



# Excel Academy Charter School Handbook

## 2021-2022

*Dear Parents and Students,*

*Thank you for choosing Excel Academy Charter School to support you on your personalized independent study journey. I am humbled and honored to serve an incredible team of dedicated educators and staff ready to collaborate with you as you begin the 2021-22 school year! We recognize the sacrifice and dedication families make when committing to our school model which is why we strive to help create balance and parent choice in a personalized learning environment. Our theme for this school year is TNT~Togetherness and Teamwork! Excel Academy is led by a collaborative team made up of innovative educators on the forefront of educational change.*

*Our school goals support our mission and vision providing a flexible, personalized learning experience where teachers and parents collaborate to provide academic excellence and social and emotional foundations to instill a love for learning in each individual student.*

*We hope you will find this handbook helpful and use it as a tool to clarify procedures and expectations. Please never hesitate to reach out to your teacher of record or administration with any questions or concerns. Let's continue to SOAR high Eagles!*

*Sincerely,*

A handwritten signature in black ink that reads 'Heidi Gasse'.

*Executive Director*

To view the Excel Academy Charter School handbook on our website, please [click here](#)

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# Who We Are

Excel Academy is a tuition free, public charter school offering a personalized learning environment for independent study students in grades TK-12. Our unique educational program allows parents to select a wide variety of educational resources and materials from approved content and community providers using instructional funds provided by the charter school. Using these educational resources, families have the freedom to build a customized learning experience for their children, benefiting from flexibility of choice and the partnership of a highly qualified California-credentialed teacher.

## Mission Statement

Excel Academy will provide a flexible, personalized learning experience where teachers and parents collaborate to provide academic excellence and social and emotional foundations to instill a love for learning in each individual student.

## Our Vision

“ Empowering students through flexible independent learning..”

Life is what you create....at Excel Academy we bring students to LIFE through:

**LEARNING:** At Excel Academy students progress in knowledge, ability and social/emotional foundations. Curriculum and staff will provide a personalized learning plan inherent to the uniqueness of every student and learning situation. Excel Academy pursues a learning environment where every student will be challenged by, enjoy, and help direct their own education.

**INDEPENDENCE:** Excel Academy believes one of the key elements of an optimal education is to prepare each student for real-life complexities and independent learning.. Excel Academy's curriculum options not only align to California's academic content standards but offer alternative and supplemental learning resources that place the student in a climate where curiosity and exploration are rewarded.

**FLEXIBILITY:** Flexible pacing enables each Excel Academy student, under the guidance of the teacher of record, to target individual needs without the demands of a classroom. By developing an awareness of their own unique learning style and advancement in their communication abilities, students and families will be enabled to discover their greatest areas of need and direct their efforts accordingly.

**EMPOWERMENT:** Excel Academy strives to empower students to take ownership of their education and develop not only the appropriate knowledge, skills, and abilities, but also the confidence, creativity, and discipline to help them adapt to challenges and opportunities.

## **Schoolwide Learning Outcomes**

Schoolwide Learning Outcomes (SLOs) are statements about what all students should know, understand, and be able to do by the time they graduate. To meet the demands of the 21st century, Excel Academy graduates will be:

### **Self-Directed, Critical Thinkers who**

1. Produce quality work through multiple modalities
2. Organize and manage time efficiently
3. Demonstrate competency in active listening, reading, speaking and writing
4. Devise solutions in academic and real-world situations using higher-order thinking skills
5. Exhibit in-depth knowledge across disciplines
6. Reflect on and analyze learning experiences

### **Resourceful, Lifelong Learners who**

1. Communicate effectively
2. Utilize personalization and a growth mindset to pursue individual passions and interests
3. Solve problems independently and collaboratively
4. Create and pursue personal, academic, and professional goals
5. Express ideas and information confidently and creatively
6. Employ technology to complement their knowledge

### **Respectful, Responsible Citizens who**

1. Demonstrate college and career readiness upon high school graduation
2. Possess personal integrity and take responsibility for decisions and actions
3. Model respect for diverse cultures
4. Contribute as leaders within their community
5. Display a commitment to service
6. Develop a sense of personal accountability and dedication

## **Charter Authorization**

Excel Academy Charter School is chartered by Warner Unified School District for the Orange, Riverside, and San Diego Counties, and Helendale School District for the Los Angeles and San Bernardino Counties: [Counties Served](#)

The strong connections and communication amongst the [authorizers](#) and the community foster a strong foundation for which our school is built.

## **WASC Accreditation**

Excel Academy Charter Schools are accredited by the *Accrediting Commission for Schools, Western Association of Schools and Colleges*.

The *Western Association of Schools and Colleges (WASC)* is one of six regional associations, which accredit public and private schools, colleges, and universities in the United States. Accreditation certifies to other educational institutions and to the general public that an institution meets established criteria or standards and is achieving its own stated objectives. This means that all diploma or degree programs and educational activities offered by the institution are covered by the institution's accreditation.

## **What does Accreditation mean?**

Accreditation certifies to other educational institutions and to the general public that an institution meets established criteria or standards and is achieving its own stated objectives. WASC and the other five regional associations in the United States grant "institutional accreditation" after a comprehensive self-study followed by an on-site evaluation of the programs and services of the total institution. This means that all diploma or degree programs and educational activities offered by the institution are covered by the institution's accreditation. The evaluation determines whether or not the institution qualifies for regional recognition. More importantly, periodic self-study and review promote improvement in educational quality and institutional effectiveness.

## **Why Consider Accreditation?**

Having WASC accreditation has many benefits. When a school participates in WASC, it:

- Assures a school community that the school's purposes are appropriate and being accomplished through a viable education program. In other words, it is a trustworthy institution for student learning
- Validates the integrity of the school's program and transcripts
- Facilitates transfer of credits to other English-speaking schools — critical for college/university acceptance worldwide
- Provides a process for regularly examining programs, processes, and data around school goals and student learning through data analysis, reflection, inquiry, and dialogue
- Builds a professional culture to support the schoolwide action plan
- Fosters the continuous improvement of the school's programs and operations to support student learning
- Provides valuable insight from fellow educators visiting the school
- Benefits schools that choose joint accreditation or other collaborative processes



To remain accredited, a school must report annually on the progress of its submitted improvement plan as well as its ability to continue to meet accreditation standards. Once every five years, the school will need to engage in a thorough self-study process and will host a visiting accreditation team during the sixth year in the cycle. For more information, go to <http://www.acswasc.org/>.

## **Parent Support**

Parent support is available Monday through Friday from 8 A.M.–4:30 P.M. Please see the school directory below for department emails and contact numbers.

## **Contact Information**

Our office is located at:  
1 Technology Drive, Ste I-811  
Irvine, CA 92618

If you wish to reach a specific department by email, please use one of the following:

Once enrolled, you will be provided with the contact information of your ToR. If you are attempting to reach a member of our administrative staff, please call our Parent Support line and ask for the person with whom you wish to speak. Someone will be happy to connect you.

## **Special Education:**

If your student has a current IEP, please contact their assigned Case Manager (“CM”) for support. You will receive contact information for your student’s CM prior to the first day of school.

If you have general questions about the Special Education Referral Process, please contact:

**Special Education Intake Manager - Sondra Ryan**

**PH: 714-337-2980**

# **Enrollment**

Recruitment and admissions policies, procedures, and activities are in compliance with state and federal law and are outlined in the individual charter petitions for each school.

Students will be considered for admission without regard to ethnicity, national origin, gender, disability or achievement level. Admission will not be determined according to the place of residence of the student or parents, except as required by law. Prior to admission, all parents must agree to and sign the Master Agreement. All students’ continued enrollment shall depend upon them fulfilling the terms of the Master Agreement, Acknowledgement of Responsibilities

(AoR), and Independent Study Policy. Enrollment space will be based on need in the community and availability of qualified, credentialed teachers to serve as the ToR.

Excel Academy will be non-sectarian in its programs, admissions policies, employment practices, and all other operations, shall not charge tuition, and shall not discriminate on the basis of race, ethnicity, national origin, gender, disability, or any other characteristic listed in Education Code Section 220 (or association with an individual who has any of those characteristics).

Once you complete the short intent to enroll form, a registration link will be automatically sent to your email. From that link, you will set up a username and password and will complete all four steps of our Reg Online process. The enrollment team will verify your application once **all documents have been uploaded and all electronic documents have been signed**. Our enrollment department will reach out to you once everything is complete and will give you instructions for the next step in the process.

### **Enrollment Documents Required**

- Proof of Residency (in Excel Academy's authorizing district)
- Birth Certificate
- Immunization Records
- Transcripts (high school only)
- Progress Report\*
- Oral Health Report Form or waiver (TK, KN and 1st Grade only)
- Health Exam Form/Waiver (TK, KN and 1st Grade only)

*\*Please note: If a student enrolls after 21 days of start date, a progress report will be needed as well.*

### **Private School Affidavit (PSA)**

Students enrolling from a private homeschool setting will be required to submit all documents listed above. Additionally, placement tests will be required and administered by the ToR for enrollment in certain middle school and high school courses.

Privately home-schooled students enrolling in Excel Academy for 9th grade semester two through 12th grade, please use the following: [PSA Transcript Summary](#).

Middle school students: Use the [PSA Transcript Summary](#) form for any math course (Algebra 1 or higher math) or world language course taken for high school credit.

Regardless of the number of transfer credits awarded, the student must successfully complete the required number of courses at Excel Academy in order to earn a high school diploma. (see [Graduation Track Options](#))

### Grade-Level Assignment

At Excel Academy, students are enrolled in the grade that most closely corresponds to their age, in accordance with California State Law. Please see link below for Excel Academy's Grade Placement Chart: [Excel Grade Placement Chart 2021/2022](#).

### Transitional Kindergarten (TK) Policy

TK is an option for the following students:

- Students who turn 5 between September 2-December 2
- Optional TK for Kinder Eligible Students
  - Students who turn 5 between June 1st-September 1st;
    - In this case, a Kindergarten Continuance Form must be signed, verifying that the parent/guardian agrees to have his/her child continue in kindergarten for one additional year.
    - Students may not promote from TK to 1st grade.

For Excel students that turn 5 after December 2nd, and wish to begin with Excel Academy, entering kindergarten is not an option, they must enroll in TK for the rest of that school year.

### Kindergarten Placement

Students must turn 5 on or before September 1.

### High School Grade-Level Placement

High school students are assigned a grade level based on the year of entry into 9th grade. Regardless of credit deficiency, students will be promoted to the next grade and given an opportunity to remediate credits in hopes that the student will graduate with his or her cohort.

In the event that a student does not graduate with their cohort, Excel Academy will provide the student an opportunity to continue their education, provided they are making adequate progress towards a diploma.

### Adult Student Enrollment

Effective July 1, 2004 California State Law prohibits the enrollment of any student age 19 years or older who has not been continuously enrolled since their 18th birthday and making regular progress towards a high school diploma.

## **Dual Enrollment Policy – Public and Private Schools**

In accordance with California Education Code Section 47602(b) and Title 5, California Code of Regulations Section 11965(a), no student may be enrolled in Excel Academy and simultaneously be enrolled in another public or private school. Private schools function outside the jurisdiction of the California Department of Education (CDE) and most state education regulations.

## **Acceleration & Retention: Policies & Processes**

### **Acceleration**

Students at Excel Academy will be promoted to the next grade level each year. Our general philosophy is that because Excel Academy offers personalized learning, acceleration is rarely necessary. For those rare exceptions, it must be agreed upon in writing, by both the parent and school administration, in order to skip a grade. Acceleration will only be considered prior to the beginning of the school year. Decisions regarding acceleration will be made on a case-by-case basis by the Acceleration Team. Typically, this is reserved for high school students who would like to graduate early. Students may graduate early, only if they have met all of the criteria for graduation, including credit requirements.

\*In order to ensure sufficient time to observe the student in our academic setting, requests for grade acceleration will not be considered prior to enrollment with Excel Academy Charter School..

### **Acceleration Requests**

1. Parents will send a letter to the Intervention Coordinator stating reasons why they are requesting acceleration.
  - a. Parents will provide any additional relevant information (i.e. report cards, transcripts, or assessment results received outside of EACS)
2. The Acceleration Team reviews information to determine if an acceleration meeting is warranted or if a decision can be made based on the letter.
  - a. If a meeting is warranted, the Intervention Coordinator will schedule a meeting with the Parent and Acceleration Team.

3. A decision is made by the Acceleration Team and a decision letter is sent to the parent via email.

## **Retention**

Students at Excel Academy will be promoted to the next grade level each year. Our general philosophy is that because Excel offers personalized learning, retention is rarely necessary. For those rare exceptions, it must be agreed upon in writing, by both the parent and school administration, in order to repeat a grade. Retention will only be considered prior to the beginning of the school year. Decisions regarding retention will be made on a case-by-case basis by the Retention Team. Students may not be retained more than once. Students will only repeat a grade in the case that there is substantial evidence the student lacks academic and/or emotional maturity.

\*In order to ensure sufficient time to observe the student in our academic setting, requests for grade retention will not be considered prior to enrollment with Excel Academy Charter School in order to ensure sufficient time to observe the student in our academic setting.

**AB 104:** EACS is in full compliance with AB 104 enacted on July 1, 2021. In response to the impact the pandemic had on student success in the 20/21 school year, students qualify for a retention consultation if they earned a D and/or an F in at least half of their academic coursework during the 20/21 school year. For more information please reach out to April Saade at [asaade@excelacademy.education](mailto:asaade@excelacademy.education).

## **Retention Requests**

1. Parents will send a letter to the Intervention Coordinator stating reasons why they are requesting grade retention.
  - a. Parents will provide any additional relevant information (i.e. report cards, transcripts, or assessment results received outside of EACS)
2. The Retention Team reviews information to determine if a retention meeting is warranted or if a decision can be made based on the letter.
  - a. If a meeting is warranted, the Intervention Coordinator will schedule a meeting with the Parent and Retention Team.
3. A decision is made by the Retention Team and a decision letter is sent to the parent via email.

## **8th Grade Retention & Promotion**

State law requires schools to have promotion and retention criteria for students who are in their last year of middle school (*EC* Section 48070.5[a][5]). Therefore, Excel Academy will identify

students who are at-risk of being retained in 8th grade (*EC* Section 48070.5[b]). Excel Academy will use i-Ready scores as its main source of data. Based on those results, additional assessments may be administered, to determine an 8th grader's readiness for high school.

Steps Excel Academy will take if a student is found to be at-risk for 8th grade retention:

- Parents will be notified in the fall of 8th grade, or once the i-Ready assessment is complete for mid-year enrollees.
- The student will participate in additional progress monitoring & individualized academic intervention throughout their 8th grade year.
- The spring i-Ready assessment will be proctored by Excel Academy staff and will be used as a main source of data for final 8th grade retention or promotion recommendations.
- For those students who continue to be at-risk for retention in the spring of 8th grade, Retention Review meetings may be held with the parent and Excel Academy administration. Excel Academy will make the final determination based on data collected.

## **Student with an Expulsion History**

For students who seek admission at Excel Academy with expulsion history, please refer to the expulsion policies for our authorizing districts (Helendale Elementary and Warner Unified School District). A panel will meet to determine whether the pupil does not pose a threat to others or will be disruptive to the school environment. The Executive Director or designee shall make a recommendation to the governing board following the meeting regarding his or her determination.

## **Master Agreement**

The Master Agreement is a binding agreement between Excel Academy, the student, the parent/guardian, the supervising ToR, and other team members responsible for the students educational progress. The agreement documents assigned courses as well as the time, manner, and frequency of the student's meetings with the faculty. In addition, the Master Agreement addresses specific resources including materials and personnel that will be made available to all students, academic and other supports, missed assignments and satisfactory progress and required parent communication to address pupils not generating attendance.

