Excelsior Academy
Parent-Student Handbook
2018-2019

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

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EXCELSIOR ACADEMY: VISION AND MISSION

Mission Statement

The mission of Excelsior Academy is to educate students with a broad classical foundation of knowledge, assisting them with opportunities to learn at their challenge level, in an intentionally inviting environment to help students 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

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 studentship 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.

Updated 9/2018
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.

Updated 9/2018
DAILY SCHOOL OPERATION

1. Elementary begins each day at 8:15 am. Middle school begins each day at 8:10 am.
2. Elementary is dismissed at 3:30 pm Monday thru Thursday and 1:00 pm on Friday. Middle school is dismissed at 3:25 pm Monday thru Thursday and 12:55 pm on Friday.
3. Parents may drop off students beginning at 7:45 am each morning. Students eating school breakfast may arrive at 7:40 am. Parents must pick up their students by 3:45 pm Monday thru Thursday and 1:15 on Friday.
4. Kindergarten Hours: morning kindergarten 8:15-11:30; afternoon kindergarten 12:15-3:30 Monday thru Thursday. Kindergarten hours on Friday and all short days are 8:15-1:00. AM and PM Kindergarten rotate short days throughout the school year.
5. Phones will be answered from 8:00 am until 3:15 pm; 3:50-4:00 pm on Monday thru Thursday. On Fridays the phones will be answered from 8:00 am until 12:45 pm and 1:30-3:30 pm.

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 (attendance@excelsior-academy.org) on the day of the absence before 9:00 am to report the absence. If the absence is illness related, we ask parents to report the reason for the child’s absence.**
3. If a parent does not call or email the absence will be considered unexcused. SCHOOL PHONE NUMBER: 435-882-3062
4. Please note that we may remove from our enrollment any student who has unexcused absences 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 administration.
6. A student needs to attend at least four hours of a school day to be considered present.
7. Absences may affect a student’s grade according to the class disclosures in the middle school and depending upon work missed in the elementary grades.
8. There are two categories of absence:
   a. **Excused Absences:** An absence for which a parent/guardian notifies the school within three days of the absence.
      i. **Scheduled Absence Request.** When a student needs to be absent from school for a special purpose that is known to the family in advance, the parents/guardians need to fill out a “Scheduled Absence Form” and submit it to the front office.
      ii. **Extenuating Circumstances.** If the student encounters absences due to extenuating circumstances the parent/guardian may submit a letter of extenuating circumstances to the executive director who will accept or deny the request. This may include, but not limited to: homebound illness or injury, chronic illness or family emergency.
   b. **Unexcused Absences:** Any for which the school is not given notice within three days of the absence. Make up work will be permitted at the discretion of the student’s teachers.
9. **Excessive Absences:** for purposes of the attendance review board any absences beyond 12 percent in a quarter are excessive, whether excused or unexcused, or a combination of the two.
   a. If a student has eight absences (not necessarily consecutive) without prior written approval of the student's application for extenuating circumstances, administration 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.
   b. If a student has 10 absences (not necessarily consecutive) without prior written approval of the student's application for extenuating circumstances, administration shall send a letter to the parents informing them of their student’s excessive absences. Students with excessive absences may be asked to meet with the Excelsior Academy Administration.

Updated 9/2018
Tardy
1. Elementary students who arrive after 8:15 am, and middle school students who arrive after 8:10 am will report to the front desk and be issued a tardy pass.
2. Students will then be escorted by a staff member to their classroom.
3. Each tardy will be recorded by the front office secretary.
4. Students who arrive after 8:30 am will need to be signed in by their parent/guardian.
5. Middle school students exceeding five start of day tardies in a term will attend lunch group.

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. We kindly ask that visitors do not bring small children while observing and that they do not disrupt the classroom setting.

School Closures
Excelsior Academy follows Tooele County School District (www.tooeleschools.org) 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 am. An email or text message blast will also be sent to notify of closures or late starts. When school for Tooele School District (TCSD) is cancelled, school at Excelsior Academy will be cancelled. If there is a late start for TCSD due to inclement weather, we will have a late start at Excelsior Academy. If only selected schools in TCSD 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 County 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)

Additionally, information can be found on our website at www.excelsior-academy.org and the school Facebook page “Excelsior Academy Charter School.”

Carpool
Morning Drop Off
Students may be dropped off after 7:45 am. Students who are eating breakfast may arrive after 7:40 am. An adult will be at the main crosswalk in order to safely supervise car and pedestrian traffic. The green and yellow carpool lanes are available for morning drop off. Please pull as far forward as possible. The warning bell for elementary rings at 8:05 am and school begins at 8:15 am. The warning bell for middle school rings at 8:05 am and school begins at 8:10 am.

Afternoon Kindergarten Drop Off
Parents may begin dropping students off at 12:05 pm. Please drop student off in the yellow carpool lane. Afternoon kindergarten begins at 12:15 pm.

