

# Parent/Scholar Handbook



**Excelsior Academy  
Parent-Student Handbook  
2011-2012**

This handbook is reliable upon printing, but may change over time, and will be updated with policy changes annually.

## **Table of Contents**

<b>EXCELSIOR ACADEMY: VISION AND MISSION</b>	<b>5</b>
Mission Statement	5
What We Believe	5
Excelsior Academy	5
<b>FOUNDATIONS</b>	<b>6</b>
Unity and Diversity; Religious or other opt-out policy	6
Builders	7
Builders Themes for 2011-2012 School Year	8
<b>DAILY SCHOOL OPERATION</b>	<b>9</b>
Attendance	9
Tardy	10
Visitors	10
School Closures	10
Student drop-off and pick-up	10
Students Remaining on School Premises after 3:50 p.m.	11
Student Behavior at Carpool	11
Student Arrivals/Departures Outside of Normal School Hours	11
Non-custodial Parent/Guardian	12
Pledge of Allegiance	12
Valuables, Electronic Devices and Games	12
Lost and Found	12
Party or Other Event Invitations	12

<b>HEALTH</b>	<b>12</b>
Immunizations	13
Illness, appointments during the school day	13
Medications	13
Air Quality	13
School Lunch	13
Lion’s Den Café Usage Policy	14
<b>SCHOOL WIDE COMMUNICATION POLICY</b>	<b>14</b>
Communication with Students	15
Administrative Communication	15
Parent Survey	15
<b>SCHOOL SAFETY</b>	<b>15</b>
Building Security	15
Safety on Grounds	16
<b>ACADEMIC POLICIES</b>	<b>16</b>
Academic Calendar	16
Philosophy Statement	16
Organization - Dockets	16
Learning Plans	17
Lockers	17
Homework	17
Academic Communication	18
Academic Performance Standards	18
School Promotion Policy	19
Parent-Teacher Conferences	20
Technology Usage Policy	20
<b>FINANCIAL</b>	<b>20</b>
<b>VOLUNTEER GUIDELINES</b>	<b>20</b>

<b>CODE OF CONDUCT</b>	<b>21</b>
<b>The Goals of Excelsior Academy’s Code of Conduct:</b>	<b>21</b>
<b>Excelsior Academy Code of Conduct</b>	<b>21</b>
<b>K-6 Discipline Plan</b>	<b>22</b>
<b>Jr. High Discipline Plan</b>	<b>23</b>
<b>Parent Intervention Guidelines</b>	<b>23</b>
<b>Definitions</b>	<b>24</b>
<b>DRESS CODE</b>	<b>24</b>
<b>Guidelines</b>	<b>24</b>
<b>Excelsior Academy Dress Code Quick Guide</b>	<b>26</b>

# EXCELSIOR ACADEMY: VISION AND MISSION

## Mission Statement

*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, in an intentionally inviting environment to help scholars acquire a life-long love of learning.*

Our mission focuses on two things:

- Academic achievement
- Virtuous character development

Each program at Excelsior Academy is regularly evaluated in light of the school Mission Statement – will it promote academic achievement and/or virtuous character development. We invite all members of the Excelsior Academy community to assist in promoting and supporting the school’s mission. Feedback and input are always welcome as we work to refine our programs to better reflect our mission.

Excelsior Academy is a liberal arts, classical education school model. In the modern sense, this means that we teach a broad range of topics as opposed to specializing or teaching vocational skills. In a traditional sense, it means that we adhere to the concept of the Trivium, as interpreted to represent 3 stages of knowledge acquisition. The Grammar phase is identified with the young child (0-9), who easily memorizes songs, poems and factual knowledge. The Logic phase (9-14) is identified with learners “connecting” their factual knowledge in a logical manner, “making sense” of things. The Rhetorical Phase (14-beyond) is that in which students learn to coherently and persuasively defend their logic in writing and speech. (In medieval times, these three designations were subjects of study preceding the study of arithmetic, geometry, astronomy, and music.)

## What We Believe

# Excelsior Academy

1. A school’s central mission is to ensure each student achieves maximum academic success by teaching skills to mastery levels, imparting valuable knowledge, transmitting the common culture that binds us as a nation, and exposing children to supreme examples of artistic and intellectual achievement.
2. Mastery of a fundamental core of knowledge is essential to a child’s achievement in later grades. Material should be coherent, sequential, content-rich, and challenging, and must be taught to mastery level by the teacher.
3. Standardized testing is an essential tool for measuring student learning and teacher success.
4. The formation of good character goes hand in hand with mental training.
5. Serious scholarship requires a willing and enthusiastic mind, self-discipline, determination, patience, and humility.
6. All children can learn, although their pace may differ, and their response to higher standards is improved performance.
7. The school must be structured to ensure that parents play an active role in all aspects of their child’s education.

*Thank you to Cheyenne Mountain Charter Academy for sharing some of these tenets with us.*

# FOUNDATIONS

**At Excelsior Academy, we understand that in order to build an excellent institution, we must have a strong foundation in place. Our foundation is built on the following four principles:**

## **Expectations**

High expectations in academics and character reflect the unwavering confidence we have in our students. We believe that our students can and will achieve whatever is set before them. High expectations are the vital first step toward achieving our school mission of academic excellence and virtuous character development for each student. The confidence engendered in our students by the high expectations we hold motivates them toward excellence.

## **Effort**

We believe that properly reinforced effort is the key to achievement. Our students and staff know the value of hard work, and are committed to working hard every day. The fruits of work are real and satisfying, and are won without exception by those willing to engage in work earnestly and consistently. The fruits of work cannot be borrowed or lent.

## **Enthusiasm**

Enthusiasm propels one on to greater effort. Enthusiasm makes work enjoyable and provides encouragement for others to put forth increased effort. It is the responsibility of every member of the Excelsior Academy community to bring enthusiasm to their work and to their associations at school.

## **Excellence**

Excellence is a self-perpetuating value. When one achieves excellence, motivation is generated that leads to a natural increase in expectations, and encourages one to apply effort and enthusiasm to obtain new, even higher levels of excellence.

## **Unity and Diversity; Religious or other opt-out policy**

It is vital to our mission and to our community that we are unified in purpose. We recognize the strength we have in our different cultures, nationalities and religious faiths and we honor the diversity of our students and families. Our strength and unity is built as we honor and embrace our diversity while focusing on our shared mission of academic excellence and character development for each student. Parents should exercise their ability to opt-out their student of any activity they determine is in conflict with their religious or other tenets. Parents can exercise this opt-out by speaking with the teacher if it is a classroom activity (such as a book they don't wish their student to read or another academic program activity) or with administrative personnel for school-wide activities. Parents may be asked to fill out a request to opt their child out of an activity.

We recognize that in order to succeed in our mission, Excelsior Academy must be a place where positive motivation guides students and staff alike. All staff members, students, and parents in the Excelsior Academy community work together to “build” our great school. Each person has a responsibility to be a “builder.” To help us firmly plant this ideal into our institution, which will result in a loving, positive atmosphere, we have adopted a “Builders” theme, based upon the following poem:

## **Builders**

**I saw them tearing a building down,  
A gang of men in a busy town.**

**With a yo heave ho and a lusty yell,  
They swung a beam and the sidewall fell.**

**I asked the foreman if these men were as skilled  
As those he would hire if he were to build.**

**He laughed and said, “Oh, no indeed,  
Common labor is all I need,**

**For they can wreck in a day or two,  
What builders have taken years to do.”**

**So I asked myself, as I went my way,  
Which of these roles am I to play?**

**Am I the builder, who works with care,  
Measuring life by the rule and square?**

**Or am I the wrecker who walks the town,  
Content in the role of tearing down?**

**I’ve made my decision; I’ll start today,  
I’ll be a builder in every way.**

**-anonymous and Howard Headlee**

Each student and staff member memorizes this poem. It is recited at school events and in classrooms. There is also a Builders Song (K. Woodcox, 2004). We ask all members of the Excelsior Academy community, when faced with a decision on how to conduct themselves, to ask – “what would be building behavior?” Keeping the standard of behavior at that of a “builder” makes it easy to know how to conduct ourselves and promotes a positive place for learning. Monthly and annual “Builder” awards are given to students (annually to staff) to promote the Builders theme.