Each agreement shall be signed and in effect **prior or up to** the first day of the student's attendance start date.

## **Methods of Operation and Glossary of Terms**

**Teacher of Record (ToR)** - The ToR is a single or multiple subject credential-holding teacher who works with his or her assigned family to identify, support, and implement a personalized learning plan for the student.

**HQT (Highly Qualified Teacher) Content Area Specialist** - The HQT Content Area Specialist's ultimate responsibility is to ensure the success of each high school student at Excel Academy. The HQT teacher works closely with the student, parent, and ToR providing single subject expertise in CORE subject areas.

**ETL (Excel Teacher Led) Courses**- Excel Academy's courses that are offered to students from upper elementary to high school. The courses are virtual in nature and intended to offer students the opportunity to participate in a class setting with a credentialed teacher.

**Instructional Funds (IFs)** - State funds allotted to each student with which families can request the purchase of approved educational materials and services through Excel Academy's [Student Services Department](#).

**Learning Period (LP)** - The intervening days between each LP meeting, ranging from (13 - 20) school days.

**Master Agreement (MA)** - An enrollment agreement between the parent/guardian, school, and ToR which specifies the policies and procedures that must be followed to participate in Excel Academy. An MA signed by all parties, in conjunction with the AoR, is necessary for enrollment in the school.

**Acknowledgment of Responsibilities (AoR)** - A document that lists the responsibilities of Excel Academy parents/guardians and their students. The AoR is sent via email link, along with the Master Agreement (MA), for parents to sign upon enrollment.

**Progress Improvement Notification (PIN)**-Notification to inform students and parents of lack of educational progress.

**Attendance Intervention Meeting (AIM)** -the purpose of the AIM will be to review the student's written agreement, and reconsider the independent study program's impact on the pupil's achievement and well-being, consistent with the evaluation for satisfactory progress as defined by the board policy. If the student and parent/guardian elect to stay enrolled, the team will develop an agreement to help support the student to make satisfactory educational progress, including additional resources and supports.

**Daily Attendance Grid Log** -Each day a student participates in an educational activity, parents will be asked to go into the parent portal to mark attendance.

**Eagle Engagement** - Daily engagement "classroom style," aka via Zoom. 30 min daily anytime between 8:00-10:30am, (Reading Literature) by the ToR

**Eagle Connection** - Daily Live Interaction - classroom style," aka via Zoom 30 min., held between 1:00 -2:00pm. Writing Lessons and Strategies by EACS staff member.

**Eagle Examiner** - Executive Director communication and press kits.

## **Student Services Department Terms:**

**CCP** - Content and Community Provider

**EMR**- Educational Materials

**VCI**- Educational Services

**OPS**- Online Purchasing System. The system used at Excel Academy for ordering educational materials and services.

**Red Notes**- Individual guidelines for placing orders.

**Internal Notes**- Notes placed on orders after they have been created. Method for admin and ToRs to communicate about a specific order.

**Consumable Items**- Items that (A) are under \$30 and/or (B) cannot be reused by another student. Examples include: workbooks, pens, paper, pencils, printer ink, etc.

**Non-Consumable items**- Items that (A) are over \$30 and/or (B) can be reused by another student. Examples include: Textbooks, CD/DVDs, electronics (laptop, iPad, printer).

## **Purchase Order Status Terms:**

**Pre-Pending**- Order has been placed by the parent and is *pending review by the ToR*.

**Pending**- ToR has carefully reviewed the order to ensure that the items or services being ordered correspond to Excel Academy guidelines and selected “Pending,” OR the ToR has placed the order on behalf of the parent (*orders placed by ToR are assumed to have been carefully reviewed*).

**Approved**- Order has been reviewed and approved by the Student Services Department.

**Processed**- Order has been sent to the CCP for fulfillment.

**Received Partial (EMR ONLY)**- ToR has indicated that some, but not all, of the items on the order have been received.

**Received Fully (EMR ONLY)**- ToR has indicated that all items on the order have been received.

**Invoice Matched**- Student Services Department has received the invoice from the CCP and matched the order in OPS to match what the CCP is charging.

## **Teacher of Record (ToR)**

Every student enrolled in Excel Academy benefits from the expertise of a Teacher of Record (ToR). All Excel Academy ToRs are highly qualified, experienced, credentialed teachers who are committed to customized learning for each student and family. They support the parent/guardian throughout the year and assess student progression through assigned curriculum.



## **Initial Contact Meeting**

Once a ToR has been assigned to a family, he/she will reach out to schedule an introductory meeting. During this meeting, the ToR will explain the school-wide requirements and go over curriculum options. For more information on learning styles and curriculum options, please click [here](#) to visit the Excel Academy website. Parents/guardians must provide their ToR with curriculum choices that cover grade level content standards within 5 days of a student's start date with Excel Academy. If the parent/guardian fails to decide upon curricula that cover grade-level content standards within the 5 day window, the ToR will order the student curricula from Excel Academy's grade-level recommendations.

## **Learning Period (LP) Meetings**

Learning Period (LP) meetings are a critical part of personalized learning at Excel Academy. The LP meeting takes place at a mutually agreed upon public location, approximately every 20 school days. During the meeting, the ToR communicates with the student one on one to gather information and knowledge learned throughout the LP. Due to the importance of these meetings, and out of respect for our ToRs, we ask that families keep the agreed upon location and time of their LP meeting, with the exception of unforeseen emergencies. Additionally, parents who cancel, reschedule, or miss LP meetings will be subject to Progress Improvement Notifications (PINs), which may lead to Involuntary Withdrawal. (See our [Outline of Violations that May Result in Involuntary Withdrawal](#)).

## **Body of Work**

A body of work is 20 days worth of learning, in each assigned subject area, generated from the ToR-provided Pacing Guide for each core subject/course (see below). All work should be graded or evaluated in some manner. At each LP meeting, the ToR will collect a sampling from the body of work in each subject/course that is an accurate representation of the work completed. The ToR will file these samples as proof of student daily, attendance and progress.

## **Student Pacing and the Assessment of Learning**

The ToR will provide a pacing guide for all curriculum content in a student's Course of Study before each LP begins. The student's assigned ToR will review the body of work completed by the student throughout the LP and engage in academic conversation to confirm content mastery. Progression through the assigned curriculum content will be verified by the ToR on a weekly basis. If students fail to complete at least 70% of the pacing guide provided by the ToR, they may be issued a PIN. Final grades assigned at the end of the semester are heavily based on the progress and achievement shown to the ToR.

## **Attendance Roll Sheet/Grid Log**

Along with the assessment and pacing of student work, another responsibility of the ToR is to verify and claim attendance for each LP. Daily attendance is required for each school day a student participates in an educational activity. The ToR will verify that ample work was completed by the student after reviewing daily attendance claimed, participation in educational activities and the student's work. Following this the ToR and parent/guardian will sign and date the electronic Attendance Grid Log.

### **Progress Improvement Notification (PIN) and Identified Assignments**

In order to remain enrolled at Excel Academy, the responsibilities outlined in the Master Agreement, Independent Study Policy, and Attendance, Progress Improvement Notification, and Involuntary Withdrawal Policy must be followed. Within these policies, the process for which a student may be involuntarily withdrawn from Excel Academy is outlined. Part of that process includes the issuance of Progress Improvement Notifications (PINs) when a student fails to complete identified assignments key to a student's success in the independent study environment or any other responsibilities outlined in the EACS Handbook, Acknowledgement of Responsibilities, and Master Agreement. These identified assignments include, but are not limited to, completion of assigned work (CORE, ELD, WIN), internal assessments, attendance at mandatory meetings, and other key responsibilities outlined within the Excel Academy Board Policies and EACS Handbook.

### **Parent Newsletter via ParentSquare**

One of the main venues of communication to our parents is through our newsletter, sent via Parent Square. Parents often receive time-sensitive communication, information about community events, deadline reminders, and community provider spotlights through the monthly newsletters. ***Please let your ToR know if you are not receiving the monthly newsletter and updates through ParentSquare.***

## **Academics**

### **Required Courses for TK-8**

- Language Arts
- Mathematics
- Social Studies

- Science
- PE

Other enrichment courses and activities can be found using our [Content & Community Provider search tool](#). Parents are encouraged to pursue educational choices that best reflect the academic and social needs of their individual student. Students benefit from learning at home and can take supplemental courses offered through approved Content and Community Providers. Please consult with your ToR to determine a course of study that balances the student's academic and extracurricular interests.

### **Curriculum and Education Resources**

Excel Academy offers quality curriculum options and an extensive list of content and community providers to assist students in reaching their educational goals. The ToR and family work together to complete a Course of Study for the student, identify curriculum options that will meet the student's needs, and make sure school guidelines and state standards are met. For more information, please visit our [Content & Community Provider page](#).

### **California State & Grade-Level Standards**

Excel Academy students must show progression towards and mastery of California State Content Standards in order to remain in the school. With the help of an assigned ToR, students will be guided towards the completion of these standards. ToRs will monitor and adjust student progress through the curriculum regularly to ensure completion of the grade-level standards.

ToRs will provide a copy of the grade-level content standards for all students enrolled. Additionally, parents can obtain the subject and course standards directly from the [California Department of Education](#) website.

### **Observation of Student Educational Activities**

EACS staff may observe any enrolled student while engaged in educational activities, with or without prior notice. While this is permitted to occur for any reason deemed appropriate and necessary by EACS administration, the primary functions of observation are to ensure that EACS is providing adequate support to students learning in our non classroom based model, as well as to provide support and evaluative feedback to staff. Observations may occur during any Excel Academy sponsored, funded, or supervised activity including but not limited to virtual meetings, online courses, in-person meetings, enrichment activities, extracurricular activities, and field trips.

### **PE-Requirements**

The physical education requirements are:

- 200 minutes/week for 7-12th grade logs
- 100 minutes per week for TK-6 grade students

Students in grades TK-8 may log their physical activities for each LP on a PE log, or complete an assignment representing the learning which took place. High school students must complete a PE log each month along with a brief, written paragraph.

\*Please talk with your assigned ToR for further clarification.

### **CHYA-California Healthy Youth Act**

The California Healthy Youth Act, commonly known as CHYA, is a mandate that requires public schools in the state of California to offer medically accurate, comprehensive sexual health education and HIV prevention to students once in middle school and once again in high school. For high school students, the *Contemporary Health* course offered by *Edgenuity* online curriculum is used to fulfill this requirement. For middle school students, a live, virtual course is offered once in spring and facilitated by our virtual health teacher, using *Advocates for Youth Curriculum* to fulfill this requirement.

For more information on CHYA, please go to: <https://www.cde.ca.gov/ls/he/se/index.asp>.

\*If any parent wishes to opt their student out of the CHYA requirement, they may do so with a signed, dated note to their assigned ToR upon enrollment.

### **Student Athletes**

Student athletes who are interested in using Instructional Funds (IFs) toward their sport must maintain their attendance, grades, and comply with the policy set forth.

- Middle school students must be registered for at least 4 academic courses
- High school students must be registered for at least 4-5 academic courses depending on graduation credits needed and subject requirements fulfilled.

#### **All students must:**

- Maintain a minimum GPA of a 2.0
- Attend all LP meetings as scheduled
- Be up-to-date on assigned work, completing at least 70% of the provided weekly Pacing Guide(s).

\*\*If a student athlete finds themselves in academic trouble he/she will be required to attend an SST meeting with our intervention coordinator. Also, depending on the severity of the situation **IFs may be revoked from being used towards their sport.**

## High School

Excel Academy offers a personalized approach to learning where parents are encouraged and supported in choosing curricula from the high school catalog that matches their student's needs, expectations, and rigor in each subject area. With guidance and support from the ToR and the High School Department, parents will be sure to meet California State Standards and provide their student with a relevant course of study for their grade level. IFs may be used for approved CCP materials and courses. Click on [HS Curriculum Catalog-21/22 \(parent view\)](#) to view curriculum choices.

### High School Students Admitted 21 days After the School Year Started

All high school students who enroll 21 days after the semester begins will be required to submit in-progress grades from their previous school.

### Transferable Grades and Credits

Transfer grades and credits received from previous schools/programs will be accepted and applied as needed to meet EACS graduation requirements. Transfer students who have met Excel Academy's graduation requirements prior to the start of the new school year will be referred back to their current school.

### Minimum & Maximum Course Policy

The minimum & maximum course policy is set in place to ensure academic success.

- The minimum number of courses that high school students can register for is 5-6 courses per semester depending on the student's respective grade level (see chart below for details).
- If a student is participating in concurrent enrollment, then a minimum of 4 high school-level courses must be taken each semester they are registered for a college course . \* 12th graders who have earned 180 credits prior to their senior year starting can register for 4 courses per semester, equaling 40 credits for the school year.
- The maximum number of courses high school students can register for is 8 courses per semester including concurrent enrollment.

### Adding/Changing/Dropping Courses

Students adding, changing (including curriculum), or dropping a course can only do so within 10 school days of the start of the semester or within 10 school days of enrollment without penalty.

Dates: **Fall - 8/26/21 - 9/10/21 / Spring - 1/18/22 - 1/31/22.**

See below for further clarification:

- Courses dropped on or before the 10th school day will not show on the transcript.

- Courses dropped after the 10th school day in the first and/or second semester will receive a “W” on the report card/transcript. Fall semester has extended the drop deadline through the 11th day to account for the start date.
- Courses dropped after 10/15/21 for fall semester or 3/11/22 for spring semester will receive a/an “F” on the report card/transcript.

Individual CCPs have their own refund policies. Please work with your ToR if you have any questions on this.

## **Transcripts**

Official transcripts should be requested from the registrar’s office or at [Transcript Request Link](#) at least two weeks prior to deadlines.

## **Repeated Courses**

Courses in which grades of a D/F are earned may be repeated. The highest grade will be used in the GPA calculation. The *UC only allows a course to be repeated one time for grade replacement*. Please fill out this form and give to your ToR: [Petition to Retake a Course](#).

# **Graduation Requirements**

## **Students are eligible for a diploma when all requirements have been met:**

English - 40 credits

Math - 20 credits

Science - 20 credits (1 life/1 physical)

History - 30 credits (1 US/ 1 world/gov/econ)

VAPA/World Language/CTE - 10 credits

PE - 20 credits

Electives - 80 credits

Total to graduate: 220 credits

\*5 credits = 1 semester / 10 credits = 1 year

## **Certificate of Completion (“COC”)**

Students with identified unique needs related to a significant disability condition are eligible for an alternate High School completion option, per their active Individualized Education Plan (“IEP”). If it is determined by the IEP team that the appropriate High School completion path is a Certificate of Completion (“COC”), the student will be required to meet the following requirements:

1. Three years/six semesters of Language Arts.
2. Two years/four semesters of mathematics. Two years/four semesters of science, including one year each of life and physical sciences.
3. Two years/four semesters of social studies. Two years/four semesters in physical education, unless the pupil has been exempted pursuant to the provisions of EC Section 51241.
4. Three years/six semesters of Employment, Education, and Life Skills.  
Five credits (one semester minimum) required in each category.