Afternoon Pick Up
ALL drivers must enter through west entrance only. At no time should drivers use either of the two exits as an entrance. If a parent/guardian has a daily need to access handicapped parking, please talk to administration in order to establish the safest means of a driver getting to these dedicated stalls. Drivers who have specific needs to pick up student(s) by a particular time should discuss this
need with the front office.

EA asks that drivers line up in designated pick-up lanes no earlier than 3:00 pm Monday-Thursday and 12:30 pm on short days. Likewise, a driver may choose to arrive closer to 3:45 p.m. when most students have already been picked up.

Waiting areas on the side of Erda Way will be designated with a traffic cone. Please make sure that cars do not impede oncoming traffic or residential access. Any emergency vehicles must be able to pass without restriction. Space must be available in the entrance lanes prior to turning from the street. Space must also be kept open for cars to enter Erda Way when exiting the parking lot.

Colored carpool lanes correspond to which building the driver will pick up student(s). Each entrance lane is marked with a large colored square. Please follow the lane toward its designated pick up area. EA employees, as well as strategically placed traffic cones, will be in place to ensure student safety during pick up. Drivers are expected to follow directions given by carpool staff.

**ZONES**

**RED: (MIDDLE SCHOOL ONLY): Driver must head west on Erda Way.** Enter through the furthest east lane of the entrance and take the first left. This lane pulls through the far elementary parking area into the middle school parking area. Students may enter vehicles in the designated pick-up area in the far area of the middle school parking lot. Students will enter the vehicle from the driver’s side only.

**GREEN: (ELEMENTARY ONLY): Driver must head west on Erda Way.** Enter through furthest east lane of the entrance and take the second left. This lane pulls through the middle area of the elementary parking lot and splits into two lanes to allow additional cars to enter the parking lot. Students may enter vehicles in the designated area east of the cross walk. Cars exit the parking lot through the middle parking lot exit. Students will enter the vehicle from the passenger side only.

**BLUE: (MIDDLE SCHOOL/ELEMENTARY): Driver must head east on Erda Way.** Enter through the far west lane of the entrance. Cars in this lane drive around the back of the elementary building. Students may enter vehicles in the designated area directly behind the middle school building. Cars exit from the far east parking lot exit. Students will enter the vehicle from the passenger side only.

**YELLOW: (KINDERGARTEN/ELEMENTARY ONLY): Driver must head east on Erda Way.** Enter through the middle lane of the entrance and take the third left. Students may enter vehicles in the designated areas at the front curb directly in front of the elementary school. Cars exit through the middle exit of the parking lot. Students will enter vehicles from the passenger side only.

**PARENT/GUARDIAN/DRIVER**

Excelsior Academy will provide each family with a colored, hanging decal for displaying carpool number(s) on the rear view mirror. This decal color will correspond to your lane color. This is important! It helps the traffic director and other drivers identify which lane you are turning into. The colored decals will be available at both middle school and elementary orientations, and the front office. Please make the numbers BIG and BOLD so carpool attendants will be able to read your number from a distance.

Carpool pick up begins promptly at 3:30 pm Monday thru Thursday and 1:00 pm on Friday for the elementary school, and 3:25 pm Monday thru Thursday and 12:55 pm on Friday from the middle school. Student names will be projected into the classroom once their car arrives. By 3:42 pm (1:12 pm Fridays) all remaining students will be called down to carpool. Any students who are not picked up by 3:55 pm (1:25 pm Fridays) will be escorted into the front office to call a parent or guardian. Students will be supervised by the front office secretary. The driver will need to fill out a late pick-up form for their student. Those consistently failing to pick up students by 4:00 pm (1:30 pm) will be contacted and will be asked to meet with administration. If late pick-ups continue to occur, it will be considered a violation of the Acceptance of Policy.

**Tobacco Use on Campus**

Secondhand smoke exposure is one of the leading causes of preventable death and disability in the US and Utah today. The Utah Indoor Clean Air Act was created to protect citizens from the toxic effects of secondhand smoke.

Under the 2006 amendments to the Utah Indoor Clean Air Act no smoking is allowed in any elementary and secondary school educational facilities or the premises on which they are located. This premises includes the school parking lot, playground and surrounding grassy areas. The Act prohibits the use of electronic cigarettes (vaping) and hookah in the same places as traditional tobacco.

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Civil monetary penalties can be assessed by state and local health departments on those persons who violate provisions of the UICAA. For a first violation of Section 26-38-3 a civil penalty of up to $100 may be imposed. For a second or subsequent violation the individual is subject to a penalty of not less than $100 and not more than $500.

**Handicap Parking**
The elementary school has four handicap parking spaces, and the middle school has five handicap parking spaces. *You must have a handicap decal to park in these spots.* Any car found in handicap parking without the required decal will be asked to move and/or towed at the owner’s expense.

**Student Check Outs during Carpool**
The elementary school office will be open for student checkouts from 8:15 am to 3:15 pm. The middle school office will be open for student checkouts from 8:10 am to 3:10 pm. There will be **no student check-outs after the stated time.** If you arrive between 3:10-3:30 to check out students, you will be asked to wait in the front office waiting area until school is over. At that time, you may pick up your student directly from their classroom.