## **Builders Themes for 2011-2012 School Year**

### **September**

*Builders Enjoy Work*

### **October**

*Believing in My Ability to Succeed*

### **November**

*Expressing Gratitude*

### **December**

*Being Helpful and Serving*

### **January**

*Working Diligently*

### **February**

*Befriending Others*

### **March**

*Being Perfectly Honest*

### **April**

*Being Utterly Reliable*

### **May**

*Demonstrating Integrity*

### **June**

*Learning Everyday of the Year*

# DAILY SCHOOL OPERATION

1. School will begin each day at 8:15 a.m.
2. School will be dismissed at 3:30 p.m. Monday, Tuesday, Thursday and Friday. School will be dismissed at 1:30 p.m. on Wednesdays.
3. Parents may drop off students beginning at 7:50 a.m. each morning. Parents must pick up their students by 3:45 p.m. Monday, Tuesday, Thursday and Friday, and by 1:45 on Wednesday.
4. Kindergarten Hours: 8:15-11:30; 12:15-3:30 M, T, Th, F. Kindergarten hours Wednesdays & all short days: 8:15-1:30 rotating weeks (see school calendar)
5. Phones will be answered from 8:00 a.m. until 3:15 p.m.; 3:50-4:00 p.m. Monday, Tuesday, Thursday and Friday. On Wednesdays the phones will be answered from 8:00 a.m. until 1:00 p.m and 1:45-4:00 p.m.

## Attendance

1. It is vital to our success that students attend school each day. Excelsior Academy has a goal of 96% attendance school-wide. Our academic goals will be achieved only if our students attend school regularly.
2. ***If a student is unable to attend school, a parent or guardian must call or email the school secretary on the day of the absence before 8:45 a.m. to report the absence. If the absence is illness related, we ask parents to report the reason for the child's absence. We will be tracking symptoms of our students to assist us in managing school health:***
  - a. *Fever*
  - b. *Cough*
  - c. *Vomiting*
  - d. *Sore Throat*
  - e. *Headache*
  - f. *Any Dr.'s diagnosis, such as strep infection or an H1N1 diagnosis*
3. If a parent does not call or email the absence will be considered unexcused and the student will be considered truant. SCHOOL PHONE NUMBER: 435-882-3062
4. Please note that we are required to remove from our enrollment any student who is absent for more than ten consecutive days of school.
5. Attendance will be kept each day at Excelsior Academy, and will be reported to the administration by each teacher. Administration will track daily attendance and will report any extended absences to the Director.
6. If a student misses more than 2 hours of any school day, it may be considered an absence.
7. If a student has 8 absences (not necessarily consecutive) without prior written approval of the student's application for Extenuating Circumstances, the Director will send a letter outlining that the student has been placed on Attendance Warning status and reporting to the parent the number of absences the school has recorded.
8. If a student has 10 absences (not necessarily consecutive) without prior written approval of the student's application for Extenuating Circumstances, the school director shall send a letter to the parents informing them the student has been placed on Attendance Probation.
9. Absences may affect a student's grade according to the class disclosure in Jr. High and depending upon work missed in the elementary grades.
10. If a student needs to be absent from school for a special purpose that is known to the family in advance, the parents need to fill out a "**Scheduled Absence Request**" and submit it to the school administration. Only when these forms are filled out and accepted by administration will a student be allowed to make up missed school work. If a student has missed enough days to not qualify for 96% attendance, administration may not approve the absence.
11. ***When parents complete a Scheduled Absence Request, it is the parents' responsibility to:***
  - a. *email the teacher and notify them of the planned absence*
  - b. *check the student's learning plan for homework and schoolwork assignments*
  - c. *email the teacher to clarify any homework or classwork assignments*
  - d. *collect the student's books and materials needed to complete the work – parents should not assume teachers will do this for a scheduled absence – parents should come into the school at a convenient time for the teacher and be willing to collect the needed items and parents may need to make the copies needed.*

## Tardy

1. Classroom doors are locked at 8:15 each morning. Students who arrive after 8:15 a.m. will report to the front desk at the entrance of the school, or wait outside their classroom. A school administration official will record students' names that are tardy.
2. Each tardy will be recorded.
3. After six tardy arrivals in one quarter, the Director will notify the parents that the student has been placed on Tardy Warning via a letter to the parents.
4. After eight tardy arrivals in one quarter, parents will be notified via letter that their student has been placed on Tardy Probation.

## Visitors

Visitors are welcome at Excelsior Academy. Visitors must enter the front school doors and sign in at the front desk. Visitors must wear a Visitor's Badge while they are in the school. Visitors are welcome to visit any classroom as part of our "empty chair" philosophy. In all classrooms there is an empty chair in which visitors can sit and observe the instructional process.

Visitors should not involve themselves in the classroom. We ask that visitors not bring small children to observe in the classroom.

## School Closures

Excelsior Academy follows Tooele School District with regard to school closures due to inclement weather or emergencies. Parents should listen to these designated radio or television stations for school closure information between the hours of 6-8 a.m. If school for Tooele District is cancelled, school at Excelsior Academy will be cancelled. If there is a late start for Tooele School District due to inclement weather, we will have a late start at Excelsior Academy. If only selected schools in TSD are closed or on late start schedule, Excelsior Academy will operate as NORMAL. Parents are ultimately responsible for deciding if inclement weather is severe enough that they cannot drive to school. (If schools dismiss early, the media will air the announcement as soon as possible. If Tooele School District dismisses early due to inclement weather or emergency, Excelsior Academy will dismiss early.

### AM Radio Stations

- KSL-1160
- Metro Networks -- 25 stations

### TV Stations

- KSL -- Channel 5
- KUTV -- Channel 2
- KTVX -- Channel 4
- Fox-News -- Channel 13

One of the following messages will be aired by the media:

- "Schools Will Be Closed" (day and date)
- "Schools Will Start Two Hours Late" (day and date)
- "Schools Will Dismiss Early" (day and date)

In addition, school closures will be posted by 6:30 a.m. on Tooele School District's Web site at [www.tooelesd.org](http://www.tooelesd.org).

## Student drop-off and pick-up

Students may be dropped off after 7:50 a.m. each morning. Elementary students must report to the multipurpose room until 8:05.

1. Parents drive through the carpool lane and pull up to the sidewalk into the open spot furthest forward. Students need to exit the right side of the car to ensure their safety. PLEASE DO NOT STOP UNLESS YOU ARE IN THE FURTHEST FORWARD OPEN POSITION AT THE CURB.
2. If students arrive more than five minutes after school begins, parents need to park, walk their students into school and sign their student in at the school office.
3. Parents may only drop off students on the north side of the school.

### Afternoon Procedure:

1. Every family is assigned a number. This family carpool number will not change from year to year. If you need more copies of your number, please make them BIG and BOLD (150 computer font size, no napkins or sticky notes ☺).
2. When you arrive at school for pick-up, you will line up beginning at the first spot along the curb in your assigned pick up area.

3. At 3:20 pm, a staff member comes outside with a clipboard and walkie-talkie. She/he will begin taking numbers starting at the first car in line and continuing through the line to all of the cars that are waiting (in the driveway). Please have your family number as well as all of the family numbers in your carpool where they can be seen by the staff member.
4. Students wait quietly in their classrooms until their number is called. When students hear their number, they leave their classroom quietly and walk out to the carpool curb.
5. If some of your students come out but others do not (within 3 minutes of being at the curb), pull away from the curb and drive past the staff member calling numbers. They will call your number again. Park in the parking spaces until your student comes out. When they come out, pull to the curb again and pick them up.

### **Forgotten Numbers:**

- If you arrive at carpool and you've forgotten your number card, you may roll down your window and tell the staff member your carpool numbers. This slows the carpool process, however, and we ask that you keep extra cards in your car (and in cars that may pick up your students).
- If you don't know your number, you may give the staff member your student names. You will need to give first and last names of everyone in your carpool. This also slows the carpool process and we ask that you memorize your carpool numbers. You may call the front office during office hours and get your family number (as well as other family numbers in your carpool).
- Families without numbers will slow down carpool, so please do your best to keep your numbers in all cars that are used to pick up your students.