### Graduation Track Options

<b>College Prep Track (UC, CSU, Private)</b> <a href="#">CSU Admissions</a> <a href="#">UC Admissions</a>	<b>Customized Graduation Track (Career, Community College, Military, Trade School)</b>
<b>Freshman Year</b>	<b>Freshman Year</b>
10 - a-g English 9 10 - a-g Algebra 1 or a-g Geometry 10 - a-g Biology 10 - a-g World Language year 1 10 - Physical Education	10- English 9 10- Pre-Algebra or Algebra 1 10- Life or Physical Science 10- Physical Education 10- Elective
<b>Minimum 50 Credits</b>	<b>Minimum 50 Credits</b>
<b>Sophomore Year</b>	<b>Sophomore Year</b>
10 - a-g English 10 - a-g Geometry or Algebra II 10 - a-g World History 10 - a-g World Language year 2 10 - a-g Chemistry 10 - Physical Education	10 - English 10 10 - Algebra 1 or Geometry 10 - Physical or Life Science 10- Physical Education 10 - World History 10- Elective
<b>Minimum 60 Credits</b>	<b>Minimum 60 Credits</b>
<b>11th Grader</b>	<b>11th Grade</b>
10 - a-g English 11 10 - a-g Algebra II or a-g Trig/Pre-Calc. 10 - a-g World Language year 3 10 - a-g VAPA 10 - a-g Physics 10 - a-g U.S. History	10 - English 11 10 - World Language/VAPA/CTE 10 - U.S. History 10 - Elective 10 - Elective 10 - Elective
<b>Minimum 60 Credits</b>	<b>Minimum 60 Credits</b>
<b>Senior Year</b>	<b>Senior Year</b>

10 - a-g English 12 10 - a-g Academic Elective 10 - a-g Math ( <i>not already taken</i> ) 5 - a-g Government 5 - a-g Economics 10 - Elective  <b>Minimum 50 Credits</b>	10 - English 12 5 - Government 5 - Economics 10 - Elective 10 - Elective  <b>Minimum 50 Credits</b>
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Total to graduate is 220 credits.

**Valedictorian:** Student with the highest GPA in their class (after 7 semesters) is eligible to receive the honor of becoming valedictorian of their graduating class.

**Salutatorian:** Student with the second highest GPA in their class (after 7 semesters) is eligible to receive the honor of becoming salutatorian of their graduating class.

## College Prep Track/Customized Graduation Track Options

Excel Academy offers two customized track options for our high school students. The college prep track prepares students for college and follows the A-G requirements as put forth by the UC/CSU systems. The customized graduation track prepares students for meeting the minimum graduation requirements while still receiving access to A-G curriculum options. This program allows parents to request an array of educational resources and materials from approved CCPs using IFs provided by the charter school. This allows high school students to complete high school graduation requirements as well as pursue other interests or extracurricular activities. High school students and their parents will work with the ToR to balance curricular needs. Using these educational resources, families have the ability to work alongside their ToR to build a personalized learning experience for their students.

### All courses must:

1. Meet California State Content standards (Core courses)
2. Follow a provided pacing guide
3. Demonstrate high school-level rigor shown in a variety of grade-level appropriate work samples

## College Prep/A-G Explained

For admission to the University of California (UC) or California State University (CSU) systems, a college-preparatory program that prepares students for higher-education is required.



Students must complete a total of fifteen (15) year-long, A-G high school courses with a grade of C or better—at least 11 of them prior to their senior year. See link: [UC A-G Subject Requirements](#).

**Graduating Early:** If a student wishes to graduate early, the student's 4-year plan must be reviewed and approved by a Counselor so that students fully understand the implications of this decision. Students graduating early may require additional credit completion per term. In this case advanced course protocol would be followed.

### **High School Acceptable Sample Requirements:**

There are a variety of ways to show academic progress and proper pacing. The ToR will review the body of work and collect a sampling of this work.

Here are some suggestions:

- A unit test with a grade of C or higher (strongly prefer that it comes from the publisher or course. All assessments must demonstrate high school-level rigor. Final determination on acceptance will be determined by the HQT.)
- A final draft multi-paragraph essay or paper on a related topic. Paper must follow MLA formatting rules. (This can include a book report on a related novel or text, a biography on a pioneer in your subject, a research paper, or a more in-depth study of a topic covered in the course.)
- A lab write-up (science courses only) - must include title, intro/purpose, materials list, method, data, results, analysis, conclusion, and graphs or figures, if applicable. Refer to the Lab [Report Template](#).
- A project/presentation showing significant learning and application
- A book report with critical analysis - may not be simple summary
- A written copy of a student-written speech or an oral presentation
- Answers to a section of chapter questions or a chapter review
- A rough draft of an in-progress paper (\*a final draft is always preferred; cannot use final draft for future sample)
- A timeline or map that clearly reflects HS level work/detail
- A reflective paper (VAPA)
- Another high school-level sample as agreed upon by ToR/parent/student in advance

### **Advanced Course Designation**

## Honors Courses

Honors courses are designed to be more in-depth, challenging, and rigorous. Students may take honors courses with prior written approval:

**Honor's Approval Process & Requirements:** The student may submit the course for approval, by following these steps:

- ToR completes Survey for Advanced Courses
- HS Department either grants or denies approval for a student to enroll in advanced coursework
- Honors courses require a mid-year and end-of-year exam and/or project
- ToR will assist students in meeting additional honors requirements
- Students must meet the full criteria, or the course will not receive the honors designation
- Honors credit will not be issued retroactively

## AP Courses

Students may take AP courses through one of our online content and community providers with prior written approval:

- ToR completes Survey for Advanced Courses
- HS Department either grants or denies approval for a student to enroll in advanced coursework
- Excel Academy high school students who wish to take an AP exam should go through their local public high school or visit [collegeboard.org](https://collegeboard.org) for more information on AP test options

## Additional Advanced Course Options

For students wishing to complete a year-long course in one semester (i.e. English 9 A/B), they must choose an online curriculum from the High School Course Catalog or enroll in a concurrent enrollment course.

- ToR completes Survey for Advanced Courses
- HS Department either grants or denies approval for a student to enroll in advanced coursework
- ToR will aid the student in choosing curriculum that would work for this designation or follow process for concurrent enrollment (see College Readiness section below)

For students wishing to complete two courses in the same subject simultaneously (i.e. English 9 A/B and English 10 A/B), they must choose an online curriculum from the High School Course Catalog.

- ToR completes Survey for Advanced Courses
- HS Department either grants or denies approval for a student to take advanced coursework
- ToR will aid the student in choosing curriculum that would work for this designation

## **Middle School Students Taking High School Courses**

Qualified **\*middle school students** may take up to two high school-level courses in either math (Algebra 1 or higher math) or world language. Students must follow CA Content State Standards by using approved high school curriculum.

The middle school student may submit the course for approval, by following these steps:

- Place request with ToR
- ToR completes Survey for Advanced Courses
- HS Department determines eligibility and either grants approval or denies request for a student to enroll in advanced coursework
- If approved, the high school course(s) will be overseen by the High School Department
- The course(s) **MUST** be on the MA for credits not weeks.
- The **ONLY** HS courses that can be taken are Algebra I or higher math & world language
- Any student using any Algebra I curriculum **MUST** be enrolled in an Algebra I course for HS credit, and this **MUST** be noted on the MA.
- Algebra 1 or higher math or world language are the only honors courses that a middle school student may take. Students must follow honors requirements for this designation. GPA will not be weighted.
- **Per the [CA Dept. of Education](#), middle school students who take Algebra 1 or higher math and/or world language courses are still required to complete courses in both the high school math and world language respective categories while in grades 9th-12th. Thus, high school-level courses taken in middle school do not count towards the 220 credits required for graduation.**

\*The UCOP only recognizes middle school students in 7th and 8th grades

## Qualifications:

- Students scored at or above grade level on the benchmark exam in language arts for English or qualifying scores in math for high school-level math courses.
- 3.0 GPA (Grade Point Average)
- ToR must complete the ToR Survey for Advanced Courses.
- Course(s) must be approved by the High School Coordinator/Counselor. The course will show high school credit on the Master Agreement (MA).
- Middle school students will have to follow the same add/drop policies as high school students.
- Newly enrolled students will have the first 10 school days of each semester to have courses approved.

## College Readiness

### Community College Courses - Concurrent Enrollment Policy

Students may request concurrent enrollment courses by following these steps:

1. ToR completes Survey for Advanced Courses. Students must have a minimum 3.0 GPA for academic courses or a 2.7 GPA for elective/vocational courses.
2. HS Department either grants or denies approval for a student to take advanced coursework.
3. High School (9th-12th) students must be enrolled in at least 4 classes (20 credits) per semester at Excel Academy to be considered eligible for concurrent enrollment at a community college. Students may take a maximum of 2 community college classes per semester while concurrently enrolled in Excel Academy. This may include one semester-length course and one interim session or two semester-length courses.
4. Middle school students interested in taking community college courses are limited to math (Algebra 1 or higher math) & world language. Please see the [Community College Handbook](#) for grade-level policy per community college.
5. Students must complete and sign the concurrent enrollment form obtained from the community college admissions office and submit it to the Excel Registraroffice (registrar@excelacademy.education). Please note: The turn-around time for concurrent enrollment approval is 3-7 days, depending on wet signature requirements.
6. It is the responsibility of the student to know the community college's fees, registration, and deadline dates (information can be found on the college's website).
7. If a student's first choice is unavailable and/or if they are unable to register for courses, the student is responsible for informing their ToR and High School Counselor. In this circumstance, student **must** work with ToR in either finding another course to add to their Master Agreement or removing the course from their schedule. If an additional

community college course is chosen, student must complete and submit an additional concurrent enrollment form to reinitiate the process.

8. Students must be aware and adhere to all college rules and regulations.
9. In order to confirm the course will transfer to the university of your choice, please consult a Community College Counselor.
10. Only 5% of Excel Academy students can attend a community college during the summer. Priority approval will be given to those needing courses to graduate.
11. Upon completion of the college course, students are required to send an **official transcript** to the Excel Academy office. Upon receipt, the high school transcript will be updated to reflect grades/credits earned. Please send all transcript requests to:

Excel Academy Charter School  
ATTN: Registrar Department  
1 Technology Drive, Ste. I-811  
Irvine, CA 92618

## College Unit Conversion Policy

Excel Academy uses the following formula for converting college units to high school credits:

- 3-5 unit degree applicable (UC/CSU transferable) college courses = 10 high school credits
- Most PE courses have been excluded or restricted for concurrently enrolled students, but a 1 unit course such as Dance would = 5 high school PE credits
- Some colleges state that their world language course content is equivalent to two years of high school world language; however, a maximum of 10 high school credits will be given per course
- Most college-level courses will be marked as honors on the Excel Academy transcript; For questions regarding honors credits, see High School Counselor
- For a list of Community Colleges, see our [Community College Handbook](#).

## Career Readiness

### CTE - Career and Technical Education

Excel Academy offers Career Technical Education (CTE) which provides college preparation and career training for high school students. Career and Technical Education (CTE) is a series of high-school elective courses that provide students with opportunities to explore career pathways and experience hands-on training and education in career fields/sectors that interest them. Students learn workplace competencies that help make academic content more accessible. Each

pathway is a two-year program that consists of a concentrator and a capstone course. Students who complete both courses will receive a Completer certification. CTE provides the academic and technical skills, knowledge, and training necessary to succeed in future careers.

CTE offerings:

- Education sector - Child Development pathway
- Health Science & Medical Technology sector - Health Science pathway
- Marketing sector - Marketing pathway

CTE Coordinator:

- Lorrie Wood - lwood@excelacademy.education

## **College Entrance Exam Information**

### **PSAT/NMSQT**

The Preliminary SAT®/National Merit Scholarship Qualifying Test is a co-sponsored program by the College Board and National Merit Scholarship Corporation (NMSC). PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying Test. The PSAT is a standardized test that provides first-hand practice for the SAT Reasoning Test™. The NMSQT gives students a chance to enter the National Merit Scholarship Corporation (NMSC) scholarship programs. The PSAT/NMSQT measures critical reading skills, math problem-solving skills, and writing skills. Administrators and teachers are cognizant of testing schedules, so they can assist students by providing appropriate information. Students register for and attend these tests independent of Excel Academy. Please visit [collegeboard.org](https://collegeboard.org) for more information.

### **SAT/ACT**

The SAT Reasoning Test (formerly Scholastic Aptitude Test and Scholastic Assessment Test) and the American College Testing Program (ACT) are standardized tests for college admissions. Most colleges accept either the SAT or ACT exam as part of their admissions process. Students register for and attend these tests independent of Excel Academy. Test dates, registration dates, fees, subject areas tested, practice questions, and scores can be accessed by visiting [collegeboard.org](https://collegeboard.org) for the SAT and [actstudent.org](https://actstudent.org) for the ACT.

### **Prerequisites**

Mastery of a certain body of knowledge is necessary if students are to be successful in their courses. Most commonly, such knowledge is measured by successful completion of the prerequisite courses listed in the course description. “Successful completion” is defined by a

grade of “A,” “B,” “C,” “D,” or “P” in the prerequisite course. Grades that are not acceptable are “F,” “I,” or “NG.”

### **How to Clear a Prerequisite**

Students enrolling in a course with a prerequisite will be required to do one of the following:

- Complete the required prerequisite course(s) at Excel Academy with a satisfactory grade that is a grade of “A,” “B,” “C,” or “D.”
- Students must present transcripts from another high school, if applicable, to the School Counselor for a transcript review as soon as possible.
- Transcripts must demonstrate satisfactory completion of the prerequisite course; completion of the course with a grade of “A,” “B,” “C,” “D,” or “P.”
- It is at the school’s discretion to accept or deny the request to waive the prerequisite course requirement.

### **Grading**

The grade issued to each student is determined by the course learning environment and overseeing teacher/s. All online and Excel Teacher-Led (ETL) courses will be graded by the course teacher. Any parent-led class will involve collaboration among the parent, ToR, and HQT. See below for further details:

- Online course - the grade will be issued by the online instructor.
- Excel Teacher Led course - the grade will be issued by the Excel teacher
- Customized course - the grade will be issued by the ToR with collaboration among parent, ToR, and HQT.
- Community College course - the grade will be issued by the college instructor.
- Students taking online classes or classes with an approved CCP need to consult with the online teacher or instructor regarding questions about grades, averages, or course progress. Excel Academy uses a traditional 4.0 scale in determining Grade Point Average (GPA). Credit is only granted for courses that earn a minimum of 60% out of a possible 100%.
- Excel Academy High School Department reserves the right to review final grades with the exception of any non-Excel Academy issued transcript.

### **Transfer Credits**

Transfer credits are awarded on a case-by-case basis by the School Counselor. Official transcripts are required in order to award credit. Transcript analysis may require research and contact with previous institutions to determine eligibility of transfer credits. International records may require translation and/or evaluation prior to being considered for transfer credits. Costs for translation and external evaluations are sustained by the student.

If a student is given a percentage or provided with a percentage grade upon exiting their previous school, Excel Academy may award the transfer grade by applying a percentage to the amount of work equivalent to what was completed at the previous school. Students who are provided with exit grades without percentages will be awarded a transfer grade equivalent to the amount of work completed at the previous school in accordance with the following scale:

Any A: 90%

Any B: 80%

Any C: 70%

Any D: 60%

Any F: 59%

### **PE for the High School Student**

State law requires 2 years of PE to be completed before a student can graduate. High school students are required to complete 400 minutes of PE every 10 school days (approximately 40 minutes per day). Students must complete a PE log each month (which is available in the Parent Portal), along with a brief, written paragraph. If a student is unable to participate in physical activities, the student can complete an alternative assignment approved by their ToR.

Acceptable options would include a written paper on physical activities/exercises and the benefits to the body or a research paper completed on various forms of exercise such as dance, yoga, or a sport of the student's choice. This will be turned in as the sample at the LP meeting as a replacement to the PE Log. For students with serious medical issues, a doctor's note must be provided for proof of inability to do traditional PE.

