to classrooms before, during, or after school without checking in with the office first. There are no exceptions to this rule.

31. Scholar Check-in and Check-out

If it is necessary to pick-up a scholar early, the parent/guardian should go to the office and the child's classroom will be called. The parent/guardian must sign the child out. If a person other than a parent/guardian is picking up the scholar, the academy must receive this information in writing prior to pick up. Scholars will only be released to persons listed in the academy's records with proper identification. Parents or other authorized parties picking up a scholar are required to come into the

building and speak with the office staff. Parents must also sign in their scholars if checking them in to school late due to doctor appointments, etc.

32. Leaving School Grounds

Scholars must not leave the school grounds during school hours, unless they have been checked out by their parent/guardian.

33. Telephone Usage by Students

Students may use the telephone in emergency cases at the discretion of their teacher.

34. Skateboards, Rollerblades, and Wheeled Shoes

Skateboards, rollerblades, and shoes containing wheels are not allowed on campus.

35. Field Trips

Whenever scholars are traveling away from school, they are subject to the same rules, regulations, and appropriate politeness and civility observed on campus. As in the classrooms, the teacher(s) will judge what is acceptable or unacceptable behavior. **Scholars are to comply by the dress and grooming standard when leaving school on a field trip, unless parents are notified of different dress expectations based on the destination or activity.** Scholars must have a permission slip signed by a parent or guardian to participate on the field trip. Parents who are chaperoning must have completed a parent volunteer packet, obtained through the school.

36. Care of Textbooks and Library Books

Scholars are responsible for all textbooks, library books and classroom books issued to them during the school year. Scholars will be charged for lost or damaged books at replacement cost.

37. Holiday and Birthday Policies

Excelsior Academy believes that school should be a positive and fun social experience. However, this need must be weighed and considered against the core academic purpose of the school when planning for school activities. We ask that parents be mindful and understanding of our desire to maintain the integrity of the school programs as we observe holidays and enjoyable activities.

Excelsior Academy will allow scholars to participate in games and class parties for Halloween, Winter Celebration, and Valentine's Day. Scholars will not be allowed to wear costumes to school on Halloween, but there will be Halloween oriented games and activities.

Treats and favors for scholars' birthdays are not permitted. This has been established due to the disruption they cause in the classroom, the objection of parents, children's dietetic needs, and/or family

financial limitations. This will eliminate any undue pressure or expectations that may be put on the teacher, scholar, or family as a result. Excelsior Academy does, however, feel that it is important to acknowledge each child's birthday. Teachers are encouraged to acknowledge a scholar's birthday within their classroom without treats. Excelsior Academy will celebrate the collective birthdays of scholars and teachers throughout the year. The nature of the birthday celebration will be determined by the administration and will be consistent for each student and teacher throughout the year. Scholars and teachers with a birthday falling on a month outside of the school year will be given a birthday celebration month within the school year. Please do not send birthday treats, balloons, or gifts to school with scholars.

38. Fire and Disaster Drills

Fire and disaster drills are conducted regularly in an effort to acquaint teachers and scholars with the necessary actions to guarantee maximum safety for all students. They are guided through drills and are assigned specific areas of safety where they are to go when a fire/disaster signal is given. The LDS Church on Erda Way has been designated as our reunification site. This means if it becomes necessary to evacuate the building, scholars would be taken to the LDS church on Erda Way.

39. Allergy Policy

It is the responsibility of each parent/guardian to notify their child's teacher of their allergies. The teacher will then try to ensure that whatever food may be served in class will not jeopardize the students. We recommend that parents provide their students with a medical alert bracelet or necklace if they have severe enough allergies that teachers, paraprofessionals or food service workers need to be notified. As there will be rotating staff monitoring the lunch room, it will not be possible for school staff to remember which children have allergies and will need to rely on this information. Of course, parents are encouraged to teach their children to avoid food that may trigger an allergic reaction. We encourage all parents to be sensitive to the allergies of other students in their classes or friend groups and do what they can to help accommodate children with these risks.

40. Medication

Medications are given only with written authorization from the parents and physician. Forms are available in the office and must be filled out prior to the child needing the medication.