### **Waiting Zone:**

If, for some reason, all of your students don't come to carpool in a timely fashion, we may ask you to drive around to the carpool line again. Maximum time at the pick-up curb should be 3 minutes. When your students arrive, you may pull up to the curb and pick them up.

### **Student Check-Outs during Carpool:**

The school office will be open for student check-outs from 8:15-3:15 pm. There will be **no student check-outs between 3:15-3:30 pm**. Please arrange to be here before 3:15 pm if you need to check-out your students at the end of the day. If you arrive between 3:15-3:30 to check out students, you will be asked to wait in the front office waiting area until school is over at 3:30 pm. At that time, you may go down to your student's classroom and pick them up.

### **Office Hours during Carpool:**

The school office will be available to answer phone calls and assist parents from 8:00-3:15 pm and from 3:50-4:00 pm. **Any phone calls received between 3:15-3:45 pm will go directly to voicemail.** Any parents needing assistance between 3:15-3:45 pm will be asked to wait in the front office waiting area until the end of carpool.

***STUDENTS WILL BE ALLOWED TO EXIT THE NORTH SIDE OF THE BUILDING ONLY. STUDENTS WILL NOT BE ALLOWED TO EXIT THE SOUTH SIDE OF THE BUILDING.***

### **Students Remaining on School Premises after 3:50 p.m.**

- Our teacher hours are 8:00-4:30 pm. Please make sure you are here to pick up your students **promptly between 3:30-3:50 pm** to allow our teachers their preparation time and ensure they get to go home on time!
- Parents who arrive to pick up students after carpool is over (approximately 4:00 p.m.) must come into the school and fill out a late pickup form. These will be forwarded to school administration. If parents consistently fail to pick up their students by 4:00 they will be contacted by administration for a conference. If the late pickups continue, it will be considered a violation of the Acceptance of Policy.

### **Student Behavior at Carpool**

- Students are to walk directly to their vehicle. No students are allowed to play on the playground during carpool pickup.
- No pushing, shoving, or horseplay of any kind. Hands, feet and belongings must be kept to self.
- No swinging of backpacks, lunchboxes, or any other items.
- No yelling, screaming, or speaking in loud voices.
- Students are expected to have all belongings when they go out to carpool. They are generally not allowed back in the school.

### **Student Arrivals/Departures Outside of Normal School Hours**

- Students arriving after 8:15, or any other time during the day outside of carpool times, must be accompanied into school to be signed in.

- If a student needs to leave the school during school hours the parent/guardian must come into the school and sign the student out. Students will not be sent out to meet parents at the curb outside of regular carpool times.
- If parents are going on vacation, be sure and add the caregiver to the student's card so they can pick them up from school if necessary while you are gone. You should also leave a "permission to treat" with the caregiver in case there is need for medical attention for the student and the parents are not available.

## **Non-custodial Parent/Guardian**

- Excelsior Academy abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.
- Likewise, non-custodial parents will have access to students during school hours in the same way that custodial parents do (including picking up the student from school) unless documentation to the contrary is presented to the school.

## **Pledge of Allegiance**

Students will recite the Pledge of Allegiance as a class each day with the exception of days when there is a school-wide assembly during which the Pledge of Allegiance is recited as a school-wide event.

## **Valuables, Electronic Devices and Games**

- It is not recommended that students or staff bring valuables onto the school campus. Excelsior Academy cannot be responsible for damage to or loss of valuable items.
- Electronic games and devices are not allowed on campus at Excelsior Academy. Games found on campus may be confiscated and may be held by administration until the end of the school year.
- Cell phones will be confiscated if found in use by the students at any time during the school day. Cell Phones may not be used between the hours of 8:15-3:30, even during lunch times. This includes text messaging. Excelsior Academy is not responsible for lost cell phones.

## **Lost and Found**

Items found in hallways, bathrooms and other school areas that are not claimed by a student will be placed in the Lost and Found. At the end of each quarter items remaining in the lost and found will be donated to a charitable organization. Parents are encouraged to check the lost and found twice monthly for their student's missing items

## **Party or Other Event Invitations**

Only invitations which are being made to an entire class may be distributed at school. Invitations to events for which only a portion of class members are invited may not be distributed at school. Parents are not allowed to come in to school and place invitations in student backpacks, or hand out invitations on school property unless all students in the class are being invited. Parents should plan to mail or otherwise distribute invitations to events if all students in the class are not invited.

## **HEALTH**

1. Each student will have the health section of the enrollment card filled out by their parent/guardian as part of school enrollment.
2. Students will not be allowed at school without the health information on file in the front office.
3. Parents of students who have specific or special health concerns, chronic illness, or in need of medication during school hours must fill out a "health alert form" (available in the registration materials and at the front desk). This information will be given to the school nurse consultant, and each student who has a form will have a red "health alert" folder which will be kept at the school office. This folder will contain information on procedures to follow in case of illness or emergency, as well as any necessary parental permissions.
4. Parents who wish to give specific instructions regarding air quality days need to fill out a Health Alert with this information.
5. Teachers will be given health files on students with health concerns, chronic illnesses or who take daily medication administered during school hours. Teachers will receive training to assist them in managing the health needs of students in their classes. Teachers will keep health files on these students readily available to them.
6. At the beginning of each school year, staff will receive their health alert files and each student's needs will be discussed by the teacher, nurse consultant, office staff and director.

## Immunizations

**By law, every student must be immunized before entering school. Prior to school, every student must have the following immunizations:**

- 4-5 DPT vaccines
- 1 rubella vaccine
- 4 doses of polio vaccine
- 3 Hepatitis B
- 1 Varicella (K and First Grade)
- 2 MMR
- 2 Hepatitis A (K and First Grade)

**Before 7<sup>th</sup> grade, students must have the following immunizations:**

- Hepatitis B – 3 shot series
- Chicken Pox – vaccine or history of disease
- Tetanus Booster – Tdap or Td after 1<sup>st</sup> grade

The data is to be tabulated on a Utah Certificate of Immunization form and signed by your physician. Parents need to bring the original to the school for verification. The school will make a copy of the certificate and put it in the student file.

## Illness, appointments during the school day

1. Illness: In case of illness, students will come to the school office. School staff will contact parents if they deem it is necessary. ***Students who are ill (fever, vomiting, excessive productive coughing, runny nose and/or eyes) must be picked up immediately from school.*** If a parent cannot be reached, the emergency contact listed on the student enrollment form will be notified to come and pick up the student. If a student feels ill but there are no obvious symptoms of illness, the school secretary may invite the student to rest in the school office for 10 to 15 minutes to determine if the symptoms will subside. If the student is deemed to be ill, the parents will be contacted and will need to pick up the student.

2. Appointments: Parents are encouraged to schedule appointments outside of school hours whenever possible. For students in grades 1-6, afternoon appointments are preferred so that students do not miss reading or math instruction.

***Generally, students are not allowed to use the school telephones to call home during the day. Please don't instruct your students to call you. School office personnel will determine if there is a need to contact the parent and will make the phone calls.***

Parents must come into the school building to sign out their student during school hours. Students will not be released from class until parents arrive at the school. For safety reasons, students will not be sent out to meet parents waiting at the curb. Students will not be released to any person not listed on the emergency contact section of the registration card. If you are leaving town, be sure your caregiver is listed on the card as someone authorized to pick up your student from school.

## Medications

Students in need of medication during the day will need a Dr.'s note, the medication in the original container, and a signed release form. Office staff will dispense medications if they comply with this policy. Students with asthma may carry their inhaler only if the office has on file the above three items as well as a special release form. ***Non-prescription medication will not be dispensed unless the parent brings the medication to school and signs a release form.***

## Air Quality

The state emails the school each school day that there is a yellow or red air quality day. Teachers are given this information. If parents wish their student(s) to stay inside on a particular air quality day, they need to fill out a health alert form and return it to the school office, outlining the parent's directions to the teacher.