**Office Hours during Carpool**
The school office will be available to answer phone calls and assist parents from 8:00-3:15 pm (12:45 short days) and from 3:50-4:00 pm (1:20-1:30 short days). **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 (12:45-1:15 short days) will be asked to wait in the front office waiting area until the end of carpool.

**Students Remaining on School Premises after 4:00 pm**
1. Please make sure you are here to pick up your students **promptly between 3:30-3:55 pm** to allow our teachers their preparation time and ensure they get to go home on time!
2. Parents who arrive after carpool is over (approximately 4:00 pm) must come into the school and fill out a late pickup form. If parents consistently fail to pick up their students by 4:00 pm they will be contacted by administration. If the late pickups continue, it will be considered a violation of the Acceptance of Policy.
3. Students remaining after 4:10 pm will wait outside of the school for a parent to arrive.

**Student Behavior at Carpool**
1. Students are to walk directly to their vehicle. Students are not allowed to play on the playground during carpool pickup.
2. No pushing, shoving, or horseplay of any kind. Hands, feet and belongings must be kept to self.
3. No swinging of backpacks, lunch boxes, or any other items.
4. No yelling, screaming, or speaking in loud voices.
5. Students are expected to have all belongings when they go out to carpool.
6. Students are expected to be respectful and follow directions given from carpool attendants.

**Student Arrivals/Departures Outside of Normal School Hours**
1. Students arriving after 8:30 am must be accompanied into school and checked in by a parent/guardian.
2. If a student needs to leave the school during school hours the parent/guardian must come into the school and sign the student out.
3. Students will not be sent out to meet parents at the curb outside of regular carpool times.
4. Students will not be called out of class before a parent/guardian arrives at the school.

**Non-custodial Parent/Guardian**
1. 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.
2. 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.

Updated 9/2018
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 for their student’s missing items.

Party or Other Event Invitations

Only invitations that will invite an entire class to an event 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 filled out by his or her parent/guardian as part of school registration each year.
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, 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 permission.
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 the teacher, nurse consultant, office staff and administrative needs will discuss the needs of each student.

Immunizations

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

- 4-5 Dtap vaccines
- 4 doses of polio vaccine
- 3 Hepatitis B
- 2 Varicella
- 2 MMR
- 2 Hepatitis A

Before 7th grade, students must have the following immunizations:

- Tdap
- Meningococcal
- 2 doses of Varicella

The data is to be tabulated on a Utah Certificate of Immunization form. Parents must bring the original to the school for verification.

Exemptions:

Parents wanting to exempt their student from participation in state immunization requirements must complete the proper online exemption classes and certifications. Documentation of the completed exemption classes must be on file with the front office.

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.

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2. **Appointments:** Parents are encouraged to schedule appointments outside of school hours whenever possible. For students in grades 1-5, afternoon appointments are preferred so that students do not miss reading or math instruction.

3. **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 record. 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 doctor’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 cannot be dispensed unless the parent brings the medication to school and signs a release form.**

**Air Quality**

The school closely monitors air quality each day. Teachers are notified of red days and recess and other outdoor activities will be modified. 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.

**School Meals**

**Account Policy**

The Federal Free and Reduced price meal program is available at Excelsior Academy. As in all schools, TITLE 1 funding is based on free and reduced meal grants. Excelsior Academy encourages all parents to apply for this benefit whether you plan to use it or not. Parents may pick up an application at the front office. Free or Reduced meal status is effective immediately upon approval of the application.

It is the responsibility of the parents to provide a lunch for their student(s) each day by either sending a lunch from home or ensuring that their student has sufficient funds in their Compass family account to purchase a school lunch.

Lunch meals provided by the Lion’s Den Café are available on a prepaid basis; there must be money in the student’s Compass account before they may receive a lunch. Under the provisions of the Universal Breakfast program, all students may receive a free breakfast meal regardless of account balance status.

Payments are accepted on student’s Compass accounts daily in the front office and are entered up until lunch service begins. Acceptable payments are cash, checks made payable to Excelsior Academy, or online payments with credit/debit cards. Cash and check payments are to be submitted using the envelopes provided in the front office. All payments must have the student’s family account name on them. Online payments may take up to 48 hours to process and show in the Compass account.

Students will receive notice at the computer when their family account balance reaches $5. Compass will also email parents when the family account balance reaches $0. Students will be allowed to receive lunches until the family account balance reaches $10 in the negative. At this point, if a payment has not been made, all students in that family will receive a small tray for lunch until their account balance is made positive again. Email notification will be sent to parents the day before a student receives a small tray. A small tray consists of a milk or water and the fruit and vegetables offered for lunch that day. Small trays are not given for breakfast. Under the provisions of the Universal Breakfast program all students may receive a free breakfast meal regardless of account balance status.

If a student receives three small trays within ten school days, the account will be turned over to administration for follow up. If a student continues to receive small trays after that point, more decisive action may be taken by the administration.