### **Driver's Education**

High School students can take a Driver's Education course from an approved CCP with IFs for a total of 5 credits. This course prepares students for the writing portion of the driver's permit test, although completion of the course does not result in a driver's permit. Please note, IFs may not be used for behind-the-wheel instruction, as this is the responsibility of the parent/guardian. Driver's License information can be found at the following link: [CA DMV](#).

### **Diploma**

Students will have the opportunity to display a legal name or a preferred name on a diploma using the intent to graduate form. The school considers the diploma to be a ceremonial document, and thus you may enter a familiar or preferred name to be used in lieu of your name of record for this purpose. However, please be advised that in some situations your diploma may need to be used as a legal document, and the name appearing on your diploma may need to



match other legal documents you possess. For further information on this, contact your school registrar.

## Intervention

Excel Academy believes it is imperative to ensure each student can access grade-level content. Additionally, the state of California requires every public school to have a *Multi-Tiered System of Supports (MTSS)* in place to help students reach state standards. (Link provided: <https://www.cde.ca.gov/ci/cr/ri/> )

### WIN Program

The What I Need (WIN) Program provides quality instruction & progress monitoring to a particular group of students who are performing below grade-level standards. Students are placed in the WIN program based on i-Ready data and ToR proctored assessments. It is important to note that ALL parts of the WIN program are required per the Acknowledgment of Responsibilities signed with the Master Agreement. If students or parents do not participate in the WIN Program, they may receive a Progress Improvement Notification (PIN).

### Student Success Team (SST)

The Student Success Team (SST) is a problem solving group that meets to develop strategies and interventions to assist an individual student with academic, attendance and/or behavioral challenges. The support provided is individualized to each student's unique needs. The SST sets goals and holds follow-up meetings to closely monitor student progress throughout the year. If you would like to hold an SST meeting for your student, please reach out to your ToR.

### 504 Plans

Section 504 is a federal law, which prohibits discrimination against individuals with a disability. This law defines an individual with a disability as anyone who exhibits any of the following conditions:

A mental or physical impairment which substantially limits one or more major life activities. The major life activities include, but are not limited to, caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, speaking, and/or major bodily functions.

To be covered under Section 504, a student must be between 3 and 22 years of age (depending on the program as well as state and federal law), and must have a disability that *substantially* limits the child in one or more major life activities or major bodily functions. [34 C.F.R. §104.3(k)(2)]

If you feel your student needs a 504 Plan, or if you have questions regarding 504 Plans, please contact your ToR or the 504 Coordinator, April Saade at [asaade@excelacademy.education](mailto:asaade@excelacademy.education).

If a student enters Excel Academy with an existing 504 Plan, the plan will be reviewed and confirmed with the student, parent/guardian, and our team. In addition, all 504 Plans will be reviewed annually to ensure the best accommodations are in place to meet the needs of the student.

## Special Education

At Excel Academy, we are committed to serving all students, including those with identified special needs. Special education and related services are available at no cost to enrolled students with Individualized Education Plans (“IEPs”) and include a full continuum of services and supports. We receive guidance regarding special education best practices, policies, and procedures from the Sonoma County Charter SELPA. At any point, if parents/guardians or members of a student’s school team suspect that a disability is impacting a student’s ability to adequately progress within the general education environment, they should contact their ToR for more information regarding the special education referral process.

## Assessments

### **Report Cards**

Students in grades TK- 12 will receive report cards to document progress and growth following the end of each semester with Excel Academy. The grades administered on the report card are final as determined by the ToR and the administration.

### **Grading Scales**

#### **TK-5 Students**

The 4 – 1 grading scale that Excel Academy implements will give parents a clear understanding of student performance and progress.

**4 Exemplary:** Student consistently demonstrates an in-depth understanding of the standards, concepts, and skills taught during this reporting period. Student is working above grade level and produces outstanding work with little help or reteaching.

**3 Proficient:** Student consistently demonstrates an understanding of the standards, concepts, and skills taught during this reporting period. Student is meeting grade-level expectations, and able to complete assignments with appropriate amount of instruction and assistance.

**2 Approaching Proficiency:** Student is approaching an understanding of the standards, concepts, and skills taught during this reporting period. Student is working towards grade-level expectations. Student requires many tools and reteaching to understand concepts being taught, works at a slower pace, or works slightly below grade level at a faster pace.

**1 Non-proficient:** Student does not yet demonstrate an understanding of the standards, concepts, and skills taught during this reporting period. Student is working far below grade-level expectations. Student may have difficulty understanding new concepts.

**\*Please understand that a student who earns a “3” is at grade level and is where he/she needs to be working at this time. A student who earns a “4” is working above grade level and consistently provides excellent work in all areas of the course.**

### **Grades 6 – 12**

Students in grades 6 through 12 will earn grades using the standard A-F scale (see below). Grades will be specific to the grading scale.

\*Outstanding performance in mastery of the subject. Achievement of superior quality.

98 - 100 = A+

93 - 97 = A

90 - 92 = A-

\*Consistent performance in achievement beyond the usual requirement. Achievement of high quality.

88 - 89 = B+

83 - 87 = B

80 - 82 = B-

\*Performance meets grade-level standards and expectations. Achievement suggests sufficient understanding of the subject/course.

78 - 79 = C+

73 - 77 = C

70 - 72 = C-

\*Minimally acceptable performance of course-level material. Achievement suggests below-average understanding.

68 - 69 = D+

63 - 67 = D

60 - 62 = D-

\*Achievement is at a level insufficient to demonstrate an understanding of the basic elements of the course and will not count towards graduation requirements.

59 and below = F

## **State and Local Assessments**

### **Standardized Testing**

The California Assessment of Student Performance and Progress (CAASPP) is the state-mandated academic testing program. All charter schools are required to administer the CAASPP as well as other state-mandated assessments such as the ELPAC and PFT (Ed. Code, § 47605(c)(1)). CAASPP is a system intended to provide information that can be used to monitor student progress on an annual basis and ensure that all students leave high school ready for college and career. Following the spring of each year, individual student test score reports are provided to parents. Student score reports will include an overall score and a description of the student's achievement level for English Language Arts (ELA) and mathematics.

In California, parents may opt out of state mandated academic testing by submitting a written request to the school each year, but this only applies to the state mandated assessments. *We do not recommend opting out. There is no law permitting a parent to opt out of the school's internal assessments, and therefore, students are required to participate in all internal assessments.*

Charter schools exist in a performance-based accountability system where they are held accountable for student academic performance. In fact, a charter school cannot continue to exist without collecting data on students' performance on a variety of assessments and indicators. When a charter authorizer or county office of education is evaluating whether to approve and/or

renew a school's charter petition, "increases in pupil academic achievement" is the most important factor in the decision. (Ed. Code, §§ 47607(c)(2) , 47607(a)(3)(A).) Therefore, it is important during the revocation and renewal processes for a school to gather as much positive academic achievement data as possible to show progress in student performance. Evaluating graduation, attendance, suspension, and English Learner (EL) reclassification rates are also ways to show student progress. However, student participation and performance on state mandated assessments (CAASPP) is the used method, and results are indicated on the California School Dashboard and System of Support. The Dashboard is a powerful online tool to help districts and schools identify strengths and weaknesses and pinpoint student groups that may be struggling (<https://www.cde.ca.gov/ta/ac/cm/>). Your student's participation in state mandated assessments is highly encouraged and recommended. **Please remember that results and attendance from all state tests are directly tied to school funding per recent LCFF legislation and are an integral part in maintaining partnerships with our chartering school districts.**

If you have any questions, please contact Excel Academy's Assistant Director of Assessment and Special Programs, Jenny Craig at [jcraig@excelacademy.education](mailto:jcraig@excelacademy.education).

### **English Language Proficiency Assessments for California (ELPAC)**

The English Language Proficiency Assessments for California (ELPAC) is aligned with the 2012 California English Language Development Standards. The ELPAC consists of two separate assessments: one for the initial identification of students as English Learners (ELs) and a second for the annual summative assessment to measure a student's progress in learning English and to identify the student's level of English language proficiency (ELP) ([cde.ca.gov](http://cde.ca.gov)).

- Grades K-12
- English Learners only
- Test Administration
  1. Initial Identification - When student enrolls with Excel Academy - Dates and Locations TBD (Assessment will be administered by trained proctors.)
  2. Annual Summative Assessment - Beginning in February (Assessment will be administered by trained proctors.)
- Results are provided by the California Department of Education and sent to the school. Once received, parents will receive a letter explaining student score reports. Parents may also access test results through the parent portal.

## **English Learners (ELs)**

ELs are targeted for ELPAC testing when the Home Language Survey indicates that their primary home language is a language other than English and are tested during the school year. Please refer to the EL Master Plan for specific details found on the EACS website.

- Excel Academy students are in an English Language Mainstream academic program with an English Language Development (ELD) Support Curriculum. The mainstream curriculum is supported by CLAD certified teachers and includes academic language, speaking, and listening opportunities, writing skills development, and exposure to rigorous texts. ELs are accommodated within this curriculum by providing multiple opportunities to demonstrate mastery on all assessments, including writing assignments.
- Live designated instruction is provided by our certificated teachers and attendance is required for all ELs.
- Progress in assigned ELD curriculum, as well as participation in live designated instruction, is monitored weekly by the ToR. Excel Academy requires students to spend at least 30 minutes per day in live designated instruction and/or assigned ELD curriculum.
- Both the parent, as the primary educator, and the ToR are responsible for ensuring adequate progress in ELD designated instruction and curriculum.
- If students do not participate in the ELD Support Instruction and Curriculum, they may receive a Progress Improvement Notification (PIN).

## **Criteria for Reclassification to Fluent English Proficient (RFEP)**

In order to be reclassified to fluent English proficient (RFEP) and exit the EL program, students must meet the following criteria:

- Minimum ELPAC overall score of 4
- Teacher Evaluation
- Parent Approval
- CAASPP - Smarter Balanced and/or Local Assessments can also be used in determining student readiness for redesignation

## **CAASPP - California Assessment of Student Performance and Progress**

### **California Science Test (CAST) – Computer Based Assessment**

- The California Science Test (CAST) is an online test based on the California Next Generation Science Standards (NGSS).
- Participation in the CAST is required for all students in grades five and eight and for the pre-selected high school grades.

- All local educational agencies (LEAs) with eligible students in grades five and eight will administer the CAST. LEAs with eligible students in high school (i.e., students in grades ten, eleven, or twelve) will be pre-selected to participate in the spring assessment. The CAST uses the current California Assessment of Student Performance and Progress test delivery system and will only be administered online ([www.caaspp.org](http://www.caaspp.org)).

### **Smarter Balanced Assessment Consortium (SBAC) – Computer-Based Test**

With new state standards, students are working harder, thinking more critically, and applying their learning to the real world. To measure these new standards, educators from states using Smarter tests have worked together to develop new, high-quality tests in English and math for grades 3–8 and 11. Using computer adaptive technology, the tests are customized to every student ([smarterbalanced.org](http://smarterbalanced.org)).

- Grades 3 - 8 and 11
- ELA and Math – Computer Adaptive Tests (CAT)
- ELA and Math – Performance Tasks (PT)
- CAASPP - SBAC spring testing - Dates and Locations TBD
- Registration for the SBAC ELA/MATH/CAST will take place online. Information will be emailed to parents in February.
- At testing sites, cell phones are highly discouraged, and *no* electronic devices are allowed at the test sites, including smart watches.
- Parents are notified when students have completed testing by a proctor at the site.
- Parents are welcome to stay in the waiting area at most sites, but are not allowed in the testing rooms.
- Technology usage by students is prohibited in the designated testing rooms.
- Photo ID may be *required* at pick-up.
- Siblings picking up students **MUST** be old enough to have a photo ID and must be identified at the time of check-in.
- Students may bring water and lunch to testing in a clear bag. Backpacks are not allowed.
- Students will be encouraged to take breaks during testing (i.e. restroom and snack breaks).
- Parents **MUST** review this information with their students.

## Testing Resources

For additional information regarding assessments, please refer to Excel Academy's website under *Assessments*. For **CAASPP AND ELPAC practice tests**, please refer to the *Assessment* tab.

## **Smarter Balanced Assessment Consortium (SBAC) and the California Standards Tests (CAST) for Science**

There are four major types of questions that students may see: multiple choice, multiple response, short answer, and performance assessments. We encourage you to explore and discuss the practice tests with your students. Please note that some of the practice tests do not provide answers or a score; however, it does provide your students with the experience of navigating through a sample test session, which is important to practice.

Additional Resources:

- **Utilize the i-Ready personalized lessons to strengthen skills and close learning gaps**
- Test Practice for Common Core (by grade level) Barron's Core Focus Workbook - Language Arts and Math combined
- Critical Thinking Test Taking Practice for Math (by grade level)
- Spectrum Test Prep - (Updated and revised for grade levels)

## **Physical Fitness Test (PFT)– California**

The PFT provides information that can be used by (1) students to assess and plan personal fitness programs, (2) teachers to design the curriculum for physical education programs, and (3) parents and guardians to understand their children's fitness levels. The program also provides results that are used to monitor changes in the physical fitness of California students. By law (Education Code (EC) Section 60800) public schools are required to administer the PFT annually to all students in grades 5, 7 and 9 ([cde.ca.gov](http://cde.ca.gov)).

- Grades 5, 7, and 9
- Dates vary in February through May - Your ToR will provide all necessary information and details regarding testing
- The PFT is administered by ToRs who will provide Excel Academy's Assistant Director of Assessment and Special Programs with the results for each student tested.
- Students with testing accommodations will have them outlined in their IEPs or 504 Plans.
- If a parent states a student needs additional support, the ToR will need to notify the Assistant Director of Assessment and Special Programs to verify accommodations.

Testing Includes:

1. Aerobic Capacity – One Mile Run
2. Abdominal Strength and Endurance – Curl Up
3. Upper Body Strength and Endurance – Push – Up
4. Trunk Extensor Strength and Flexibility – Trunk Lift
5. Flexibility – Shoulder Stretch



## 6. Recording of Height and Weight

\*The Healthy Fitness Zone standards are available at the following California Department of Education Website: [FITNESSGRAM: Healthy Fitness Zone Charts](#).

### **i-Ready Benchmark Assessments – Computer-Based Tests**

i-Ready benchmark assessments are adaptive diagnostic tests that will indicate mastery and identify learning gaps for students in grades K-11. This required assessment will be proctored virtually in the fall, winter, and spring by the ToRs to provide staff and parents pertinent knowledge to assist with academic support and guidance, and in the spring, to determine growth and goals prior to state testing.

- Test Administration
  - Testing window #1 - 8/26 - 9/15 - ALL STUDENTS (K-11)
  - Testing window #2 - 11/29 - 12/17- ONLY WIN STUDENTS (falling into tiers 2 and 3 (yellow and red) on benchmark #1)
  - Testing window #3 - 3/14 - 4/1 - ALL STUDENTS (K-11)
- The benchmark assessments will be administered virtually by the ToR within the set testing window, unless a different method or timing of administration is required per the student's active IEP or 504 Plan. Newly enrolled students will be required to take the i-Ready assessments upon enrollment.
- ToRs must make sure each student on their roster (grades K-11) has completed the assessments within the set testing windows. Individualized follow-up lessons will be automatically created for students once the assessments are completed. These lessons are highly encouraged for additional support to promote growth and progress for students scoring in 8th grade or below. Ask your ToR for specific details.

### **Student Testing Participation Requirement**

All students currently enrolled in Excel Academy are required to participate in the aforementioned tests (where applicable). **Failure to participate or satisfy assessment requirements will result in PINs being issued to the student.** Alternative paper pencil assessments are subject to be given virtually by the ToRs if in-person meetings/testing sites are not in place due to the COVID-19 pandemic. Please refer to Excel Academy's PIN Policy.