## School Lunch

Parents are expected to provide a nutritious lunch for their student(s) each day by purchasing school lunch or providing a lunch from home. We recommend that parents provide a lunch that contains recommended foods for growing children, including fresh fruits and vegetables. Lunches that consist of a bag of chips and a sweet drink are not considered nutritious and consumption of these foods affects a student's ability to succeed academically. Sometimes older students are left with the responsibility of packing their own lunch and they choose items that are not nutritious or substantial enough to get them through the afternoon. Some parents have felt this is a natural consequence and use this as a way to teach their child responsibility. We urge parents to

find other ways to teach those important lessons so that their child's education does not suffer. ***It is the parent's responsibility to ensure the student has healthy food in their lunch each day.*** Supervising lunch staff will encourage students to eat their lunch.

Beverages: No soda or drinks containing stimulants of any kind, including caffeine or herbal stimulants are allowed at school.

At times, students may consume food at school that parents do not send – for example, by trading lunch items, or receiving a birthday treat or having special food at a culminating activity. It is imperative that parents disclose any food allergies to the school by filling out a Health Alert form so that precautions can be taken to prevent allergic reactions in students.

## **Lion's Den Café Usage Policy**

In accordance with Tooele County Health Department regulations, no one may enter the kitchen area of the cafeteria without a food handler's permit on file with the lunch office. Use of kitchen space and equipment is restricted to lunch service only, unless prior arrangements are made with the Lunch Manager.

## **SCHOOL WIDE COMMUNICATION POLICY**

Communication at Excelsior Academy, as outlined in our school vision, will be positively framed and undertaken in good faith by all parties. Anyone with a question or concern is to take it to the person most able to address it and to no one else. This allows for all members of the community to feel safe and valued, and to have confidence that all concerns will be addressed to the point of satisfaction whenever possible. Feedback from all stakeholders is essential for the school to be continually engaged in a process of improvement, and feedback is more likely to be shared freely when stakeholders are confident their feedback will be carefully heard and addressed.

Members of the Excelsior Academy community who have a question, concern, feedback or a need for information will identify the person best able to answer their question or concern or most logically to hear their feedback and will approach that person in a positive manner. If a member of the community does not know who the best person is to answer their question or concern or hear their feedback, they will ask a member of the administrative staff, beginning with one of the school secretaries.

If a parent has a question related to instruction or that relates to the classroom in any way, the classroom teacher should be the first person to whom the parent would go seeking information or resolution. If the parent does not feel their concern has been resolved by the teacher, they should ask the teacher for a meeting with an Administrator. If the parent desires, they may ask the school secretary for an appointment with the Director directly if they feel their concern would best be addressed at that level and they have already tried to address it with the teacher and are uncomfortable asking the teacher for an administrative conference. If the parent feels the Director has not sufficiently resolved their concern, they may bring their concern to the parent advocate member of the Governing Board. This may be done by emailing [advocate@excelsior-academy.org](mailto:advocate@excelsior-academy.org).

Concerns must be brought by a parent about their own students or their own concerns. Parents may not represent a group in bringing concerns to the Excelsior Academy Administration or Governing Board, as each parent's concern must be addressed individually and confidentially. In order to preserve the confidentiality of our students, group concerns will not be addressed.

We have established a clear communication channel through which we invite you to bring any concerns or questions you may have. The persons listed are in order of whom you should address your concern to first, next, etc.:

### **Academic, Behavioral, or other Concern – Elementary**

1. Child's Classroom Teacher - (even for groups issues) - teacher's first initial lastname@excelsior-academy.org
2. Elementary Director, Heather Soto – [hsoto@excelsior-academy.org](mailto:hsoto@excelsior-academy.org)
3. Assistant Elementary Director, Keri Stoddard – [kstoddard@excelsior-academy.org](mailto:kstoddard@excelsior-academy.org)
4. Parent Advocate, Katie Redmond– [advocate@excelsior-academy.org](mailto:advocate@excelsior-academy.org)

### **Academic, Behavioral, or other Concern – Jr. High**

1. Child's Classroom Teacher - teacher's first initial last name@excelsior-academy.org
2. Jr. High Director, Matt Hymas – [mhymas@excelsior-academy.org](mailto:mhymas@excelsior-academy.org)
3. Jr. High Administrative Assistant, Cami Deavila – [cdeavila@excelsior-academy.org](mailto:cdeavila@excelsior-academy.org)
4. Parent Advocate, Katie Redmond – [advocate@excelsior-academy.org](mailto:advocate@excelsior-academy.org)

### **Facility or Safety Concern, Carpool**

1. Tracey Marz - Business Manager – [tmarz@excelsior-academy.org](mailto:tmarz@excelsior-academy.org)

2. Administrative Director, Audrey Bell – abell@excelsior-academy.org
3. Governing Board Member- advocate@excelsior-academy.org

### **Special Education Concern - Elementary**

1. Child's Classroom Teacher - teacher's first initial last name @excelsior-academy.org
2. Elementary Director, Heather Soto – hsoto@excelsior-academy.org
3. Special Education, Eva Wayman or Cali Wolf – ewayman@excelsior-academy.org, cwolf@excelsior-academy.org
4. Parent Advocate, Katie Redmond – advocate@excelsior-academy.org

### **Special Education Concern – Jr. High**

1. Child's Teacher – teacher's first initial last name@excelsior-academy.org
2. Jr. High Director, Matt Hymas – mhymas@excelsior-academy.org
3. Special Education, Eva Wayman or Cali Wolf – ewayman@excelsior-academy.org, cwolf@excelsior-academy.org
4. Parent Advocate, Katie Redmond – advocate@excelsior-academy.org

## **Communication with Students**

In addition to the school-wide communication policy, additional guidance is given regarding communication with our students. Communication with students by all adults in our community shall be undertaken with our school vision in mind:

1. To provide a safe, fun, nurturing learning environment that is safe physically and emotionally.
2. Positive communication will be used by all staff, at all times. Corrections, when necessary, shall be undertaken within the context of encouragement.
3. Positive communication will be taught in a concrete manner to students.
4. Positive communication will be modeled by staff for families and students.
5. Positive communication will be addressed through regular, written communication from the school administration.
6. Because we believe that achievement is most effectively achieved through properly reinforced effort, staff members will watch for opportunities to notice and acknowledge effort in a positive manner.
7. If a student needs to be corrected, it is best done in close proximity to the student using a normal voice tone and calm manner.
8. If a group of students is involved in a negative situation, staff members shall separate the students and counsel with them individually.
9. Communication with students will reinforce Excelsior Academy's culture of inclusiveness, kindness and teamwork.
10. Communication with students will characterize our belief in the unlimited value of each individual student to our school community.

## **Administrative Communication**

A weekly newsletter from the Administration will be emailed to Excelsior Academy families. The newsletter will contain notification of important dates and events, as well as pertinent school news and information.

## **Parent Survey**

Each February and May, a parent survey will be distributed to each Excelsior Academy family. The February survey is conducted by Utah State University and is a short, general survey. The May survey is specific to Excelsior Academy, and solicits our parents' views on our programs and staff members. Families will have the opportunity to express their level of satisfaction with all aspects of Excelsior Academy's program. Survey results will be available at the school office, and major points from the survey will be communicated to the parent community via the school newsletter. It is the goal of Excelsior Academy to have 100% parent participation in the parent surveys.

**Any anonymous written communication, outside the annual school survey, will be discarded without being acknowledged.**

# **SCHOOL SAFETY**

## **Building Security**

1. North doors will be unlocked by 7:50 a.m. each day for student arrival.
2. All other doors remain locked throughout the school day.
3. The school premises may be monitored by both video and audio surveillance in classrooms and video surveillance in common areas.

## Safety on Grounds

1. No hard balls are allowed on the field of the school yard outside of PE classes.
2. Students must stay within the fenced areas of the school yard.
3. If a ball or other play equipment needs to be retrieved, a teacher or other adult should retrieve it.
4. The following items are not allowed on school premises:
  - a. Skateboards
  - b. Trampolines
  - c. Roller skates; roller blades, wheelies

## ACADEMIC POLICIES

### Academic Calendar

Each February, the School Administration develops the calendar for the following academic year, and will distribute it to staff for input. In April, the proposed calendar is presented to the Governing Board. In April or May, the calendar is published to the parents via the school newsletter. The academic calendar will closely follow the Tooele School District traditional year calendar as outlined by the Excelsior Academy charter, and will provide for a minimum of 180 days and 990 instructional hours or other days/hours as per current state law and rule.