It is the responsibility of the parents to ensure that their student has sufficient funds in their Compass family meal account. Parents may track the account balance and meal usage daily at [www.compass.excelsior-academy.org](http://www.compass.excelsior-academy.org). Any unpaid fees at the end of the school year may affect students’ ability to receive a yearbook.

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Allergies
At times, students may consume food at school that their parents do not send—for example, by trading lunch items, 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.

Please note that it is not the responsibility of the kitchen staff to monitor foods served, as part of a school meal, to a student with food allergies, unless that student has a disability which requires a special meal or accommodation. To receive a meal accommodation, a student must have the request for special meals form filled out and signed by a physician, documenting the disability and listing the specific foods to be omitted and substituted. It is the parents’ responsibility to obtain allergen information from the kitchen staff for all meals, and to know which menu items are safe for their student(s) to eat.

Lion’s Den Café Usage Policy
In accordance with Tooele County Health Department regulations, no persons may enter the kitchen area of the cafeteria without having a food handler’s permit on file with the café office. Use of kitchen space and equipment is restricted to school meal service only, unless prior arrangements have been made with the Food Programs Director.

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 a school 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.

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 which you should address your concern to first, next, etc.:

**Academic, Behavioral, or other Concern**
1. Child’s Classroom Teacher – teacher’s first initial, then last name @excelsior-academy.org
2. Elementary Director, Jacquelyn Johnson – jjohnson@excelsior-academy.org or Middle School Director, Gichin Marsden – gmarsden@excelsior-academy.org
3. Executive Director, Stephanie Eccles – seccles@excelsior-academy.org

**Facility or Safety Concern, Carpool**
1. Events Coordinator, Leah Adair – ladair@excelsior-academy.org
2. Middle School Director, Gichin Marsden – gmarsden@excelsior-academy.org

Updated 9/2018
Special Education Concern
1. Child's Classroom Teacher - teacher’s first initial last name @excelsior-academy.org (ex. ajones@excelsior-academy.org)
2. Elementary Director, Jackie Johnson – jjohnson@excelsior-academy.org or Middle School Director, Gichin Marsden – gmarsden@excelsior-academy.org
3. Special Education, Eva Wayman –ewayman@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 spring a parent survey will be offered to each Excelsior Academy family. The survey 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.

*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 7:40 am each day for student arrival.
2. All other doors remain locked throughout the school day.
3. The school premises are monitored by video surveillance in common areas.

Safety on Grounds
1. Students must stay within the fenced areas of the schoolyard.
2. If a ball or other play equipment needs to be retrieved, a teacher or other adult should retrieve it.
3. Skateboards, roller skates, roller blades, wheelies, or any other wheeled devices are not allowed on school premises.

Updated 9/2018
ACADEMIC POLICIES

Academic Calendar
Each spring, school administration develops the calendar for the following academic year. The proposed calendar is presented to the governing board. In May, the calendar is published to the parents via the school newsletter. The academic calendar will closely follow the Tooele County School District traditional year calendar as outlined by the Excelsior Academy Charter.

At the beginning of each school year, each family will be given one copy of the student calendar for their reference throughout the year. Additional copies can be found in the front office and on the school website at www.excelsior-academy.org.

Organization - Dockets
Each elementary 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 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 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.
5. Docket use in middle school is optional.

Learning Plans
1. A learning plan will be issued to each elementary student at the beginning of each week and quarterly to middle school students. Replacement planners for middle school 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 middle school, students will be taught to fill in their learning planner 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 and sign the learning plan each night.

Lockers
Every middle school student is issued a locker. Students are expected to keep backpacks, bags, purses, electronic devices, outerwear, and all belongings inside their lockers. 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 lifelong learners, Excelsior Academy has adopted the following policies based upon these principles:
1. 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:

2. **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:
   - Kindergarten - 1st grade: 10 minutes of enjoyable reading each school night (Reading Fluency Included) and five minutes of additional homework if assigned.
   - 2nd grade: 15 minutes of enjoyable reading each school night (Reading Fluency Included) and five minutes of additional homework if assigned.
   - 3rd - 5th grades: 20 minutes of enjoyable reading each school night (Reading Fluency Included) and 15 minutes of additional homework if assigned.
   - 6th-8th grades – 60 minutes

*These times do not include music practice for middle school music classes.

2. **Parents need to provide an environment in the home that will make it possible for students to engage in academic 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, 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.

4. 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.

**Late Work Policy**

**Late Work Due to Illness**
Students will be given two days per absence to turn in late work due to an illness. Teachers are expected to correct late work due to illness. If students are ill at the end of the term and are not able to complete their work that week, the teacher can leave those grades off the term report card (not penalizing the student).

**Late Work Due to Absence**
If a student’s work is late because of a scheduled absence, parents are expected to collect work for a student and turn in all work within the week they return. If turned in after the week, student will be docked 10% each day it’s late. Parents are expected to correct late work due to a scheduled absence.