### **High School Assessments**

Final exams - If a high school course requires a final exam, the ToR will proctor the exam.

# Field Trips

Excel Academy offers a wide variety of field trips and community events to currently enrolled students and their immediate family members. Field trips may consist of historical reenactments, plays, musicals, libraries, museum tours, and so much more. Excel Academy's Curriculum Enrichment Coordinator will be working throughout each school year to provide engaging, interactive, and educational opportunities for students and parents to participate in and around their community. Participation on the part of students and parents is optional. Excel Academy does not provide transportation to and from these events. Parents/Guardians must be in attendance with their student(s) on Excel Academy field trips and at events. The out-of-pocket parent/non student sibling/student tickets must be paid during registration. If students are using IFs, the amount will be removed at the close of the registration window.

California Education Code Section 35330(d) *All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.* **ARTICLE 13. Excursions and Field Trips [35330 - 35332]**

## Instructional Funds for Field Trips

Students may use IFs to register for field trips. Your ToR will be notified to pull those funds at a later time. Please take note of the amount that will be pulled and make sure you have funds to cover the trip. If you do not have enough funds, you will need to pay out of pocket or forfeit your spot.

Students who use IFs for field trips must provide evidence of learning to their ToR for that day. This evidence can be used as a work sample for that learning period.

## Field Trip Registration

Please sign up for a field trip registration account on [excelacademy.education](https://excelacademy.education). Your account will be approved in 48 hours. Once your account is approved, you will be able to sign up for field trips. Please note, field trips are only for Excel Academy students, parent/guardian, and non student siblings.

You are officially registered for a field trip only if you see the field trip confirmation on your account dashboard. If you do not complete the registration in one sitting, the transaction will time out. Please make sure to keep an eye on the time tracker on the website. If the field trip does not appear on your dashboard after registration, that means the transaction did not go

through. If you see a discrepancy, please reach out to the Curriculum and Enrichment Coordinator during open registration.

## **Refunds**

There will be no refunds for purchased tickets once the registration and/or deadline has closed, and no late registrations honored. Please reach out to your ToR with any questions regarding field trips and registration deadlines. If a field trip or event is cancelled, Excel Academy cannot guarantee a refund nor guarantee the same field trip will be rescheduled. Any refund extended to Excel Academy will be given to families.

## **Instructional Funds and Content and Community Provider (CCP) Policies**

Excel Academy has a list of community providers who deliver an array of products and services to enrolled families. Currently enrolled parents and ToRs are able to request new community providers. Excel does not accept solicitations.

Content and Community Provider (CCP) must complete the CCP application process. For service CCPs who work directly with Excel students, they must complete Live Scan fingerprint background checks and submit proof of commercial liability insurance. Please understand this is an important step to protect your students. If a CCP does not wish to complete all parts of the application, including the Live Scan fingerprint background check and insurance requirements, the application cannot be approved. Families that join Excel Academy have access to the approved CCP list.

Instructional funds (IFs) are dispersed at the discretion of the ToR and the Student Services Department among approved CCPs.

Educational material CCPs provide educational curriculum, books, materials, and supplies for Excel Academy students. Items ordered should be basic in quality and appropriate to the student's age, grade, and need. IFs depreciate daily depending on the day of actual enrollment and must be used in the same academic year.

Educational services are provided by a CCP Course Instructor. This person(s) or facility provides academic tutoring, supplemental academic classes, art/music lessons, physical education classes, or other supervised/guided instruction. A service order request does not guarantee

placement in a CCP's class. The parent must communicate directly with the CCP to ensure the CCP has open spots in a class.

All purchase orders must be created prior to using services or ordering materials. Excel Academy will not reimburse parents directly. If on a *rare* occasion, a CCP agreement has expired or dissolved, Excel Academy cannot pay for services or materials purchased from them. The ToR will notify families who happen to order something from a CCP such as this.

### **Additional Documents for Parent Use**

- [Ordering Guidelines](#)
- [Student Services Department FAQ](#)
- [Parent Purchase Order Training](#)

### **Find a CCP Near Your Home**

Excel Academy has an interactive map tool that allows you to search for CCPs in a specific area. You are able to search by CCP name, subject, or area of service. To view the CCP map, click [here](#).

To use this map follow the simple steps below:

- Enter your search criteria into the appropriate box.
- The list will be populated based on your entry.

### **Family CCP Agreement**

A signed copy of the [Family Content and Community Provider \(CCP\) Agreement](#) must be on file before the family can begin placing purchase orders for services. The ToR will go over the Family CCP Agreement carefully with each parent before signing. The ToR may be asked to produce a copy of the signed Family Content and Community Provider (CCP) Agreement at any time.

### **Instructional Funds (IFs)**

Depending on grade level and date of enrollment, between \$2,700 – \$3,200 will be allotted to each student, with which families can select approved educational materials and services.

***Funds may only be used during the school year in which they were allotted and do not carry over from year to year.*** Use of IFs is up to the discretion of the ToR . Funds are prorated after the first day of the school year.

#### **The IFs are as follows:**

**TK - 8**                \$2,700

**High School**      \$3,200

**The IFs are disbursed in two allotments:**

**TK - 8**                \$1,350 in August and \$1,350 in December.

**High School**    \$1,600 in August and \$1,600 in December.

**Criteria for Materials That Can Be Purchased with IFs**

Excel Academy receives funding from the state to support student learning and progress toward the standards. Therefore, IFs need to be spent on educational items that meet the criteria below. ToRs will consult with the Student Services Manager for additional clarification on acceptable IF purchases. The list below should not be considered as all-inclusive and Excel Academy reserves the right to the interpretation of the below criteria and to exercise final judgement on how IFs will be used.

**General Criteria:**

- Educational curriculum ordered is appropriate for the student's courses and learning plan.
- Materials must be used to meet state and school standards for the student for whom the materials are being purchased.
- All materials must be non-sectarian.
- As a general rule, **basic, economical items/models must be selected**. If the student requires a higher-priced, less than basic item/model, a statement from the ToR justifying the purchase may be required.
- School & office supplies adequate for learning basic course skills (paper, pencils, etc).
- Materials for a documented educational project: fabric, wool, yarn enough for one project (exception: no food purchases allowed.) ToRs are responsible for monitoring the quantities of items purchased.
- Educational software to instruct and enhance learning in a subject area.
- Materials must not expose the ToR or student to danger or serious injury.
- Tracking forms & educational plans are required for certain items.
- School sponsored field trips.
- No more than 2 black printer ink cartridges and 1 color ink cartridge per semester.
- 1 toner cartridge per semester.
- Only 2 reams of paper are allowed per semester per student.
- Organizational items if only intended to be used by the student explicitly for the organization of school supplies.

**Disallowed Items:**

If a ToR inadvertently orders materials from this list, the ToR will collect the materials and return them to school administration.

- Furniture, storage, organizational items (large or small items), picture frames, and other non-educational household items.
- Excessive quantities of any item.
- Computer parts or equipment for non school-owned computers.
- Costumes, uniforms, clothes or jewelry.
- Toys or items without instructional value.
- Personal hygiene items.
- PE items such as skis, bicycles, tricycles, scooter boards, large exercise mats etc or items that are worn by a student (gloves, mitts).
- Personalized PE items: anything that is ordered in a size or weight for a student (bats, rackets, helmets, bikes, golf clubs, etc.)
- No recital, performance fees.
- No home and office equipment such as: faxes, phones, dictation equipment, TV's
- Power tools.
- Kitchen equipment such as: popcorn poppers, trays, plates, silverware and other basic kitchen supplies.
- Yard equipment such as: grass watering kits, garden ponds, swimming pools, full gardens, watering system.
- Anything that could expose the ToR or student to injury such as knives, poisonous substances, darts, bow and arrows, weapons, welding equipment, etc.
- Sectarian materials (see Sectarian Materials section below).

### **Disallowed Educational Activities**

The following activities are examples of disallowed activities that cannot be paid for with IFs since they impose high liability and/or political risk to the school. Community providers who provide the below services will not be approved.

- Scuba Diving
- Skydiving
- Religious or sectarian, services or materials
- Water/Jet Skiing
- Skiing/Snowboarding
- Aircraft-related activities
- Behind the wheel driver's education/training
- Any motorized vehicle operation
- Extreme sports that expose the student to unnecessary risk: outdoor rock climbing, white water rafting, paragliding, etc.

## **Additional Guidelines for Specific Items**

Excel Academy can only purchase the type of supplies that could be found in a brick and mortar public school. We also cannot pay for high priced/overpriced lessons, classes, or materials.

Please refer to the [Ordering Guidelines](#) for a detailed list of allowed/disallowed items.

## **Sectarian Materials**

School materials cannot have sectarian/religious content. The Teacher of Record will ensure sectarian/religious materials are not ordered with IFs.

## **Computer Ordering Policy**

Technology Options:

At Excel Academy, we value the use of technology as a powerful educational tool. Therefore, we offer our students a variety of technology options for purchase with IFs. Please be aware that, like all school materials, computers ordered with IFs are property of the school and **must be returned** when a student's enrollment in the school ends.

Technology Policies:

- Environmental waste fees and warranties for school owned computers must be purchased with IFs.
- All families must have the [Excel Academy iPad & Laptop Lease Agreement](#) on file with their ToR to ensure internet safety for students and that internet and computer policies and procedures are followed.
- All accessories and software purchased must be only used for devices issued by Excel Academy. Excel Academy does not assume any liability for accessories and software installed on or used with non-Excel Academy issued devices.
- \*Please note that computers don't come with any additional software (e.g. Microsoft Word).
- A list of available technology options may be obtained through your Teacher of Record. All computer orders must be placed according to the options listed on the computer options document.
- One computer or tablet per student TK- 12th grade until computer is unable to provide adequate support to participate in the educational program and complete assigned work

## **Return Policy for Materials Content & Community Providers (CCPs)**

An Education Materials CCP is a business that provides curriculum, books, and school supplies. When placing material (EMR) orders, please research and choose wisely with careful consideration. Many CCPs do not accept returns from a school, and funds cannot be returned to individual student accounts. If a return is allowed, shipping costs will be deducted from the student account.

## Cancellation Policy

We cannot cancel an EMR order after they are processed and sent to the CCP. Once materials are requested, the Student Services Department will order them and they cannot be cancelled. If an order has not been processed and is still in "Pending Status," the ToR can cancel or edit the purchase order in OPS. For VCI orders, CCPs must be notified of cancellation prior to orders being cancelled in OPS.

To cancel a purchase order in the prepending stage, you must pull up the purchase order by completing a search. Then click on the drop down menu **"Pending"** and choose **"Cancelled."** Then click **"Update Order."** If you don't click **"Update Order"** the order will not cancel.

The VCI Cancellation Policy states that classes must be cancelled with two weeks notice given to the content and community provider. Excel Academy will not pay for any missed classes with the content and community provider. **Any content and community provider-specific cancellation policies are the sole responsibility of the parent.**

## Backordered Items

If the ordering window has closed, the parent cannot request an alternate item for backordered or canceled items. Please complete your orders well in advance of the deadline.

## Ordering Deadline

**April 15th, 2022** is the deadline for the parents to get PO requests submitted for review. ToRs will submit all approved orders requests no later than April 29th. After the deadline, no purchase orders can be submitted. IFs do not roll over from year to year. If the IFs are not used by the deadline, the parent will no longer have access to them.

## Work Permits

Students interested in requesting a work permit must comply with Excel Academy's policy.

- Maintain full-time enrollment at Excel Academy (5 or more courses)
- Maintain attendance (attend classes on a regular basis and attend all Learning Period meetings with ToR, etc.)
- Maintain a 2.0 GPA average
- Display acceptable behavior in school and out of school
- Submit all coursework samples on time each Learning Period.

\*New students must provide current report cards and/or official transcripts, behavior records, and attendance records from previous school.



**General Work Permits:**

- Parents may print the B1-1 form (Statement of Intent to Employ a Minor & Request for a Work Permit) from their parent portal.
- Parent/student must complete their sections on the document, and then have the employer complete their section, prior to emailing it to Excel Academy for authorization.
- Once the document is completed by the above mentioned parties, student will email it to Excel Academy's Registrar office: registrar@excelacademy.education.
- Minimum time for authorized work permits is 4 weeks.

\*Parents/students must adhere to the state and federal laws that pertain to child labor as well as the school policies mentioned above.

**Entertainment Work Permits:**

- Application to work in the entertainment industry can be found on the CA Dept. of Industrial Relations website <https://www.dir.ca.gov/DLSE/OnlinePermits.htm>.
- Parent/student must complete their sections on the document and then email it to Excel Academy's Registrar office registrar@excelacademy.education.
- Minimum time for authorized work permits is 4 weeks.

\*Parents/students must adhere to the state and federal laws that pertain to child labor as well as the school policies mentioned above.

## School Policies, Procedures & Regulations

**School Safety Plan**

Excel Academy seeks to provide a safe environment for its students, parents, staff, ToRs, and administration. For more information on Excel's emergency procedures and policies, please review our comprehensive safety plan [here](#).

**School Communication Responsibilities**

It is pertinent that we are able to communicate effectively with our families due to the remote nature of our school. The school requires that all parents reply to communication from Excel Academy staff and Teachers of Records within 48 hours (2 business days). We also require 24 hours notice in the event a parent must cancel an Excel Academy appointment, including but not limited to: LP meetings, IEPs, SPED provider appointments, and Student Success Team (SST) meetings. Please note: Students are allowed two changes to appointments per school year before being subject to a PIN. Additionally, if a student/parent cannot be reached by Excel

Academy staff for 10 business days or more, an evaluation will take place to determine whether it is in the best interest of the pupil to remain in independent study. If the evaluation finds that it is not in the student's best interest to remain in independent study, the student may be involuntarily withdrawn. (Please refer to Outline of Responsibilities that May Result in Involuntary Withdrawal section for further details).

Email or voicemail sent to administrative personnel Monday through Thursday between 8:00 am and 5:00 pm Pacific Time (PT) will be addressed within twenty-four (24) to forty-eight (48) business hours of the time it was sent. Email or voicemail sent between 8:00 am and 5:00 pm PT the day before a weekend or holiday will be addressed on the next business day. Email or voicemail sent during non-office hours will be addressed within twenty-four (24) to forty-eight (48) hours of the beginning of the following business day. Instructors who are scheduled to be away during regularly scheduled office hours (for professional meetings or vacation) will post the dates and times of those interruptions at least forty-eight (48) hours in advance and will offer alternative contact information for assistance. Unanticipated absences due to illness or other emergencies will be reported to the Director who will find suitable alternatives for assistance.

### **Email Accounts**

A valid, working email account is required for all Teachers of Record and parents, and is recommended for students. Parents and students must provide contact information, which can include email, phone number, and mailing address. If a Teacher of Record, student, or parent/guardian's email address, mail address, IM address, or phone number changes, it must be updated with Excel Academy Admissions at [admissions@excelacademy.education](mailto:admissions@excelacademy.education) within five (5) business days. In case of an emergency, it is important that this information is kept current.

Excel Academy does not supply student email accounts but recommends that Teachers of Record, students, and parents/guardians supply separate email addresses for communication. Students who need a separate email account from their parents/guardians can sign up for a free account with Yahoo, Gmail, or Hotmail. Please note, however, that Excel Academy does not have any relationship with these third parties, and it is not responsible for the availability or content of marketing or other materials on the above third parties' websites. The providers of the websites may discontinue their free programs at any time at their discretion.

### **Phone and Text Communication**

Social Media and Instant messaging Communication by phone or text/instant messaging should be only for urgent matters and only during the hours of operation (Monday-Friday 8:00

am-4:30 pm.) All informational communication by the school will be through email, ParentSquare, and/or social media.