At the beginning of each school year, each family will be given one copy of the Family Calendar for their reference throughout the year. Please request a calendar if you need an additional one.

### Philosophy Statement

Student academic achievement is the primary goal of Excelsior Academy. We believe that only when students master fundamentals, and are fluent in the basic foundational knowledge of the major disciplines can they move on to effectively express their knowledge and master higher-level skills.

Therefore, the foundation of our instruction will focus on mastery of fundamentals. We define mastery as the ability to demonstrate knowledge and skills repeatedly and accurately. This requires repeated instruction in the subject matter, increasing degree of challenge and considerable practice. As our students master the fundamentals, our instruction focuses on sequential building of conceptual knowledge and promoting independent expression of knowledge. Finally, our instruction focuses on individual internalization of conceptual knowledge, expressed in extensive written work and verbal presentation, preparing our students for advanced study at the high school level.

These levels of instruction and knowledge attainment follow the classical education model of the Trivium – grammar, logic and rhetoric. Excelsior Academy respects this well-founded, proven educational model and uses it in selecting and implementing the school's curriculum.

Our academic policies support our academic mission and philosophy.

An important and vital component of academic achievement is that of organization of student work. Excelsior Academy students will be given tools and training that will assist them in becoming independent students and in organizing their school work, thus maximizing the potential for them to succeed.

### Organization - Dockets

Each student at Excelsior Academy will be issued a docket at the beginning of the first year they are in attendance. Replacement dockets must be purchased from the school office or at a cost to the parent of \$10.

1. The Docket will contain several colored file folders representing the following subjects:
  - a. Red – language arts or English
  - b. Yellow – math
  - c. Green – science
  - d. Blue – history
  - e. Purple – teacher option
  - f. Orange – spelling
2. Students will take the Docket home each night and will bring it back to school each day.
3. If students lose or damage their Docket, they will need to purchase a new one from Excelsior Academy for their use.
4. One purpose of the docket is to help Excelsior Academy implement a “no loose papers” policy. All papers should be placed in the correct file folder inside the docket. In this way, students always have with them what they need – in class

and at home. Parents can easily look through a student's docket and get a clear picture of what work is being produced and what areas are being studied, thus allowing them to extend and expand the learning at home.

## Learning Plans

1. A learning plan will be issued to each elementary student at the beginning of each week, and semi-annually to Jr. High students. Replacement planners for the Jr. High students are \$5.00 each.
2. In the younger grades, teachers write the weeks' lessons, subjects covered, and assignments on the learning plan for the students.
3. In the older grades, students will fill in the subject areas on the learning plan in each class each day.
4. **Parents will review their student's learning plan each night.** When assignments are completed, parents will initial the learning plan. If a student is unable to finish an assignment, the parent is to circle the assignment indicating they are aware of the assignment that must be completed.
5. Elementary teachers or instructors will check the learning plan each morning for signatures, and at the end of each day to ensure the student has filled in the subject area boxes correctly and completely.
6. Group teachers will take the time at the end of each class period and explicitly instruct their students to get out their learning plan, and will guide them in filling in the learning plan box correctly and completely.
7. In the upper grades (7-8), students will be taught to fill in their learning plan during each class period. If this is done correctly, they will receive a stamp or initials in the box at the bottom of the class period (this may not happen each day in each class, but is a process that will be taught and implemented generally). These procedures are implemented as a means to support the student and parent in the communication process. **Parents are expected to review the learning plan each night.**

## Lockers

Every Jr. High student is issued a locker. Jr. High students are expected to keep backpacks, bags, purses, outerwear, and all belongings inside their lockers and are not allowed in classrooms. If needed, students will receive assistance in organizing lockers and backpacks.

## Homework

It is the hope of Excelsior Academy that our students will come to love learning and desire to spend free time studying and reading. To assist our families in developing life-long learners, Excelsior Academy has adopted the following policies based upon these principles:

- Homework is an integral part of the education program at Excelsior Academy. It is an extension of the classroom lessons and should directly relate to class work. It reinforces skills and concepts that are taught and helps develop good study skills and habits. It also informs parents of what is being taught in the classroom. Some guidelines for the assignment of homework follow:
- Homework is assigned with coordination between teachers and consideration of the importance of child participation in family activities and responsibilities.
- **An Excelsior Academy student should spend time each day studying, whether or not homework is assigned.** If no homework is assigned, students are encouraged to review math facts, read, practice writing, study spelling words, or read a book independently or with their parents.

### Homework Policy:

1. Students will be given homework most weekday evenings. It is our intention that homework given will be appropriate, relevant, interesting and at times, challenging. Homework assigned should not be new material for students, but should be a review, extra practice, or an extension of material already taught in school. Students should be able to complete their homework within the time frames below, with the exception of special projects or **in cases where the student fails to complete classwork in a timely manner**, or if a student falls behind due to tardy arrivals, absences or failure to attend to learning **or to use time effectively during the school day**:
  - a. First grade – 20 minutes\*
  - b. Second grade – 30 minutes\*
  - c. Third grade – 40 minutes\*
  - d. Fourth grade – 50 minutes\*
  - e. Fifth grade – 60 minutes
  - f. Sixth grade – 60 minutes
  - g. Seventh grade – 70 minutes
  - h. Eighth grade – 90 minutes

\*These times do not include music practice or free reading time. Students in grades 1-4 should read an additional period of time each evening (at least 15 minutes). In grades 5-8 this time may, but will not always, include free reading time.

2. ***Parents need to provide an environment in the home that will make it possible for students to engage in scholarly pursuits at home on a daily basis.*** A successful learning environment contains the following elements:
  - a. a quiet place to study and complete assignments
  - b. access to necessary tools (pencils, paper, adequate lighting, resources such as reference books)
  - c. freedom from distractions (TV, video and computer games, distracting music or conversations)
3. ***Excelsior Academy recommends that families adopt a “no TV, no Video games” policy Monday through Thursday.*** We believe it is in the best interest of our students to spend their free time reading, studying, engaging in physical activities and playing games that are mentally stimulating. Ample research has demonstrated that it is not beneficial for students to watch TV and play video games on a daily basis. Lack of physical exercise is resulting in obesity in epidemic proportions in our country. We encourage our families to provide opportunities for their students to exercise and study during the weekday evenings.
4. Excelsior Academy recommends that families, where possible, establish study time in the early evenings, allowing their students time after school to engage in physical activities. We encourage families to engage in study time together, possibly at a central location such as the kitchen table. Mom and/or Dad can sit and study or complete work of their own while students complete their own work. Family study time works well as parents are close by to act as a resource should the student need it, and also to help keep the student focused on studying. Parents can easily sign the learning plan as assignments are completed.
5. Excelsior Academy recommends that parents review the academic scope and sequence received from their student’s teacher, then utilize the public library to have educational resources on hand at home that will serve to extend and expand the student’s learning on the subjects they are studying at school.
6. Homework Response Forms: If a parent believes the homework assigned is excessive or if their child is not receiving regular homework, they may fill out a Homework Response Form (available at the school office) and return it to the teacher. Administration will review all response forms.

## **Academic Communication**

1. A Learning Plan will be provided to each student each week or annually for Jr. High students. Students will bring the Learning Plan home in their docket each day. Information regarding schoolwork, activities and homework will be communicated to Excelsior Academy families from the teacher to parents each day via the Learning Plan. Learning Plans are a daily communication tool which parents and teachers can use to communicate regarding academic progress.
2. At the beginning of each class in Jr. High teachers will send home a disclosure for the class, explaining in some detail what topics will be covered and when, allowing parents to supplement and extend the student’s learning at home. The learning plan is also a good source of information for parents to learn what their student is studying.
3. SIS will be the means by which Jr. High parents and students may check on the status of assignments and grades at any time.
4. Academic reports are emailed to parents of students in grades 3-6 twice each month.
5. Progress reports will be distributed to Jr. High students at mid-term each quarter.
6. Report Cards will be issued the week following the end of each quarter.