**Late Work Due to Unwillingness**
Grades K-5, students who turn work in on time will receive 100% of the score earned for that assignment. Students turning in work the next day will receive 100% of the score earned for that assignment. If an assignment isn’t turned in the next day, then it will be docked 10% each day it’s late off the total score they earned. One week before the end of term, students may no longer turn in work and they will receive a 0 on any missing/late work. It is the student’s responsibility to correct late work so the teacher does not have to take his/her time to correct it. Students will correct late work during recess or specials.

For example: A student turns in an assignment three days late and they miss two out of 20 on the assignment. That student will receive a 72% on the assignment instead of 90%.

**Academic Communication**

1. Students will bring the learning plan home in their docket each day. Information regarding school work, 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.
2. At the beginning of each class in middle school, 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. Compass will be the means by which parents and students may check on the status of assignments and grades at any time.
4. Academic reports are emailed to parents each week through Compass.
5. 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: the work and effort of the teachers and staff, the work and effort of the students, and finally, the support of 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.

Likewise, the students at Excelsior Academy bear much responsibility with regard to exerting effort and completing assigned work so they can benefit fully from the excellent academic programs of Excelsior Academy. We believe it is the responsibility of the school to provide effective organizational systems, positive motivation, excellent teachers, and relevant, interesting curriculum for each student so 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, 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. 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
Parent/Teacher conferences are held each October and February. 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.

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

**FINANCIAL**

Fee Schedule for 2018-2019

<table>
<thead>
<tr>
<th>Program</th>
<th>Fee (maximum)</th>
<th>Req/Opt Activity</th>
<th>Waivable</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Elementary (K-5)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replacement Docket</td>
<td>$10.00</td>
<td>Req</td>
<td>W</td>
<td></td>
</tr>
<tr>
<td>After School Athletics/Activities</td>
<td>$25.00 per sport</td>
<td>Opt</td>
<td>NW</td>
<td></td>
</tr>
</tbody>
</table>

Middle School (6th/7th/8th)

Updated 9/2018
| Replacement Docket                        | $10.00 | Opt | NW | Dockets are optional in Middle School |
| Replacement Learning Plan                | $5.00  | Req | NW |
| PE Uniform Fee                          | $15.00 per uniform | Req | W |
| Middle School Fee                       | $35.00 per year | Req | W |
| Class Specific Fee                      | Up to $85 per class | Opt | W | Fee will be charged to students who sign up for specific elective classes. |
| Art                                      | $15.00 | Opt | W |
| Digital Media                           | $15.00 | Opt | W |
| Musical Theater                         | $45.00 | Opt | W |
| Theater                                  | $45.00 | Opt | W |
| Robotics                                 | $25.00 | Opt | W |
| Band/Orchestra/Percussion               | Varies | Opt | NW | School owned instruments can be provided for fee waiver qualifying students. While supplies last. Instrumental rentals outside of EA are NW. |
| Social Dance Performance Team           | $75.00 | Opt | W |
| Debate                                  | Varies | Opt | NW | Sweater purchase is optional NW. Tournament fees are W. |
| After School Athletics/Activities       |         |    |    |                                            |
| Cross Country and Track and Field       | $20.00 | Opt | NW |
| Volleyball                              | $50.00 | Opt | NW |
| Basketball                              | $50.00 | Opt | NW |
| Soccer                                  | $50.00 | Opt | NW |
| Ultimate Frisbee                        | $5.00  | Opt | NW | One tournament per year                  |
|                                           |         |    |    |                                            |
| **Middle School Electives with no fees**|         |    |    |                                            |
| Choir                                   |         |    |    |                                            |
| Debate                                  |         |    |    |                                            |
| Social Dance Elective Class             |         |    |    |                                            |
| Green Thumbs                            |         |    |    |                                            |
| Spanish                                 |         |    |    |                                            |
| Creative Writing                        |         |    |    |                                            |
| Study Skills                            |         |    |    |                                            |
| Student Council                         |         |    |    |                                            |
| Forensic Science                        |         |    |    |                                            |

Updated 9/2018
Additionally, Excelsior Academy is 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.

**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.

1. 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.
2. Volunteer Dress & Behavior – please dress appropriately. The more we show respect for our school, the more respect the students will feel toward the school. The Excelsior Academy 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.
3. 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.
4. Volunteers are held to the standards of student privacy of the Family Educational and Rights and Privacy Act (FERPA)
5. 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.
6. Volunteers should not work one-on-one with students. 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.
7. Student Discipline: Volunteers have a responsibility to inform staff if there is a problem with student behavior. Volunteers should not discipline a child.
8. 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.
9. Volunteers have no claim to intellectual property created during their volunteer service at Excelsior Academy.
10. Volunteer hours can be entered and tracked through your family Compass account.

**CODE OF CONDUCT**

Students and staff at Excelsior Academy will conduct themselves in a respectful and 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. The school reserves the right to modify these procedures or sequence of consequences according to student need and as determined by the Executive Director or designee. For violations of the Code of Conduct that threaten the health, safety or welfare of others, the Executive 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).

**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.

**Goals**

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.

**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 in a respectful, kind manner. Positive language and encouragement will follow any necessary corrections.