### **Tone of Contact**

Students and parents/guardians must use school appropriate language in communication with Excel Academy employees and peers. Students and parents/guardians will not partake in cyber-bullying or any form of harassment. Students should strive to use appropriate grammar and capitalization in their communications.

### **Authorized Contacts**

At the time of enrollment, a student's parent/guardian is asked to approve any contacts that have authorization to receive performance information about the student. Individuals with authorization are responsible for maintaining current contact information with the school. In accordance with FERPA law, school officials are only authorized to speak to parents/guardians that are listed at the time of enrollment and who possess educational rights. The Registrar should be notified of any changes in custody or educational rights immediately.

### **Academic Integrity Policy**

Excel Academy considers academic honesty to be one of its highest values. Students are expected to be the sole authors of their work and to exhibit honest behavior and academic integrity. Use of another person's work or ideas must be accompanied by specific citations and references. The purpose of this policy is to create and maintain ethics and integrity in all academic endeavors and to provide our students with an understanding of what is and is not acceptable.

### **Definition of Plagiarism, Including Academic Dishonesty**

The unauthorized use or close imitation of the language and thoughts of another author, and the representation of them as one's own original work.

- All high school students will sign the [Plagiarism Academic Honesty Pact](#).
- All high school students will submit at least two papers each semester to Google Classroom.

**Examples of plagiarism and academic dishonesty include, but are not limited to:**

- Quoting someone else's words, sentences, paragraphs, or an entire paper without acknowledging the source within the paper or written assignment
- Simply listing your sources in the Works Cited page but not citing them in your writing
- Paraphrasing someone else's ideas, opinions, or thoughts without acknowledging the source
- Only citing a portion of the source; even if only one source is used all references need to be cited
- Copying another student's work, paper, and/or essays and turning it in as your own
- Copying another student's computer file or work and submitting the work as your own
- Buying any completed or partial work written by someone else and using it as your own work
- Copying answers from a teacher's manual rather than using the manual to check answers
- Turning in work that you have done for other classes or writing assignments—this is considered academic dishonesty: you need to turn in original writing for each class
- Any other form of cheating

The above examples represent examples of plagiarism and/or academic dishonesty. Whether a student copies something word-for-word or rephrases the ideas of another student and/or writer without properly acknowledging the source, both constitute examples of plagiarism. Excel Academy recognizes the accessibility of information and online sources. It is therefore imperative for students to review plagiarism and ensure steps to avoid the use of plagiarism in their writing assignments.

## **Process for Addressing Incidents of Academic Dishonesty**

### **First incident:**

If a student is suspected of plagiarism or academic dishonesty in any course:

- The ToR will confirm the student plagiarized or has been academically dishonest.
- If confirmed, student will receive an F/zero on the assignment in question. The student will be required to redo the assignment by the following Learning Period meeting for a new grade.
- The ToR will consult with school administration.
- A plan will be created to help the student learn about plagiarism and/or academic dishonesty and how to avoid it in the future.
- Student must view webinar on academic integrity shared by the ToR.
- Student will be issued a PIN if the incident is deemed intentional.

### **Second incident:**

If a student is suspected of plagiarism or academic dishonesty in any course for a second time:

- The ToR will confirm the student plagiarized or has been academically dishonest.
- If confirmed, the student will receive an F/zero in the course.
- A meeting with ToR, parent, and school administration will be scheduled to explain the severity of the issue, to provide additional support, and to warn student that they will be required to retake the course with a passing grade to receive credit for the course.
- Student will be issued a PIN if this is a second occurrence of either plagiarism or academic dishonesty.

### **Third incident:**

If a student is suspected of plagiarism or academic dishonesty in any course for a third time:

- The ToR will confirm the student plagiarized or has been academically dishonest.
- If confirmed, student will receive an F/zero for the course they plagiarized.
- A meeting with ToR, parent, and school administration will be scheduled.
- Student may be subject to discipline in accordance with applicable due process provisions in accordance with the relevant charter petition, which is available upon request.
- Related educational records, including disciplinary records, may be provided to colleges or other school districts where the student seeks to enroll or transfer as permitted in accordance with applicable law.
- A meeting with ToR, parent, and school administration will be scheduled to explain the severity of the issue, to provide additional support, and to warn student that they are in jeopardy of being involuntarily withdrawn from the school.
- Student will be issued a PIN if this is a third occurrence of either plagiarism or academic dishonesty.

### **Grievance Procedure:**

The following procedure is established to ensure that students' or parents/guardians' grievances are addressed fairly by the appropriate persons in a timely manner. The school prohibits discrimination against students/families on the basis of disability, race, creed, color, gender, sexual orientation, national origin, or religion.

If a student or parent/guardian is accused of cheating, inappropriate support or other forms of academic dishonesty and the student or parent/guardian disagrees:

1. The student and parent/guardian will address the school administrator in writing with the reason for the grievance, including why they believe the accusation is not accurate/appropriate.
2. The school administrator will investigate and respond with a written determination within ten (10) working days.
3. If the concern or grievance is not resolved, the student and parent/guardian may, within ten (10) working days, request a review with the governing board.

4. The board shall investigate and respond to the student and parent/guardian within ten (10) school days after the review. The decision of the board will be accomplished by a vote of a simple majority and the decision is final.

\*Parents/guardians should contact their ToRs with specific questions, as we want to ensure families are supported throughout the process.

## **Excel Academy's Parent Proctoring Policy**

Excel Academy considers academic honesty and integrity to be one of its highest values. Assessments are an integral part of the individualized learning plan for all students. It is critical that all assessments are completed ***independently*** in order to identify areas of strength and any potential learning gaps. The purpose of this policy is to create and maintain ethics and integrity in all academic endeavors. Our intent is to provide our students and parents/guardians with guidelines to understand what is and is not acceptable when proctoring at-home assessments.

### **Cheating (Definitions of Cheating)**

- To act dishonestly; practice fraud
- To violate rules deliberately

### **Testing Dishonesty in Grades TK - 6**

- Searching the internet to find answers
- Use of teacher manuals or answer keys
- Anyone other than the student reading test questions or passages
  - If a read-aloud option is provided through the online system, this is permitted
- Hinting at correct answers or elimination of answers
- Discussing the content of the test with the student within the testing window
- Use of a dictionary
- Use of a calculator
- Use of a multiplication chart, hundreds chart, or math cheat sheet of any kind

\*If Excel Academy has reason to believe that testing results are not an accurate reflection of the student's abilities, the student may be required to take additional assessments proctored by the ToR.

### **Testing Dishonesty in Grades 7- 12 (i.e. closed-book quizzes, end of unit tests, mid-term exams, and final exams)**

- Use of a calculator when not allowed
- Use of “open-book” testing when not allowed
- Using the internet to find answers
- Use of a dictionary or thesaurus
- Use of teacher manuals or answer keys - if a student’s entire test is identical to the answer key, and zero work is shown, the student may be asked to retake the test.
- Providing hints or clues to the correct answer
- Copying, recording, or taking screenshots of any part of an assessment for future reference
- Sharing or making any part of the assessment public

### **Accommodations for Students with IEPs or 504 Plans**

If the student has an IEP or 504 Plan, the Teacher of Record will contact the SPED Case Manager or 504 Coordinator to receive clear directions on accommodations that should be provided. Similarly, Excel Academy will comply with all provisions of applicable law in addressing any student conduct concerns, including cheating.

### **Internet/Computer System Acceptable Use Policy (AUP)**

Excel Academy provides technology resources to its students solely for educational purposes. Through technology, the schools provide access for students and staff to unlimited resources. Expanding technologies provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation, and communication with the support and supervision of the parent and credentialed teacher.

With this access brings the potential exposure to material that may not hold educational value or may be harmful or disruptive to the student’s learning experience.

The purpose of this policy is to ensure that student internet access on school-owned computers will be appropriate and used only for educational purposes, consistent with the acceptable standards of the school.

All computer equipment, programs, supporting materials, and peripherals of any nature which the student receives from the school are loaned to the student for educational purposes only and belong to the school. As a condition of receiving and using any such equipment, the student and parent/guardian acknowledge that there is no right or expectation of privacy whatsoever related to the student’s use of such equipment. The school retains the right to monitor, at all times, internet/computer activity accessed by this equipment, review any material stored in files on

such equipment, and edit or remove any material which the school staff, in its sole discretion, believes violates the above standards, and terminate the Internet/Computer Agreement of any persons violating the conditions set forth in this policy.

Information services, such as online educational resources provided by the school, may occasionally require new registration and account information to continue the service. This will require the school to give out certain portions of a student's personal information to one or more 3rd party content and community provider(s) required for this requested service, such as login information, etc. Student and parent/guardian signatures of this policy and the use of aforesaid computer equipment or school-provided online resources indicate specific consent to such release of personal information.

Students using the internet shall be closely supervised by the parent. Students and their parents/guardians are ultimately responsible for the materials accessed through the use of student internet accounts. Parents/guardians will be responsible for the supervision of students using the internet.

The California Computer Crime Bill (1979) added section 502 to the Penal Code making it a felony to intentionally access any computer or system or network for certain purposes, including:

- Devising or executing any scheme or artifice to defraud or extort
- Wrongfully control or obtain money, property, or data
- Knowingly accesses and without permission adds, alters, damages, deletes, or destroys any data, computer software, or computer programs which reside or exist internal or external to a computer, computer system, or computer network
- Knowingly and without permission accesses or causes to be accessed any computer, computer system, or computer network
- Knowingly introduces any computer contaminant into any computer, computer system, or computer network

\*Anyone committing acts of this kind, or any other actions prohibited by law with school owned computers and/or equipment will face legal action and disciplinary procedures.

It is the intent of this policy to protect students from inappropriate information. However, the staff cannot screen all of the materials available on the internet. Willful access to inappropriate material in any form by students as well as the importation of any material from "outside sources" on school owned computers and/or equipment is a violation of this policy and may result in disciplinary action including, but not limited to, the revocation of school-provided computer and/or equipment and/or discipline, up to and including, expulsion of the student.



Students, staff and parents/guardians hold a joint responsibility to ensure that inappropriate material is not displayed or available on any computer.

Parents/guardians will teach the student about internet safety, including how to protect online privacy and how to avoid online predators using resources such as materials available at:

<http://www.digitalcitizenship.net>.

Excel Academy has also adopted internet safety policies in accordance with applicable law, including the Children's Internet Protection Act, which will be provided to parents/guardians.

This policy does not attempt to articulate all required or proscribed behavior by users. Misuse may come in many forms; it is commonly viewed as any transmission(s) sent or received that suggest or indicate pornography, unethical or illegal solicitation, racism, sexism and inappropriate language.

Unacceptable behaviors may include, but are not limited to, the following:

- Using the school funded internet/computer system for illegal, inappropriate, or obscene purposes or in support of such activities
- Utilizing the school funded internet/computer system for any illegal activity including violation of copyrights or other contracts relating to licensed uses.
- Intentionally disrupting equipment of system performance.
- Downgrading the equipment or system performance.
- Damaging or misusing any hardware or software.
- Utilizing the school's computing resources for commercial/financial gain or fraud.
- Pirating and/or theft of data, equipment, or intellectual property.
- Gaining or seeking to gain unauthorized access to resources or entities.
- Utilizing the system to encourage the use of drugs, alcohol or tobacco or any promotion or attempt to promote any unethical behavior.
- Using harassing, abusive or obscene language.
- Annoying, harassing or intentionally offending another person.
- Introducing computer viruses into the system.
- Forging electronic mail messages or using an access owned by, or used by another.
- Wasting of resources.
- Invading the privacy of others.
- Possessing data in any form (including hard copy or disk) which might be considered a violation of these rules.

## **Consequences of Non-compliance**

As with any other violation of school rules and regulations, consequences of violations may include, but are not limited to, the following:

- Suspension of school funded internet access if provided by school
- Revocation of school funded internet access if provided by school
- Limitations of school funded computer access
- Revocation of school funded computer access
- Disciplinary processes up to expulsion or involuntary withdrawal
- Legal action and prosecution
- Financial liability for loss of internet/computer system

The parent/guardian is responsible to abide by and to ensure the student abides by the provisions and conditions of this policy and that any violations of the above provisions may result in disciplinary action, the revoking of the user account, and appropriate legal action.

The parent/guardian is also responsible to report any misuse of the information system to school administration. All the rules of conduct described in the publication entitled “Internet/Computer Acceptable Use Regulations” apply when on the internet or using the school-owned computer.

### **Student Freedom of Speech / Expression**

Excel Academy believes that free inquiry and exchange of ideas are essential parts of a democratic education. We respect students' rights to express ideas and opinions, take stands on issues, and support causes, even when such speech is controversial or unpopular.

Students shall have the right to exercise freedom of speech and of the press including, but not limited to: (1) use of bulletin boards; (2) distribution of printed materials or petitions; (3) wearing of buttons, badges, and other insignia; and (4) right of expression in official school publications. “Official school publications” refers to material produced by pupils in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee. The school lead/director or designee will supervise the material produced by pupils to ensure it meets professional standards of English and journalism.

Students’ freedom of expression shall be limited as allowed by Education Code Section 48907, and other applicable state and federal laws. Students are prohibited from making any expressions or distributing or posting any materials that are obscene, libelous, or slanderous. Students also are prohibited from making any expressions that so incite students as to create a clear and present danger of the commission of unlawful acts at school-sponsored activities or events, the violation of school rules, or substantial disruption of the school’s orderly operation. The use of “fighting words” or epithets is prohibited in those instances where the speech is

abusive and insulting, rather than a communication of ideas, and the speech is used in an aggressive or abusive manner in a situation that presents an actual danger that it will cause a breach of the peace. A student shall be subject to discipline for out-of-school expression, including expression on internet websites, when such expression poses a threat to the safety of other students, staff, or school property, or substantially disrupts the educational program.

## **Civility Policy**

School personnel, parents/guardians, and students are required to be civil in all of their interpersonal school-related interactions. Civility does not require unqualified agreement or conformity of opinion. An expression of disagreement or a discussion of a controversial viewpoint is not uncivil if such expression or discussion is appropriately and respectfully presented and does not disrupt a school-related activity.

For purposes of this policy, to be civil means to act with self-discipline in a courteous, respectful, and orderly way in every interpersonal communication and behavior with the goal of providing a safe and harassment free environment for our students and staff while maintaining individual rights to freedom of expression.

Examples of uncivil conduct include, but are not limited to, the following:

- using an inappropriately loud voice;
- using profane, vulgar, or obscene words or gestures;
- belittling, jeering, or taunting;
- using personal epithets;
- using violent or aggressive gestures or body-language;
- repeatedly and inappropriately interrupting another speaker;
- repeatedly demanding personal attention at inappropriate times;
- purposefully and inappropriately invading personal space;
- purposefully ignoring appropriate communications;
- wrongfully interfering with another person's freedom of movement;
- wrongfully invading another person's private possessions; or;
- any other behavior that inappropriately disrupts school-related activities.

In the event that any party is uncivil during a school-related activity, the following steps will occur:

1. **Communicate** - The party experiencing the uncivil behavior will communicate that the behavior is not civil and uncivil behavior must cease immediately.
2. **End Activity/Meeting** - If the uncivil party fails to correct the uncivil behavior as directed, the affected party shall end the activity/meeting.

3. **Referral** - The reporting party shall refer the situation to the school administration with a written summary of the uncivil behavior and how he/she responded.

**Determination** - If it is determined that uncivil behavior occurred, proper disciplinary action will be taken, which may include suspension or expulsion.