## **Academic Performance Standards**

**Excelsior Academy is a “school of choice” with a rigorous academic program.**

Excelsior Academy’s academic program comprises three vitally important components:

1. the work and effort of the teachers and staff
2. the work and effort of the students
3. the support of the parents

Our staff and teachers are trained and well prepared to teach our students. They are an experienced, well-trained group of professionals who are enthusiastic about their job in assisting your student as they achieve academically and learn and grow. Most students who attend Excelsior Academy are well prepared also, and bring their own enthusiasm and love of learning to school with them each day.

However, if a teacher is not putting forth sufficient effort to enable the students to achieve mastery in their content area, the administration is committed to rectifying this through staff development, coaching and training. If the teacher, after the remedies have been implemented, continues to be unsuccessful in working at the level required, they will be dismissed.

Likewise, the students at Excelsior Academy bear much responsibility with regard to exerting effort and completing assigned work so that they can benefit fully from the excellent academic programs of Excelsior Academy. We believe that it is the responsibility of the school to provide effective organizational systems, positive motivation, excellent teachers and relevant, interesting curriculum for each student so that they can achieve academic success at Excelsior Academy. We are confident that working together, all students can achieve this success.

We recognize that parental support is key to student achievement. Excelsior Academy parents commit to support the learning process by ensuring their student has time each day for studying, a place at home to study, by checking the learning plans daily, ensuring on-time arrival and minimizing absences, providing healthy food for lunch, and engaging in positive communication to address questions, concerns or provide feedback.

We recognize that we cannot control student effort, participation, and work or parental participation. We feel it is our duty to provide all the tools necessary, and do all we can to motivate students to succeed. *Ultimately, we recognize that student effort is controlled by the student and motivated by the parent, and after all we can do, academic success will not be the result if the student and/or parent is unwilling to do their part.*

If a student consistently fails to participate in the Excelsior Academy academic program, or if their parent fails to honor the Acceptance of Policy, the School Administration may recommend to the Governing Board that they meet with the family to discuss their student's enrollment status. The Governing Board will hold a meeting with the family to discuss the areas of concern. Any of the following, and other violations of the Acceptance of Policy or other school policies may result in a Governing Board hearing:

1. Students who fail the academic course of study as a result of lack of effort.
2. Students who display willful noncompliance as evidenced by failure to turn in consecutive assignments or participate in class work.
3. Parents who are unwilling to review and sign the learning plan each day for students, and who fail to ensure their student completes assignments.

## School Promotion Policy

Students must meet minimum criteria for promotion each year. Teachers may automatically recommend a student for promotion only if the student meets the following criteria:

1. Student passed all subjects three quarters of the year with at least a C grade.
2. Student attended school a minimum of 160 days (less than 21 absences).
3. Student passed at least the lowest level of the skills classes – reading and mathematics - for their grade level.
4. Student has not been suspended during the school year.

*Teachers may not recommend for promotion any student who does not meet the above criteria.* The Student Promotion Advisory board, comprised of the student's teacher(s) and school administration, will review all relevant documentation (for each student not recommended for promotion) regarding the student's performance, including but not limited to: grades, attendance, academic achievement records including assessments, work product, and learning plans. The Student Promotion Advisory Board will make a determination if the student qualifies for promotion to the next grade.

In order to recommend promotion, the Student Promotion Advisory Board will ensure that in their estimation and utilizing concrete data the student demonstrates sufficient skills and content knowledge to be successful at the next grade level. If, in their best estimation, the student does not demonstrate sufficient skills and content knowledge (as evidenced by grades, test scores and other evaluative measures including but not limited to those listed above) to be successful at the next grade level, the student will not be recommended for promotion and **parents will be notified in writing or in person regarding the student's promotion status. At this point in time, a plan for remediation will be suggested (which usually includes work to be completed over the summer) OR the student will be offered a seat in the current grade for the subsequent year on a space available basis. If the remediation plan is carried out successfully, the Student Promotion Advisory Board may, at that time, approve promotion for the student.**

## Parent-Teacher Conferences

Elementary: Parent/Teacher conferences will be held twice each year at the end of the first and third quarters, in which academic goals are set for each student with input from parents and, at times, students. Parent/Teacher conferences are listed in the school calendar and all parents are expected to attend these conferences. A third parent-teacher conference is held mid-year which is an optional conference that parents may request.

Jr. High: Parent-teacher conferences will be held twice per year according to the school calendar. Parents of 7<sup>th</sup> and 8<sup>th</sup> graders are required to attend one Student Progress Conference scheduled according to the school calendar. This is a wonderful opportunity for all of the adults in the student's school and home life to gather and encourage the student.

*Additional conferences may be scheduled at any time parents or teachers feel it would be beneficial.*

## Technology Usage Policy

All students and staff members who use computers at Excelsior Academy must sign the technology usage agreement before they are eligible to utilize Excelsior Academy computers.

## FINANCIAL

Excelsior Academy does not charge fees. We believe it is important to make a free public education available to our families. However, we appreciate the willingness of our families to generously donate to our school. We are a qualified 501(c)(3) non-profit corporation, and donations to the school are tax deductible to the extent allowable by law. Each year, we invite families to contribute to Excelsior Academy. These funds are used to provide special programs and materials for our students. Families are invited to donate to the school at any time by writing a check to Excelsior Academy and listing "Friends of EA" on the memo line. **We very much appreciate the generosity of Excelsior Academy families!**

Students are issued textbooks each year. During the last two weeks of school, all textbooks need to be returned to school and all other materials (library books, etc.) need to be returned to Excelsior Academy. Parents are required to pay for lost or damaged books. Student registration for the following year will not be processed if a family has outstanding lost book fines or other fines.

## VOLUNTEER GUIDELINES

Excelsior Academy asks families to provide 20 hours per year per parent of volunteer service. Most of our families provide MANY more hours than this! This extraordinary service makes it possible for our students to have an outstanding educational experience, which would not be possible without our volunteers' assistance. THANK YOU parents!!

It is important that volunteers work together as team members with Excelsior Academy staff members. The following guidelines are helpful in ensuring that volunteer service is a positive experience for parents and is effective for our students.

- Volunteers must sign in and out at the front office, get a Volunteer badge and wear it during the time you are in the building volunteering.
- Volunteer Dress & Behavior – please dress appropriately. The more we show respect for our school, the more respect the students will feel toward the school. Excelsior Academy's dress code is reflective of a high level of respect. We encourage volunteers to reflect this same level of respect in their own appearance when they volunteer at the school.
- Volunteers work under the supervision of staff.
- As a matter of professional ethics, and personal privacy, volunteers do not discuss teacher, student or school affairs with other people. It is extremely important that confidentiality be upheld at all times. Administrators have the same expectations of confidentiality from volunteers as they do from the Excelsior Academy staff.
- Volunteers may be asked to grade student papers, and it is imperative that student work is ONLY discussed with the teacher or student, if directed by the teacher, and no one else.
- For your own protection, avoid being alone with one or two students. If this is unavoidable, be sure and keep the door open or move to a hallway to work.
- Student Discipline: Volunteers have a responsibility to inform staff if there is a problem with student behavior. Volunteers should not discipline a child unless they are expressly instructed to do so by the supervising staff member.
- If you are scheduled to work in the classroom with students, bringing young children is not recommended, as they may become a distraction in the classroom. If you are coming to a meeting or a group work activity, bringing younger siblings may be acceptable.

- Volunteers have no claim to intellectual property created during their volunteer service at Excelsior Academy.

## CODE OF CONDUCT

**Excelsior Academy's Code of Conduct is based on the following core principles:**

1. All students and staff members benefit from a learning environment that is free from disruption and harassment, and one that is physically safe and emotionally nurturing. Students at Excelsior Academy will not be allowed to disrupt the learning process.
2. All students are capable of appropriate conduct in the school setting.
3. It is the responsibility of the teachers and administrators to explicitly teach the behaviors that are expected and the behaviors that are unacceptable to each student in each setting at the school.
4. It is the responsibility of the student to learn self-discipline and to adhere to the code of conduct.
5. It is the responsibility of the parent to fully participate in the process of teaching the student appropriate conduct and supporting disciplinary measures.