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 school administration immediately. Staff members are not to discuss topics that 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 they notify administration immediately.

**Behavior**

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.

**Disrespectful Behavior** – Any behavior that negatively affects the physical or emotional well-being of another individual.

**Bullying** - Excelsior Academy defines bullying, as an act that often occurs in a relationship in which an imbalance of power or strength exists; and is repeated over time, is intentionally or knowingly committing an act, or threatening an act, that endangers the physical or mental health or safety of a school employee or student. Inappropriate behavior is not permitted at Excelsior Academy, at a school related or sponsored event, or while traveling to or from a school location or event. No form of aggressive physical interaction is acceptable. Verbal threats, even when couched in “jokes”, are not tolerated and will be disciplined.

**Harassment** - Harassment is the repeated use of demeaning or disparaging statements that contribute to a hostile learning environment.

**Hazing** - Hazing is a form of bullying that is done for the purpose of initiation, or admission into, any school or school sponsored team organization, program, or event, or against a person who is associated with such. Victim consent or acquiescence does not remove culpability or diminish consequences for any form of hazing.

**Electronic Bullying** – Excelsior Academy defines electronic bullying as any acts which is initiated by an individual student, students, or staff which targets other student(s) or staff members and, in which student(s) or staff are spoken of, or to, in a negative or
threatening manner. Excelsior Academy recognizes that electronic bullying may take place at any time or any place by means of the internet, instant messaging, email, cell phone, texting, or other electronic method.

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.

**Safe Environment** - When any behavior results in students or staff feeling unsafe about attending school, a hostile school environment has been created. We believe it is our responsibility to ensure that all students and staff feel safe and welcome at Excelsior Academy. Such reports will be considered by the Executive Director or designee, and may result in an office referral/infracion record, development of a behavior modification plan, suspension, reassignment, expulsion, dismissal, or other appropriate measure (see K-5 and Middle School Discipline Plan). Law enforcement will be informed of all acts that constitute suspected criminal activity. The Office of Civil Rights will be notified of all acts that may be violations of civil rights.

**Parent Notification** - When a report of disrespectful behavior leads to the creation of an office infraction record or referral, parents/guardian of perpetrators will be required to sign and return the form to the school. Parents may also receive a phone call from the Executive Director or designee. Parent intervention or other involvement may be required in resolving the behavior (see Parent Intervention Guidelines). When a student reports physical harm, feels threatened, or threatens suicide, directors or designee will contact the individual’s parents as soon as reasonably possible via phone, email and/or other method. Each parental notification will be held under secure maintenance for the period of two years. Discipline measures may be revealed to the extent permitted by federal and state law, including the FERPA Act, as amended.

**Assessment** – As per state law, students will participate in an annual survey/assessment of the prevalence of disrespectful behavior at Excelsior Academy.

**Training** – Students, staff, and volunteers shall receive training on disrespectful behaviors as determined by Excelsior Academy’s Administration. This training will be completed by a qualified individual who will address subjects specific to R277-613-4.

**Search of Student Property** - A search may only occur upon reasonable suspicion that student safety is at risk or that a student is in possession of an item or items prohibited by school safety or discipline policy, such as controlled substances or weapons. Students are protected from unreasonable intrusion. Excelsior Academy faculty and staff are appropriately trained in the fair and consistent implementation of student search procedures.

**Reporting** - Any student, parent, or staff member may report an incident of disrespectful behavior to Excelsior Academy’s communication policy. Anonymous reports will be investigated, but disciplinary action will not occur in the absence of additional evidence. Retaliation against students or staff reporting or investigating incidents of abuse will not be tolerated.

**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 in Tooele County School District.

**Infractions** - The following behaviors are considered infraction 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; hazing or harassing)
8. Abusing, misusing or destruction of property
9. Physical or verbal harassment
10. Possession of a banned item (see banned item list)
11. Cheating

Updated 9/2018
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

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, Excelsior Academy may report this information to a truancy officer.

Banned Items - Weapons and dangerous substances are not allowed on the premises of Excelsior Academy. Possession of any of the following items (and any others deemed unsafe per administration) may be grounds for immediate expulsion: Narcotics, non-prescription drugs, controlled substances, tobacco, cigarettes, alcohol, weapons (real or look alike), any explosive, noxious or flammable material, matches, cigarette lighters, sexually explicit material (written, pictorial or electronic, including nude depictions).

Appropriate Use of Physical Restraint – Excelsior Academy does not practice any form of corporal punishment. Physical restraint is used only in situations in which the physical safety of a student or students is in question.

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.

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. Cell Phones may not be used during school hours, even during lunch times. This includes text messaging. Excelsior Academy is not responsible for lost cell phones.

Electronic Devices Policy

Purpose and Philosophy
Excelsior Academy understands that cell phones and electronic devices (ED) are an important part of our culture. However, cell phones can be a major problem on school campuses and cause disruption of the educational environment. The school must maintain the integrity and security of the educational system and student privacy. The use of cell phones is an inconvenience to teachers who must stop teaching to correct the problem. The school’s purpose is not the supervision of proper cell phone use.