## **Bullying Policy**

Excel Academy recognizes the harmful effects of bullying, hazing, or other behavior that infringes on the safety and well-being of students or interferes with learning or teaching. We desire to provide a safe school culture that protects all students from physical and emotional harm. Student safety is a top priority, and the school will not tolerate discrimination, harassment, intimidation, or bullying of any kind of any student.

“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
- Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic act” means the creation or transmission of a message (*e.g.*, a text message, sound recording, video, image, social media post, etc.) by means of an electronic device, including, but not limited to, a telephone, computer, tablet, pager, or other communication device.

Bullying that occurs outside of school but negatively impacts the school environment or ability of a student to perform in school is considered bullying. Violations of our zero tolerance policy on bullying may lead to discipline up to and including suspension and/or expulsion.

## **Substance Abuse**

Excel Academy does not tolerate the illegal use, possession, or sale of drugs, alcohol, tobacco, or related paraphernalia by students while engaged in school-sponsored educational activities or events. School administrators are required to take immediate action to prevent, discourage, and eliminate the illegal use, possession, or sale of drugs, alcohol, tobacco, or related paraphernalia

while engaged in school-sponsored educational activities or events. Students found in violation are subject to discipline, up to and including suspension and/or expulsion.

Smoking and the use of all tobacco products, including the use of electronic nicotine delivery systems such as e-cigarettes is prohibited on all Excel Academy property, including any owned or leased buildings and in school vehicles, at all times by all persons, including employees, students, and visitors.

### **Child Abuse Reporting**

Teachers, instructional aides, classified staff, and other school employees are required by law to report all known or suspected cases of child abuse or neglect to the appropriate law enforcement or child welfare agency. (Pen. Code, § 11166.)

### **Independent Study Policy**

Excel Academy Charter Schools (“EACS” or “Charter School”) offers independent study to meet the educational needs of all students enrolled in the Charter School. Independent study is an alternative education program designed to teach the knowledge and skills of the core curriculum. EACS shall provide appropriate existing services and resources to enable students to complete their independent study successfully.

The following written policies have been adopted by the Board of Directors for implementation at the Charter School:

1. For students in all grade levels offered by the Charter School, the maximum length of time that may elapse between the time an assignment is made and the date by which the student must complete the assigned work shall be twenty (20) school days.
2. An evaluation shall be completed to determine whether it is in the best interest of the student to remain in the independent study under the following circumstances:
  - a. In the event that a student misses three (3) assignments during any period of twenty (20) school days.
  - b. In the event the students educational progress falls below satisfactory levels as determined by the Charter School Satisfactory Educational Progress Policy and procedure which considers All of the following indicators:
    - i. The pupils' achievement and engagement in the independent study program, as indicated by the pupils' performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in

Education Code 52060(d) paragraphs (4) and (5).

- ii. The completion of assignments, assessments or other indicators that evidence that the pupil is working on assignments.
- iii. Learning required concepts as determined by the supervising teacher.
- iv. Progress toward successful completion of the course of study or the individual course, as determined by the supervising teacher.

The evaluation will be documented in the attendance record and learning record documents and will be maintained as mandatory interim student record which shall be maintained for a period of three years from the date of evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to the school.

3. The Charter School has adopted tiered reengagement strategies for all pupils who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or who are in violation of the written agreement pursuant to Education Code 51747(g). These procedures are as follows:

- a. Verification of current contact information for each enrolled pupil;
- b. Notification to parents or guardians lack of participation within one school day of the absence or lack of participation;
- c. An Early Intervention/Re-Engagement letter will be sent via email or hard copy to parents, guardians or caregivers who are making unsatisfactory educational progress.
- d. A preventative meeting will be scheduled to offer resources, including connection with health and social services as needed.
- e. An Attendance Intervention Meeting (AIM) will be held once a student receives a second Progress Improvement Notification (PIN) to determine if it is in the best interest of the student to remain in independent study. The meeting shall include a review of the pupil's written master agreement, and reconsideration of the independent study program's impact on the pupil's achievement and well-being. If the student and parent/guardian elect to stay enrolled, the team will develop an agreement to help support the student to make satisfactory educational progress, including additional resources and supports.
- f. If the student continues to make unsatisfactory educational progress, then a third Progress Improvement Notification (PIN) will be scheduled to review the student's progress, remove any additional barriers, and serve as a last attempt to reengage the student.
- g. If the student continues to make unsatisfactory educational progress, the Board Policy on Attendance, Progress Notification (PIN) and Involuntary Withdrawal Policy will be enforced and the student will be transitioned

out of the program and referred back to their school district of residence. Students will receive written notice explaining their rights under Education Code Section 47605 and Section 2.7 above, which includes minimum notice prior to transition (5 days) and the right to a hearing before the effective date of the transition.

4. The following plan shall be in place in accordance with Education Code Section 51747 (e) to provide opportunities for both synchronous instruction and live interaction:

- a. Pupils in all grades Tk-12 will have access to their teacher of record (as designated by Education Code Section 51747.5 for synchronous instruction opportunities as outlined in Education Code Section 51747(e) between the pupil and a Charter School employee or employees for the purpose of maintaining school connectedness. This interaction may take place in person, or in the form of internet or telephonic communication.
- b. For pupils in Transitional Kindergarten through grade 3, inclusive, opportunities for daily synchronous instruction will be provided for all pupils throughout the school year.
- c. For pupils in grades 4 to 8, inclusive, opportunities for both daily live interaction and at least weekly synchronous instruction will be provided for all pupils throughout the school year.
- d. For pupils in grades 9-12, inclusive, opportunities for at least weekly synchronous instruction will be provided for all pupils throughout the school year.

5. A current written agreement shall be maintained on file for each independent study student, including but not limited to, all of the following:

- a. The manner, time, frequency, and place for submitting a student's assignments and for reporting the student's progress.
- b. The objectives and methods of study for the student's work, and the methods utilized to evaluate that work.
- c. The specific resources, including materials and personnel, which will be made available to the student.
- d. A statement of the policies adopted herein regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, and the number of missed assignments allowed prior to an evaluation of whether or not the student should be allowed to continue in independent study.
- e. The duration of the independent study agreement, including beginning and ending dates for the student's participation in independent study under the agreement.
  - i. A statement of the number of course credits or, for the elementary grades,

other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion.

- f. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no student may be required to participate.
- g. In the case of a student who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the student through independent study only if the student is offered the alternative of classroom instruction.
- h. Each written agreement shall be signed, prior to the commencement of independent study, by the student, the student's parent/guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student.

The Charter School shall comply with the Education Code Sections 51745 through 51749.3 and the provisions of the Charter School's Act and the State Board of Education regulations adopted thereunder.

The Executive Director shall establish regulations to implement these policies in accordance with the law.

## Outline of Violations that May Result in Involuntary Removal

### **Attendance**

Regular attendance is very important to the success of both your student and our school. Charter schools are funded based on "average daily attendance" or ADA. "Attendance" means when a student is engaged in educational activities required of them by the school, on days when school is actually taught. (5 C.C.R. 11960(a).)

Since our schools are non-classroom-based instructional programs, ADA is calculated based on the work completed by the student on school days and submitted by the due dates established in the independent study Master Agreement. The assigned teacher subsequently assesses the student's work to determine whether the time value ascribed to the assigned educational



activities amount to a full day of attendance. It's important to stick to a regular work schedule/calendar so your student can clearly identify daily engagement each school day in required educational activities to an extent sufficient to constitute at least one day of time value. When determining the time value of a student's work, the teacher will consider each student individually and may adjust the assignments accordingly.

In California, each person between 6 and 18 years of age, unless otherwise exempt by law, is required to attend school full-time with regular and punctual attendance, and schools are required to enforce this compulsory attendance law (See Ed. Code, § 48200 *et seq.*) A student's failure to complete assignments on-time may subject the student to discipline, removal from the program, and/or being classified as truant and reported to the proper authorities. Please review the detailed Attendance, Progress Improvement Notification (PIN) and Involuntary Withdrawal policy found in the EACS Handbook.

### Governing Board Policies

In addition to attendance, the parent and student must abide by all board approved policies. These policies include, but are not limited to:

- The Academic Integrity Policy
- The Civility Policy
- The Acceptable Use Policy

The complete list of all Board-approved policies as well as how to access them may be found at <https://www.excelacademy.education/board-governance/board-policies/>

## **Acknowledgement Of Responsibilities**

### **I, the student, agree to:**

- The terms as outlined in the Master Agreement.
- Complete coursework as outlined in the Master Agreement and as assigned by the credentialed Teacher of Record (ToR).
- Conduct myself in a respectful, responsible, and safe manner at all Excel Academy functions, including virtual forums. I understand that my participation in school functions is a privilege which can be revoked if my behavior is not acceptable.
- Attend all required meetings scheduled throughout the school year. If virtual, attend the meeting with my camera on and engage with those in the meeting.
- Arrive promptly and come prepared to each Learning Period (LP) meeting with the body of work assigned by your ToR in the pacing guide. The work should be complete and legible, with clear feedback/grades provided.
- Complete intervention requirements (WIN, ELD, and other), if assigned.
- Complete English Language Development (ELD) curriculum, if assigned.

- Stay on pace to complete my assignments each week. Should I need additional support, request it from my ToR.
- Complete all required assessments, including the following: CAASPP (ELA, math, and science) , i-Ready Diagnostic Assessments, grade-level paper/pencil benchmark assessments, Physical Fitness Testing (PFT), Initial and Summative ELPAC assessments, Algebra 1 Readiness Assessment (students entering Algebra I only), intervention assessments, and course assessments.
- Participate in a full academic school day, with the following average hours as guidelines: Tk-K: 4 hour school day, Grades 1st -8th 5 hour school day, Grades 9th-12th 6 hour school day

*\* Failure to complete mandated school-wide assessments may result in Progress Improvement Notifications (PINS) being issued. Please see the EACS Handbook for a description of the Progress Improvement Notification (PIN) process.*

**I, the parent/guardian agree to:**

- Prompt, timely, and effective communication with my ToR within 24-48 hours school days of being contacted.
- Provide any necessary documentation or information to the school in order to record attendance in compliance with applicable law.
- Provide the school with all required documentation for continued enrollment, such as proof of residency.
- Ensure the student's coursework aligns with grade-level content standards, including all necessary components of each subject area. If the ToR finds that the student's course of study is missing key content standards and provides additional assignments/curriculum, the parent is responsible to ensure that content is covered.
- The daily teaching, monitoring, verification, and assessment of all subjects/courses outlined in the Master Agreement.
- Attend LP meetings at a mutually agreed upon location with all necessary paperwork, including the body of work for each subject/course assigned on the pacing guide..
- Be responsible for the adequate academic progress of my student as determined by the ToR. Provide work samples, if requested by the ToR every 5 school days.
- Attend all LP meetings during the designated LP week scheduled by the ToR. If a make-up meeting is scheduled by the parent/guardian, it needs to take place within 5 school days of the original meeting. Parents/guardians that reschedule more than twice per calendar year may be subject to a Progress Improvement Notification (PIN).
- Attend all required school meetings with the student, including but not limited to, Learning Periods, high school planning, SST, 504 Plan, etc., on time and as scheduled, notifying school personnel at least 24 hours prior if cancellation or change is necessary.
  - If any school meeting is held virtually, I agree to show my face and my student's face on camera during the meeting.

- Failure to do so for a period of 5 school days or more, will result in a Progress Improvement Notification (PIN).
  - Utilize the pacing guide provided by the ToR. The ToR will base the amount of learning that took place during the Learning Period (LP) off of the provided pacing guide.
- Acknowledge that if my student takes an ETL course, they must attend with their camera turned on. Any communication in the chat will be on topic, follow school policies, and be appropriate for the school setting.
- Monitor my student's behavior in all school related classes or activities.
- Support my student in completing intervention requirements (WIN or other), if assigned.
  - Failure to complete interventions for a period of 5 school days or more, can result in a PIN.
  - Complete mandated school-wide assessments such as: CAASPP (ELA, math, and science), i-Ready Diagnostic Assessments, grade-level paper/pencil benchmark assessments, PFT, Initial and Summative ELPAC assessments, Algebra 1 Readiness Assessment (students entering Algebra I only), intervention assessments, and course assessments.
- Provide Excel Academy with in-progress grades if my student enrolls 20 days or more after the start of the semester and understand that in progress grades will be combined with grades earned at the previous school to award the final semester grade.
- Conduct myself in a respectful, responsible, and safe manner at all Excel Academy functions. I understand that my participation in school functions is a privilege which can be revoked if my behavior is not acceptable.
- Provide transportation to my student's scheduled meetings and school assessments.
- If my student is a designated English Learner, the student will complete the ELD curriculum and ELPAC (English Learner Proficiency Assessments for California), as required by law.
- If my student uses instructional funds for tutoring services, the tutor input does not supersede my responsibility for the day-to-day instruction and progress monitoring of my student.
- Request support from my student's assigned ToR when needed.
- High school students or students taking high school-level coursework must actively attempt and complete at least 25 credits per semester (20 credits at Excel Academy if the student is participating in concurrent enrollment).
- Upon disenrollment, involuntary withdrawal, or the designated due date, all school purchased materials will be returned to Excel Academy. All materials are the property of Excel Academy and are on loan to the student while enrolled at Excel Academy. If any materials are damaged or lost, I may be required to pay the full replacement costs of such items.
- The charter school has an obligation to provide a Free Appropriate Public Education (FAPE) to every student with an Individualized Education Program (IEP). If my student

has an IEP and does not access the special education and related services as outlined in the IEP, the charter school will contact me to schedule an IEP team meeting. The IEP team will discuss the reasons for missed or cancelled sessions as they relate to the students unique needs. Parent participation is expected to address the students' access to necessary supports and services.

*\* Teacher of Record responsibilities are outlined in the EACS Handbook*

We, the undersigned, read, understand, and agree to comply with all following policies located in the *EACS Handbook*, including:

- Truancy/Attendance Policy,
- Academic Integrity Policy,
- Ordering Guidelines,
- Acceptable Use Policy,
- Civility Policy,
- Content and Community Partner Agreement
- Assessment Requirements, and
- Progress Improvement Notification (PIN) Policy
- Excel Academy Charter School Incomplete Course Policy

## **Progress Improvement Notification Procedures**

### **First Progress Improvement Notification (PIN)**

If a parent or student fails to meet the responsibilities outlined in the Master Agreement, Acknowledgement of Responsibilities (AOR), or Independent Study Policy, the school will send a letter to the parent/guardian informing the family that the student/parent has failed to meet the minimum standards of independent study and/or the governing Board policies. The letter will include the reason for the notification so the parent/guardian and student are aware that they are not fulfilling their responsibilities with the school.

If the reason for the notification is that the student failed to complete an identified assignment outlined in the PIN letter, per the credentialed ToR, the student must complete the assignment. Verification of completion of the identified assignment is required to ensure the student is making progress and meeting their goals.

If the reason for the notification is that the parent/guardian or student did not attend a Learning Period meeting, a follow-up Learning Period meeting must occur within five school days.

**Second Progress Improvement Notification (PIN) - Attendance Improvement Meeting (AIM)**

If a parent or student fails to meet the responsibilities outlined in the Master Agreement, Acknowledgement of Responsibilities (AOR), or Independent Study Policy for a second time within the same school year, the school will send a letter to the parent/guardian informing the family that the student has failed to meet the minimum standards of independent study and/or the governing Board policies. The letter will include the reason for the notification so the parent/guardian and student are aware that they are not fulfilling their responsibilities with the school.