### **The Goals of Excelsior Academy's Code of Conduct:**

1. All students will have access to a learning environment free from disruption and harassment.
2. Students will be physically safe at Excelsior Academy.
3. Students will be emotionally nurtured at Excelsior Academy.
4. Students will learn appropriate conduct by practicing self-discipline, and will be able to generalize their understanding of appropriate conduct to situations other than those specifically and explicitly taught.
5. Discipline as opposed to punishment will be utilized at Excelsior Academy. Discipline refers to the process of teaching positive behaviors and allowing students opportunities to practice those positive behaviors until they become proficient at controlling unproductive behavior.
6. Consequences imposed as a result of unproductive behavior will be meaningful and effective, with the goal always being that the student is motivated to improve his/her behavior.

### **Excelsior Academy Code of Conduct**

Students and staff at Excelsior Academy will conduct themselves in a respectful, honorable manner. Members of our community will respect the mission of Excelsior Academy, and this will be reflected in their conduct and interaction while on school premises.

Dress - Students and staff will dress according to the school Dress Code guidelines, exhibiting respect for themselves and others.

Language and Communication - Students and staff will speak at all times with respect and kindness. Language that is positive and promotes the mission of Excelsior Academy will be taught, modeled, and fostered. Students and staff will notice positive behavior in others, and will commend others for their efforts. Language that builds, supports, and encourages will be frequently and consistently used. Communication will be positive. When corrections need to be made by staff members, this will be done privately whenever possible, and always in a respectful, kind manner. Positive language and encouragement will follow any necessary corrections. Gratitude will be expressed frequently and consistently by students and staff, both in word and in written form.

If parents are made aware of inappropriate communication or language of a staff member, either first-hand or by report of their student, ***we ask that they contact a member of the school administration immediately.*** Staff members are not to speak to students regarding topics such as human sexuality (with the exception of specified classes and utilizing approved curriculum). Staff members are not to discuss topics which may be considered crude or offensive to students or others. Staff members may not violate generally accepted community standards of decency. Staff members should take care to refrain from using slang that may be offensive to students' religious beliefs.

Staff should never direct students to keep information from their parents regarding what happens in a classroom, at the school or regarding something the teacher has said. Doing so is justification for immediate removal. If parents are made aware that this has happened, we ask that you notify administration immediately.

Comportment – Students and staff will demonstrate correct behavior with regard to their physical selves. Hands and feet will be kept to oneself, and respect will be shown by walking in an orderly manner in the hallways and in other school areas. Interaction will be friendly and helpful, without horseplay or other physical demonstrations that are inappropriate.

*Bullying – Excelsior Academy defines bullying as disrespect shown toward classmates, displayed as physical or verbal aggression, domination or disrespect. Bullying of any type is not permitted at Excelsior Academy. No form of aggressive physical interaction among students is acceptable. Verbal threats, even when couched in “jokes”, are not tolerated and will be disciplined. Sarcasm and teasing are considered bullying. Eye rolling, shoulder shrugging, and audible sighs can be considered bullying behavior when done with the intent of making another student feel badly and therefore making the school environment uncomfortable or hostile for the student.*

***Electronic Bullying – Excelsior Academy defines electronic bullying as acts which are initiated by students, often outside of school hours using the internet, instant messaging, email or cell phone texting, which target other students, teachers or staff members and in which student, teachers or staff are spoken of or to in a negative or threatening manner. When these acts result in students or staff feeling uncomfortable about attending school, a hostile school environment has been created. We believe it is our responsibility to ensure that all students and staff feel comfortable and welcome at Excelsior Academy, and therefore Excelsior Academy considers these acts as bullying and we will initiate discipline procedures if they occur. Any electronic communication or other communication that targets individuals in the school setting, or substantially disrupts school operation, or which the school administration deems is likely to substantially disrupt may be treated as bullying communication and addressed as such.***

***Students must never take pictures or recordings of classes, school activities, classmates, or school property without express written permission of the school administration and those whose pictures they take. Posting images online or distributing in any other way images, pictures or movies of school classes, school events or classmates without permission is a violation of the code of conduct which warrants suspension and/or expulsion.***

The following behaviors are considered infractions of the Code of Conduct. This is not an exhaustive list and the school administration may deem other actions or behaviors violations of the Code of Conduct:

1. Any behavior or action which materially and substantially disrupts school work and discipline
2. Disruption of the learning environment, including speaking in class without permission
3. Lack of control of hands or feet – pushing, hitting, kicking, tripping etc. without malice - horseplay
4. Lack of control of hands or feet – with malice or perceived malice
5. Use of profane or offensive language
6. Disrespect, defiance or insolence toward staff
7. Disrespect shown toward classmates (including bullying and electronic bullying)
8. Abusing, misusing or destruction of property
9. Physical or verbal harassment
10. Possession of a banned item (see banned item list)
11. Cheating
12. Stealing
13. Leaving school premises without permission
14. Skipping Class
15. Arriving tardy to class
16. Littering
17. Chewing Gum
18. Appearing out of uniform
19. Truancy (not attending school)
20. Sexual harassment

## **K-6 Discipline Plan**

Teachers in classrooms in grades K-6 are responsible for teaching appropriate conduct and addressing unproductive behavior. Teachers will follow Excelsior Academy’s CHAMPS program of positive motivation and explicit teaching to accomplish this. Card charts will be utilized in grades 1-6 to help students learn to manage their behavior. Daily reports of the student’s behavior color will be sent home on the learning plan.

In the event a student’s behavior violates the Code of Conduct, any of the following may occur:

- Phone call home
- Conference with parent and student
- Parent Intervention (parent at school with student)

Suspension (student does not attend school for a specified period of time)

Expulsion

**Students who physically harm other students will not be allowed to remain in the classroom.**

**\*Excelsior Academy does not have a form of “in-school” suspension. If a student is not able or allowed to attend class due to his/her inability to properly participate or as a result of a discipline referral, a Parent Intervention or a Suspension will occur.**

## **Jr. High Discipline Plan**

### **Generally Utilized Infraction Procedure**

1. Student may receive a verbal warning from staff member who witnesses the infraction.
2. Staff member who witnesses the infraction will determine if an infraction referral is warranted.
3. If the infraction warrants a referral, the student will report to the Jr. High administration office to receive the referral form.
4. The staff member who witnessed the infraction will fill out the referral form and give it to Jr. High Administration.

**Once a referral is given, the Jr. High Director or designee may initiate the following discipline process:**

- 1<sup>st</sup> referral – Warning, phone call to parents
- 2<sup>nd</sup> referral – Written Amends to staff or students involved and call to parents
- 3<sup>rd</sup> referral – In-school suspension (parents attend class with student for a day, they must do this for student to return to school)
- 4<sup>th</sup> referral – one-day suspension
- 5<sup>th</sup> referral – two-day suspension
- 6<sup>th</sup> referral – three-day suspension and expulsion proceedings could be initiated

**The school reserves the right to modify this procedure or sequence of consequences according to student need and as determined by the School Director or designee. For violations of the Code of Conduct which threaten the health, safety or welfare of others the School Director or designee may immediately suspend students and/or begin expulsion proceedings according to the Suspension/Expulsion portion of the Code of Conduct (available from the school office upon request).**

Parental support is vital to the success of the Code of Conduct as consequences out of school are often more effective in producing motivation than consequences imposed in school.

## **Parent Intervention Guidelines**

### **The goals of a Parent Intervention:**

Allow the parent the opportunity to view their student in their learning activities at school so they can provide the needed supports and structures at home to assist the student in finding success at school.

### **Engage the student’s parent to assist the student in learning:**

1. How to stay focused on doing their best on all of their work.
2. How to be respectful to the teacher and focus on learning.
3. How to conduct themselves in an appropriate manner in each learning environment at school.

### **Review with the parent and student what is expected of the student at school each day:**

1. Students at EA are expected to do their best on all work.
2. Students are expected to respect the teacher and focus on learning.
3. Students are expected to govern themselves and control themselves in all situations at school.