A. Cell Phone/ED Use
1. Student use of cell phones/ED is prohibited in the school building between 7:40 a.m. and 3:30 p.m. Cell phones/EDs are to be turned off completely and stored in a locker (backpack for grades K-5) while in the student’s possession at school. At no time (during the school day) are students permitted to carry a cell phone/ED on their clothing. When school has ended and a student has been excused from class, cell phone use is permitted in the hall as students leave the school.

2. The use of camera phones is strictly forbidden in private areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices at any time. Such use may also be in violation of the criminal code.

3. Sending threatening, harassing, intimidating, offensive, vulgar, profane, obscene texts and/or photos, cyber bullying or coercive communication with others may result in disciplinary action taken and/or civil-criminal charges filed.

Updated 9/2018
4. Students shall be personally and solely responsible for the security of their cell phones. Excelsior Academy shall not assume responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone. It is strongly suggested that student cell phones be left at home as this is the only sure way to avoid a potential policy violation.

**B. Disciplinary Action**

1. It is the students’ responsibility to ensure that their cell phone/ED is turned off and in their locker during unauthorized times. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action.

**C. Definitions**

1. Uses may include: outgoing calls, in-coming calls, text messaging, camera use, game playing, or any other use.

2. An ED may include: laser pointers and attachments, paging devices/beepers, and other devices designed to receive and send an electronic signal.

3. Excelsior Academy reserves the right to define the educational value of any new electronic device that may become available to the general public in the future and to prohibit their use if they have little or no educational value or if such use creates learner distraction or disruption.

**D. Emergencies**

1. Parents should call the front office of the school for any emergency situation. We will contact your student. Do not try to contact them by cell phone/ED.

**Discipline Plans**

**K-5**

Teachers in K-5 classrooms 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. Color coded card charts will be utilized in grades 1-5 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, the administration or EA designee may institute any of the following:

- Phone call home to parent
- 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.*

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 (see Code of Conduct: Parent Intervention Guidelines) or a suspension will occur.

**Middle School 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 administration to receive the referral form.
4. The student will give the completed form to the staff member who will sign the infraction, fill in any missing information regarding the infraction, and return it to the administration.

**Referral Process**

Updated 9/2018
1. **Administrative conference with student, contact parents** - 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. It is the parent's role as the school's partner to have a home consequence prepared that will encourage proper school behavior.

2. **Teaching and Instruction** - The Student is reminded of the Code of Conduct contained in the Parent-Student Handbook. They are also reminded that by signing the School-Student-Parent Compact (see School-Student-Parent Compact) they agreed to abide by the Code of Conduct described in the Parent/Student Handbook. The first step in the discipline process is conferencing with the student and reviewing the Code of Conduct to ensure the student knows and understands the violation.

3. **Once a referral is given, the administration or designee may initiate the following discipline process:**
   - 1\(^{st}\) referral – Warning, phone call to parents
   - 2\(^{nd}\) referral – Written amends to staff or students involved, and call to parents
   - 3\(^{rd}\) referral – Parent Intervention, (parents attend class with their student for a day. They must do this in order for the student to return to school). See guidelines below.
   - 4\(^{th}\) referral – one-day suspension
   - 5\(^{th}\) referral – two-day suspension
   - 6\(^{th}\) referral – three-day suspension and expulsion proceedings could be initiated

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

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 (see Code of Conduct: Parent Intervention Guidelines) or a Suspension will occur.

*The school reserves the right to modify the procedures or sequence of consequences according to student need and as determined by the executive director or designee. For violations of the Code of Conduct which threaten the health, safety, or welfare of others, the Executive 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.)*

**Parent Intervention Guidelines**

**Goals**
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.

**Parent’s Duties**
1. Stay with the student – sit next to student desk during class time, transition with student.
2. Fill out the data tracking form for Parent Interventions.
3. Redirect 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 notice good behaviors and 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.

*At the end of the intervention, the teacher, student and parent will meet to discuss the positive effects of the intervention and help the student set goals for a successful school year. If more coaching is needed, parents will be invited back to coach for an extended period of time.*
**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

**Guidelines**

1. Students should be in school dress code any time they are on school grounds during the school day.
2. Parents may be called to bring appropriate clothing or take the student home to get appropriate clothing if students appear at school out of uniform.
3. Items may be purchased anywhere they may be found. There are multiple vendors for each uniform item. Excelsior Academy’s school plaid is #83. More information is available at the school office.
4. Hats should not be worn in the school building unless they are part of a special activity that requires hats.
5. Special uniform allowances and guidelines can be made for extra-curricular activities or school events.
6. *Administration reserves the right to determine if any item of clothing is distracting.*

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.

Updated 9/2018
GIRLS:

- Uniform style only. No cargo, painters or corduroy pants/shorts.
- Colors: navy, khaki or plaid #83.
- Shorts & skorts, cannot be shorter than 3 inches above the knee.