If the reason for the notification is that the student failed to complete an identified assignment outlined in the PIN letter per the credentialed ToR, the student must complete the assignment. In addition, an Attendance Intervention Meeting (AIM) may be held with the school's educational team within ten days. The purpose of the AIM will be to review the student's written agreement, and reconsider the independent study program's impact on the pupil's achievement and well-being, consistent with the evaluation for satisfactory progress as defined by the board policy. If the student and parent/guardian elect to stay enrolled, the team will develop an agreement to help support the student to make satisfactory educational progress, including additional resources and supports.

If the PIN was issued due to a missed LP meeting, a follow-up meeting must occur within five school days of the missed meeting. This meeting will take place to ensure the student has begun making satisfactory progress. If the parent/guardian or student does not attend the scheduled Attendance Intervention Meeting (AIM), the meeting will be held with the teacher and school designee.

If the student is served under a Section 504 Accommodation Plan and the Attendance Intervention Meeting (AIM) suspects that the area identified for improvement in the PIN may be related to the student's disability, a Section 504 meeting may be scheduled in lieu of an Attendance Intervention Meeting (AIM).

If the student has an IEP and the IEP team determines that the area identified for improvement in the PIN may be related to the student's disability, a second PIN IEP meeting may be held to determine if the student's IEP supports or services require adjustments in order to address the area of improvement.

#### Third Progress Improvement Notification (PIN) - Internal Evaluation

If a parent or student fails to meet the responsibilities outlined in the Master Agreement, Acknowledgement of Responsibilities (AOR), or Independent Study Policy for a third time within the same school year, the school will send a letter to the parent/guardian informing the family that the student has failed to meet the minimum standards of independent study and/or the governing Board policies. The letter will include the reason for the notification so the

parent/guardian and student are aware that they are not fulfilling their responsibilities with the school.

When any student fails to complete three (3) identified assignments (or fails to meet the responsibilities in the Master Agreement , Acknowledgement of Responsibilities (AOR), or Independent Study Policy three times) in a school year, the Principal or designee shall conduct an internal evaluation determine whether it is in the best interests of the student to remain in independent study. If the evaluation finds that it is not in the student's best interest to remain in independent study, the student may be removed in accordance with the process outlined below.

If the student is an identified special education student with an active IEP, the IEP team will support discussions to determine if the area identified for improvement in the PIN may be related to the student's disability. An additional IEP meeting may be held to discuss the PIN and determine if the student's IEP supports or services require adjustments in order to address the area of improvement.

### **Involuntary Withdrawal**

No student shall be involuntarily withdrawn by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to withdrawal the student no less than five (5) schooldays before the effective date of the action ("Notice of Involuntary Withdrawal"). The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder. The Notice of Involuntary Withdrawal shall include the charges against the student and an explanation of the student's basic rights including the right to request a hearing before the effective date of the action.

If a hearing is requested, both the parent/guardian and the student have a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of the hearing shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder shall receive a copy of the Charter School's hearing process.

If the parent/guardian is nonresponsive to the Notice of Involuntary Withdrawal, the student will be disenrolled as of the effective date set forth in the notice and the notice will be sent to the student's last known district of residence within thirty (30) days.

An evaluation decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should violation of identified assignments continue or re-occur.

## **Special Education Students**

A PIN IEP will be held after a total of five (5) combined incidents of no-shows and/or AOR violations resulting in the issuance of a PIN to the student. During the PIN IEP meeting, the IEP Team will discuss the reasons for no-shows/missed services and/or AOR violations and will conduct a team review of the student's current IEP in order to consider available options

Change of placement for a current special education student, or eligibility determination for a child suspected of being a student with a disability, will be addressed by the IEP team. No student who is known to have a disability condition will be recommended for removal from the current placement unless 1) a Manifestation Determination IEP meeting is convened according to law and 2) it is determined at that meeting that the concerns warranting removal are not a manifestation of the student's disability.

For more detailed information, please refer to the EACS Special Education PIN Process Policy.

## **Suspension/Expulsion Procedures**

For Excel Academy students within Helendale School District or Warner Unified School District please refer to the suspension policy outlined in our charter petition. A copy will be made available upon request.

As to students with special education needs, discipline will be taken, where appropriate, in conformance with applicable law.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.
2. Parents or eligible students should submit to the program lead/director a written request that identifies the records they wish to inspect. The program lead/director will make

arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
4. Parents or eligible students who wish to ask the school to amend a record should write the program lead/director, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
5. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
6. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. For this purpose, a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that processes FERPA complaints are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202



FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the CDE. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38.
- To organizations conducting studies for, or on behalf of the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.

- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- Information the school has designated as “directory information” under §99.37.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. The primary purpose of directory information is to allow the school to include information from your child’s education records in certain school publications.

Examples include:

- A playbill, showing your student’s role in a drama production
- An annual yearbook
- Honor roll or other recognition lists
- Graduation programs

Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If you do not want the school to disclose any or all of the types of information designated below to outside organizations as directory information from your child’s education records without your prior written consent, you must notify the school and “opt out” of the directory.

Any and all of the following items of directory information relating to a student may be released to a designated recipient unless a written request is on file to withhold its release:

- Name
- Address
- Date of birth
- Dates of attendance (*e.g.*, by academic year or semester)
- Current and previous school(s) attended
- Degrees and awards received

In addition, two federal laws require a school receiving assistance under the Elementary and Secondary Education Act of 1965, as amended, to provide military recruiters, upon request, with the following information: names, addresses and telephone listings, unless parents have advised the school that they do not want their student’s information disclosed without their prior written consent.

## Title IX Notice of Nondiscrimination

Excel Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries

regarding the school's non-discrimination policies:

Megan Anderson, Human Resources Specialist

1 Technology Ste. i-811, Irvine CA 92618

Ph: 949-387-7822

manderson@excelacademy.education

### **Annual Notice of Uniform Complaint Procedures**

Excel Academy has the primary responsibility for compliance with federal and state laws and regulations for students who attend our schools. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the school, which is funded directly by, or that receives or benefits from any state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with various other state and/or federal laws.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or extracurricular activity.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil fee complaint must be filed with the Community Collaborative Family of Schools no later than one year from the date the alleged violation occurred. A complaint of noncompliance should be filed first with the school lead/director under the Uniform Complaint Procedures. A complainant unsatisfied with the decision of the school lead/director may appeal the decision and shall receive a written appeal decision within 60 days of receipt of the complaint. Complaints other than issues relating to pupil fees must be filed in writing with the following person designated to receive complaints:

Corrie Amador, Director of Human Resources  
100 E. San Marcos Blvd, Ste 350  
San Marcos, CA 92069  
Ph: (760) 494-9646  
camador@cccs.education

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the school administrator or his or her designee.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under 5 C.C.R. § 4621.

The complainant has a right to appeal our decision of complaints regarding specific programs, pupil fees and the LCAP to the CDE by filing a written appeal within 15 days of receiving our decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of our UCP compliant policies and procedures is available free of charge.

## **Parent Liability for Student Conduct**

The law states that a parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by, or performing volunteer services for a school, or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school or personal property of any school employee, shall be liable for all damages caused by the minor.

Further, the parent or guardian of a minor shall be liable to a school for all property belonging to the school loaned to the minor and not returned upon demand of an employee of the school authorized to make the demand.

Any school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the school authorized to make the demand may, after affording the pupil his or her due process rights, withhold grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto. The school will notify the parent or guardian of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcript.

If the minor and parent are unable to pay for damages, or to return the property, the school will provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcript of the pupil will be released.

### **Suicide Prevention Policy**

If you have a child who may be struggling with emotions/behavior please reach out to our counseling office for additional support.

#### **School Counselors:**

Arleen Conradi- [aconradi@excelacademy.education](mailto:aconradi@excelacademy.education)

Noell Scott - [nscott@excelacademy.education](mailto:nscott@excelacademy.education)

Lisa Durham - [ldurham@excelacademy.education](mailto:ldurham@excelacademy.education) PH: 949-774-5799

Melissa O'Dell - [modell@excelacademy.education](mailto:modell@excelacademy.education) PH: 949-774-6293

Please click the link to view:

[Suicide Prevention Policy](#)

Charter schools serving students in grades 7-12 are required to adopt a student suicide prevention policy in consultation with school and community stakeholders and others.

Protecting the health and well-being of all students is of utmost importance to our school. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. At the beginning of each school year, an informational pamphlet will be provided to each student's parent or guardian. It is the responsibility of each student's parent or guardian to review this information with him or her. If parents or guardians have any questions about the material, they can contact the school's appointed suicide prevention liaison, Arleen Conradi.
2. The school has a designated Crisis Team who provides appropriate resources and support to students, & families in crisis.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to county & national resources which they can contact for additional support, such as:

- ❖ [Mental Health Resources by County](#)
- ❖ [The National Suicide Prevention Lifeline](#) –1.800.273.8255 (TALK),
- ❖ The Trevor Lifeline – 1.866.488.7386, [The Trevor Project](#)

- All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
- Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

## Title I

Excel Academy Charter School currently receives targeted assistance grants based on our percentage of students from low-income families. This funding is allocated for direct impact on our at-risk students, English Learner, homeless, foster, juvenile, delinquent, migratory, including those who are working toward grade level proficiency. Title I funding provides students with the appropriate interventions and resources to improve their academic achievement and meet state standards.

### School-Parent Compact

Our Parent/School Compact addresses legally required items, as well as other items suggested by parents and family members of Title I, Part A students.

### Parents Right to Know Letter

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

### Parent and Family Engagement Policy

Excel Academy Charter Schools has developed a written Parent and Family Engagement Policy with input from Title I parents and families. Excel Academy has distributed the Policy to parents of Title I students by posting it on the school website and including it in the Parent and Student Handbook. This Policy describes the means for carrying out the following Title I parent and family engagement requirements.

Additional information may be found on the California Department of Education website.

<https://www.cde.ca.gov/sp/sw/index.asp>

<https://www.cde.ca.gov/sp/sw/t1/parentfamilyinvolve.asp>

Tamara Murphy, Title I Coordinator

Ph: 949-447-6006

tmurphy@excelacademy.education

### **McKinney-Vento Information**

If you are in a situation that qualifies you as homeless based on the McKinney-Vento definition below and you are interested in receiving information about resources available in your area, please contact your ToR, school counselor, or email [tmurphy@excelacademy.education](mailto:tmurphy@excelacademy.education).

Excel Academy Charter School will adhere to the provisions of the McKinney-Vento Homeless Assistance Act and ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths in accordance with applicable law.

#### **Definition of Homeless:**

The federal government's legal definition of "homeless" based on the McKinney-Vento Homeless Assistance Act is anyone who:

- Lacks a regular, fixed, and adequate nighttime residence (substandard housing, no water or electricity)
- Is sharing housing due to economic hardship (doubled up/tripled up)

- Is living in a public place not designated for sleeping (cars, parks, abandoned buildings, motels, trailer parks, and campgrounds)
- Is an unaccompanied youth
- Is a child or youth awaiting foster care placement
- Is a child abandoned in a hospital
- Is a migrant child who qualifies under any of the above

### **Homeless Students' Rights**

- Be immediately enrolled in school without a permanent address.
- Continue in the school that the student attended before becoming homeless.
- Go to school, no matter where the student lives or how long he/she has lived there
- Enroll and attend classes while the school arranges for the transfer of required school records or documents
- Enroll and attend classes even while the school and parent seek to resolve a dispute over enrollment
- Receive transportation to his/her school of origin as long as he/she is homeless, or if the student becomes permanently housed, receive transportation until the end of the academic school year
- Participate in tutoring, school-related activities, and/or receive other support services

Excel Academy will meet the McKinney-Vento education rights following our regular enrollment policies. See more information at <http://www.cde.ca.gov/sp/hs/>.

### **Parent Advisory Committee**

Excel Academy sponsors a Parent Advisory Committee (PAC), comprised of parents from the Excel Academy community, which meets regularly as is dictated by Excel Academy and serves to address and recommend changes to the Excel Academy Administration regarding specific areas of school operations. This includes but is not limited to:

- School budget, including the LCAP
- Curriculum/Instruction/Assessment
- Fundraising and Grants
- School Program Development

The PAC will serve to share information about the school with the parent community, invite feedback and ideas from the parents on the school, and involve students in the school conversation. Dates of future meetings will be posted at least one month in advance. Certificated and classified staff members are welcome and encouraged to attend if their duties permit. The Parent Advisory Committee (PAC) will be chaired by the Excel Academy Director or their designee.



Excel Academy believes that active parent, student, and employee participation in school operations will help foster the sustainability of our school. The PAC will play an important role in making Excel Academy even more responsive to staff, student, and parent needs and provide for continual improvement, ensuring that Excel Academy staff practice open and positive communication with families. To that end, we welcome any inquiries into parent participation in the committee. Please reach out to [community@excelacademy.education](mailto:community@excelacademy.education) to inquire how to become involved.

### **English Learner Advisory Committee**

An English Learner Advisory Committee (ELAC) is a school-level committee composed of parents, staff, and community members designated to advise school officials on English learner programs and services and is required for any California public school with 21 or more English Learners. The ELAC shall be responsible for the following tasks:

- Advising the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement.
- Assisting in the development of the schoolwide needs assessment.
- Ways to make parents aware of the importance of regular school attendance.
- California Education Code, sections 35147, 52176(b) and (c), 62002.5, and 64001(a)
- California Code of Regulations, Title 5, Section 11308

### **School Site Council**

The School Site Council is an advisory board that works together to focus on school goals and student achievement for Excel Academy. This team will evaluate the progress made toward these goals during a two year term and help make decisions that benefit all Excel Academy students.

The SSC brings together representatives of Excel Academy's community to:

1. Oversee the School Plan for Student Achievement (SPSA).
2. Act as a decision making authority and advisory board related to various school goals.
3. Provide ongoing review and modifications to SPSA as needs arise.
4. Evaluate the progress made toward academic goals and student achievement.
5. Promote trust in school decisions that benefit all Excel Academy students.

The SSC consists of:

- Excel Academy's Executive Director
- Teacher of Records

- non-teacher staff members
- parents
- students

# Track B Calendar

ToR copy 21/22

## Independence Day 7/4

LP 1 - 8/26- 9/17  
LP 2 - 9/20-10/15  
LP 3 - 10/18-11/12  
LP 4 - 11/15-12/10  
LP 5 - 12/13-1/14 (end of sem.1)  
LP 6 - 1/18-2/11  
LP 7 - 2/14-3/11  
LP 8 - 3/14-4/1  
LP 9 - 4/11-5/6  
LP 10 - 5/9-6/2

JULY '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## JANUARY '22

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## MLK Day, No School 1/17

End of LP 5 1/14 (15)

HS Finals: 1/3 - 1/14

End of semester one 1/14

First Day of Semester two 1/18

## First Day of School 8/26

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## FEBRUARY '22

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

## Presidents' Day, No School 2/18 & 2/21

End of LP 6 2/11 (19)

## Labor Day, No School 9/6

End of LP 1 9/17 (16)

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## MARCH '22

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

End of LP 7 3/11 (18)

End of LP 2 10/15 (20)

Pall - 10/22 0 10/24

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## APRIL '22

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## Spring Break 4/4 - 4/8

End of LP 8 4/1 (15)

P2 4/1 (137)

## Veterans Day, No School 11/11

End of LP 3 11/12 (19)

Thanksgiving break  
11/22 - 11/26

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## MAY '22

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Memorial Day, No School 5/30

End of LP 9 5/6 (20)

HS finals: 5/23 - 6/2

## Winter Break, No School 12/20 - 12/31

End of LP 4 12/10 (15)

P1 (70)

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JUNE '22

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

End of LP 10 6/2 (18)

Last Day of School June 2nd

*Printed copies of the handbook are available to view in English, Korean, and Spanish at the Excel Academy Administrative office in Irvine.*

*Translation in primary language can be provided upon request.*