### **The parent’s duties during a Parent Intervention:**

1. Stay with the student – sit next to student desk during class time, transition with student.
2. Fill out the data form you will be given to track good behaviors and behaviors which need improvement.
3. Re-direct the student back to learning whenever necessary.
4. Teach the student how to show respect to the teacher (ie: eyes on the teacher, feet flat on the floor, mouth closed, hands on the desk, etc.)
5. Help the student to see the value in self-control and self-governance.
6. Take any/all opportunities to teach correct behaviors during learning time, transitions, lunch, recess, etc.
7. Instill in their student the desire for success at school through establishment of meaningful rewards and consequences.

## Definitions

### Banned Items:

The following items are not allowed on the premises of Excelsior Academy:

- Narcotics, non-prescription drugs
- Controlled substances
- Tobacco, cigarettes
- Alcohol
- Weapons, including real weapons or look-alike weapons
- Any explosive, noxious, or flammable material
- Matches
- Cigarette Lighters
- Sexually explicit material – written, pictorial, or electronic including nude depictions of either gender in a sexual context.
- Gum

**Bullying:** Disrespect shown toward classmates displayed as physical or verbal aggression or domination.

**Parent Intervention:** Parent will attend school with the student and follow the Parent Intervention Guidelines.

**Suspension:** Suspension means the student is not allowed to attend class or any school activities for a specified period of time. Suspension shall be from one to ten days maximum.

**Expulsion:** Student is expelled from Excelsior Academy for up to one year. Student may not be allowed to attend any public school as per Tooele School District policy.

**Willful Non-compliance:** Students who refuse to participate in the programs of Excelsior Academy, or who fail to complete the consequences imposed by administration.

**Truancy:** Failure to attend school. Utah is a compulsory education state. Students are required by law to attend school each day. If students chronically fail to attend school, defined by Excelsior Academy as missing more than three days per year with no communication from the parent regarding the absence, Excelsior Academy will report this information to a truancy officer.

## DRESS CODE

### Our dress code is based on our belief that uniforms:

1. Decrease distractions in the learning environment
2. Increase respect for learning (students, parents, staff)
3. Increase respect for students (staff, parents, public)
4. Simplify school readiness on a daily basis for parents and students

### Our dress code was developed with these guidelines in mind:

1. Simplicity – as few pieces as necessary to achieve benefits listed above
2. Affordability
3. Durability
4. Ease of implementation by Excelsior Academy and by parents and students

## Guidelines

1. Students should be in school dress code any time they are on school grounds during the school day, with the exception of PE and recess times.
2. Students will not be allowed in class unless their dress adheres to the dress code. Parents will be called to bring appropriate clothing or take the student home to get appropriate clothing if students appear at school out of uniform.
3. Jewelry should be limited to items that do not distract. Some items that distract: large earrings, multiple bracelets or large bangles, necklaces that are large and/or worn over the shirt/tie.
4. Hair should be well groomed and non-distracting (colored spiked hair is distracting to other students). ***Hair may not cover the eyes.***
5. Belts should be brown, black or school plaid without decoration.
6. Items may be purchased anywhere they may be found. There are multiple vendors for each uniform item. There are various plaid vendors, including French Toast catalog or online, Dennis Uniform, School Belles, Hall's Closet, Academy Attire. More information is available at the school office.
7. Polo style of shirts only. They may be short or long sleeve and white, navy blue or yellow in color.
8. Sweaters or sweatshirts may be worn but must be navy blue in color. No hoodies.

9. Khaki pants must fit the following description: long enough to cover top of shoe, short enough to stay off floor when worn with shoes, worn no more than 2" below waist, no cargo pants or outside pockets (patch pockets), match color of Dockers or Lee khaki (not stone colored).
10. Girls may wear navy, black or white full length leggings with skirts. It is recommended that girls wear bicycle-type shorts under skirts for playground activities.
11. If undergarments are visible (t-shirts, etc.) they must be plain white (no lace or patterns).
12. Hats should not be worn in the school building unless they are part of a special activity that requires hats.
13. Visible piercing shall be limited to girls with one piercing in ears only.

Under the Utah Code, the school administrator is allowed to grant an exemption from complying with dress code to a student for extenuating circumstances. The administrator will carefully consider all requests for exemptions, and grant those which are clearly necessary. (For instance, unusual medical circumstances might constitute a "clearly necessary" situation.) The administrator is directed to develop individual dress guidelines which, insofar as is possible, approximate the approved dress code for each student who receives an exemption from the dress code due to extraordinary circumstances.

If a family is under financial hardship, they may contact the school business manager to discuss the ways in which Excelsior Academy may assist them in procuring uniforms for their student.

## Excelsior Academy Dress Code Quick Guide

### Girls

Pants, shorts, skorts, skirts, capris, jumpers and dresses	Shirts	Shoes/Socks	Outerwear	Misc.
<ul style="list-style-type: none"> <li>• Uniform style pants/shorts only. No cargo pants/shorts.</li> <li>• Colors: navy, khaki or plaid #57</li> <li>• Leggings may be worn under skirts and dresses. Leggings must be black, brown, navy or white.</li> <li>• Shorts, skorts, skirts, jumpers and dresses cannot be shorter than 3 inches above the knee.</li> </ul>	<ul style="list-style-type: none"> <li>• Polo style only. Can be short or long sleeve.</li> <li>• Colors: navy, yellow or white. No striping or contrasting colors on the outer collar.</li> <li>• Any logo must be smaller than a quarter.</li> <li>• Undergarments should not be visible. Camisoles may be worn but must be solid white in color.</li> <li>• Sweatshirts or sweaters may be worn but must be navy blue in color only.</li> <li>• No hoodies.</li> </ul>	<ul style="list-style-type: none"> <li>• Socks or tights are required and must be black, brown, navy or white and solid in color.</li> <li>• Shoes must be closed toed, have at a minimum a back strap, laces must be tied.</li> <li>• Black, brown or navy dress-type shoes are preferred.</li> <li>• No flip flops, sandals, crocs or shoes with wheels.</li> </ul>	<ul style="list-style-type: none"> <li>• Coats, hats and gloves/ mittens worn to and from school and for recess do not need to comply with the school colors.</li> </ul>	<ul style="list-style-type: none"> <li>• Belts: black or brown and solid in color.</li> <li>• Jewelry: should not be distracting, no body piercings other than one pair of earrings. No gauges.</li> <li>• Watches are allowed.</li> <li>• Backpacks do not need to comply with school colors.</li> </ul>

### Boys

Pants/Shorts	Shirts	Shoes/Socks	Outerwear	Misc.
<ul style="list-style-type: none"> <li>• Uniform style pants/shorts only. No cargo pants/shorts.</li> <li>• Colors: navy, khaki or plaid #57</li> </ul>	<ul style="list-style-type: none"> <li>• Polo style only. Can be short or long sleeve.</li> <li>• Colors: navy, yellow or white. No striping or contrasting colors on the outer collar.</li> <li>• Any logo must be smaller than a quarter.</li> <li>• Undergarments should not be visible.</li> <li>• Sweatshirts or sweaters may be worn but must be navy blue in color only.</li> <li>• No hoodies.</li> </ul>	<ul style="list-style-type: none"> <li>• Socks are required and must be black, brown, navy or white and solid in color.</li> <li>• Black, brown or navy dress-type shoes are preferred.</li> <li>• No flip flops, sandals, crocs or shoes with wheels.</li> </ul>	<ul style="list-style-type: none"> <li>• Coats, hats and gloves/ mittens worn to and from school and for recess do not need to comply with the school colors.</li> </ul>	<ul style="list-style-type: none"> <li>• Belts: black or brown and solid in color.</li> <li>• No body piercings, including ears. No gauges.</li> <li>• Watches are allowed.</li> <li>• Backpacks do not need to comply with school colors.</li> </ul>

**Free Dress Day:** Clean, modest clothing, shirts with sleeves. Shorts, skorts and skirts may not be any shorter than 3 inches above the knee. Clothing should be free of negative messaging including obscenity or profanity. No hats or any item of clothing that is distracting. We reserve the right to determine if any item of clothing is distracting.

**I acknowledge receipt of the Parent-Student Handbook, have read it with my student(s) and agree to abide by its policies:**

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_