<table>
<thead>
<tr>
<th>Pants, Shorts, Skorts &amp; Capris</th>
<th>Dresses, Jumpers &amp; Skirts</th>
<th>Shirts</th>
<th>Shoes/Socks</th>
<th>Outerwear</th>
<th>Belts, Jewelry &amp; Hair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniform style only.</td>
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<td>Polo shirts can be short or long sleeve. They must be navy, true red or forest green in color. No striping or contrasting colors on the outer collar.</td>
<td>Socks are required and must be mostly black, red, brown, navy, forest green, gray or white and solid in color.</td>
<td>Coats, hats and gloves/mittens worn to and from school and for recess do not need to comply with the school colors.</td>
<td>Belts: black or brown and solid in color.</td>
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<td>- Colors: navy, khaki or plaid #83.</td>
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<td>- Dresses, jumpers and skirts cannot be shorter than 3 inches above the knee.</td>
<td>- Leggings must be worn under skirts, skorts, and dresses.</td>
<td>- Heels must be two inches or less.</td>
<td>- Jewelry: should not be distracting, no body piercings other than one pair of earrings. No gauges.</td>
</tr>
<tr>
<td>- Dresses, jumpers and skirts cannot be shorter than 3 inches above the knee.</td>
<td>- Leggings must be black, red, navy, forest green, grey, or white and solid in color.</td>
<td>- A white button down dress shirt is allowed. White undershirts must be worn with the dress shirt. A maximum of two buttons are allowed to be unbuttoned from the top. A tie is allowed and must be solid navy, true red, forest green or plaid #83.</td>
<td>- No flip flops, sandals, crocs, light ups, slippers, glitter shoes or shoes with wheels.</td>
<td>- Backpacks do not need to comply with school colors.</td>
<td>- Hair: well-groomed and non-distracting; cannot cover eyes. No unnatural hair colors (ie. Purple, green, blue, pink, fluorescents, etc.). Hair accessories should complement the attire of the day and be non-distracting.</td>
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<td>- Leggings must be black, red, navy, forest green, grey, or white and solid in color.</td>
<td>- Any non-school logo must be smaller than a quarter.</td>
<td>- Undergarments should not be visible. Camisoles or undershirts may be worn but must be white in color with no patterns or lace.</td>
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Updated 9/2018
| · Sweaters, jackets or sweater vests may be worn in class but must by navy blue, true red or forest green in color.  
| · No hoods. |

**Free Dress Day:** Clean, modest clothing, shirts with sleeves, pants cannot have holes. 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.

**Lions Pride Day:** The Excelsior Academy Lion’s Pride t-shirt can be worn on selected days with uniform style bottoms.
**BOYS:**

<table>
<thead>
<tr>
<th>Pants/Shorts</th>
<th>Shirts</th>
<th>Shoes/Socks</th>
<th>Outerwear</th>
<th>Belts, Jewelry &amp; Hair</th>
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<td>· Uniform style pants/shorts only. No cargo, painters, corduroy pants/shorts, or joggers.</td>
<td>· Polo shirts can be short or long sleeve. They must be navy, true red or forest green in color. No striping or contrasting colors on the outer collar.</td>
<td>· Socks are required and must be mostly black, red, brown, navy, forest green, gray or white and solid in color.</td>
<td>· Coats, hats and gloves/ mittens worn to and from school and for recess do not need to comply with the school colors.</td>
<td>· Belts: black or brown and solid in color.</td>
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<td>· Colors: navy &amp; khaki.</td>
<td>· A white button down dress shirt is allowed. White undershirts must be worn with the dress shirt. A maximum of two buttons are allowed to be unbuttoned from the top. Dress shirts must be tucked in. A tie is allowed and must be solid navy, true red, forest green or plaid #83.</td>
<td>· Shoes must be closed toe, have at a minimum a back strap, laces must be tied.</td>
<td>· Backpacks do not need to comply with school colors.</td>
<td>· Jewelry: should not be distracting, no body piercings other than one pair of earrings. No gauges.</td>
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<td>· Any non-school logo must be smaller than a quarter.</td>
<td>· Heels must be two inches or less.</td>
<td>· No flip flops, sandals, crocs, light ups, slippers, glitter shoes or shoes with wheels.</td>
<td>· Hair: well-groomed and non-distracting; cannot cover eyes. No unnatural hair colors (i.e. Purple, green, blue, pink, fluorescents, etc.) Hair accessories should complement the attire of the day and be non-distracting.</td>
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<td>· Undergarments should not be visible. Undershirts may be worn but must be white in color with no patterns or lace.</td>
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**Lions Pride Day:** The Excelsior Academy Lion’s Pride t-shirt can be worn on selected days with uniform style bottoms.
Excelsior Academy
Uniform Picture Guide

Acceptable Bottoms

Acceptable Tops

Polo Shirts
White Button Down
Uniform Sweaters

Plaid #83
Navy Blue
True Red
Forest Green

Updated 9/2018
Middle School students are required to purchase and wear the designated PE Uniform. The Excelsior Academy PE Uniform must be purchased from the school. Gym shoes and socks must be worn. Free and reduced fees are available for those who qualify.