41. Computer and Internet Usage

Personal contact information may not be entered on internet sites open to public access. This includes scholar address, phone numbers, and e-mail addresses. Scholars may use school internet access, including e-mail, only for teacher-directed educational activities. Scholars may use school internet access only when authorized and only when supervised. Scholars are strictly prohibited to access or create files or materials without authorization, access or create offensive, profane, or pornographic files, use internet games, multiuser domains, IRCs or web chat. Scholars are prohibited to plagiarize works or violate copyrights or trademarks. Scholars may not damage, alter, or modify software or hardware, or attempt to bypass computer security. Scholars have no expectation of privacy in files, disks, documents, etc. that have been created in, entered in, stored in, downloaded from, or

used on school equipment. Disciplinary actions will be taken to meet the specific concerns related to violations of this policy. These actions may include, but are not limited to loss of access to computers, suspensions, law enforcement involvement, etc.

42. Excelsior Academy Scholar/Parent/Academy Compact

Excelsior Academy wants to ensure that all scholars acquire the skills and knowledge they need to reach their full and academic and social potential. In order to reach this goal, staff, scholars, and parents must each do their part to ensure the safety and learning of each student.

Parent /Guardian Compact:

As an Excelsior Academy parent/guardian, I will commit to do the following to support my scholar's learning:

1. Attend all scheduled parent/teacher conferences during the school year.
2. Check and sign my scholar's homework daily.
3. Read with and/or check that my scholar is reading independently every night.
4. Check that my scholar is doing his/her homework every night and contact the classroom teachers if my scholar is struggling academically.
5. Volunteer regularly throughout the school year.
6. Make sure that my scholar attends school and arrives on time every day in accordance with the academy schedule.
7. Make sure that my scholar is prepared to learn every day by only bringing to the academy those materials that are relevant, getting a good night's sleep and making sure that my scholar has a good and nutritious breakfast before school.
8. Accept Excelsior Academy's policies and procedures and work with the school staff to make sure that my scholar is following the academy and class rules so as to protect the safety, feelings, and rights of other scholars, staff, parents and themselves.
9. Treat other parents/guardians, scholars and staff with respect.
10. Be direct and respectful in communication with all members of the academy's community.

Staff Compact:

As an Excelsior Academy staff member, I will do the following to support scholar learning:

1. Support the charter, mission, and vision of the academy.
2. Provide an inviting, nurturing, safe and positive learning environment.
3. Provide scholars with a strong foundation of core knowledge so that they will one day become a thriving and successful member of the community.
4. Maintain high academic expectations and rigor for all scholars.
5. Assess scholars on a regular basis and work with parents to provide the best possible individualized instruction.

6. Communicate regularly with parents through parent-teacher conferences, weekly progress reports, report cards, curriculum nights, and other school activities.
7. Support Excelsior Academy's behavior policy by informing parents/guardians if their scholar receives a disciplinary violation and reporting to the Director any behavior that warrants a violation.
8. Treat other staff, parents/guardians and students with respect.
9. Be direct and respectful in communication with all staff members of Excelsior Academy.

Student Compact:

As an Excelsior Academy scholar, I will do the following to support my own learning:

1. Come to school prepared to learn and bring all relevant materials and leaving home any objects that might interfere with my learning.
2. Participate in all class and school activities and raise my hand if I have a question or do not understand something.
3. Attend school and arrive on time every day in accordance with the academy schedule.
4. Complete all class and homework assignments on time and putting in my best effort.
5. Read every night for 20 minutes.
6. Comply with the uniform policy every day.
7. Follow all academy and class rules. I understand that if I choose not to follow academy and class rules a consequence will be given.
8. Be responsible for my own behavior and follow all appropriate directions by teachers and staff.
9. Treat other scholars, parents/guardians, and staff with respect.
10. Behave in such a way as to protect the safety, feelings, and rights of other scholars, staff, parents and myself.
11. Attend all tutor intervention sessions as directed and assigned by the teachers.

Acknowledgement of Parent/Scholar Handbook

Scholars and parents are requested to complete the form below. Your signature indicates that

- you have received, read and agree to comply with the standards that have been established in Excelsior Academy's Parent/Student Handbook;
- you understand that this provides guidelines and summary information about the academy's policies, procedures, and rules of conduct;
- you have read Excelsior Academy's Agreement and are willing to abide by it;
- you understand that Excelsior Academy has the right to modify, supplement, rescind, or revise policy from time to time, as deemed necessary or appropriate.

I accept responsibility for keeping informed of these changes.

Student Name

Student Signature

Parent Name

Parent Signature

Grade Level

Primary Teacher

Date: _____