



# Excel Academy

## CHARTER SCHOOL

Learning with Heart. Leading with Excellence.

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## **STUDENT AND FAMILY HANDBOOK**

11500 West 84th Avenue  
Arvada, CO 80005  
(303) 467-2295



Updated 2025.07

<b>Introduction</b>	<b>5</b>
IDENTITY	5
MISSION STATEMENT	5
VISION STATEMENT	5
UNIQUE ELEMENTS	5
CORE VALUES	6
SCHOOL GOVERNANCE	7
BOARD OF DIRECTORS MEETINGS	7
GOVERNING DOCUMENTS	7
DECISION MAKING	7
SCHOOL ADMINISTRATIVE TEAM	8
CONTACT INFORMATION	8
OFFICE HOURS	8
<b>ACADEMIC PROGRAM</b>	<b>9</b>
GRADING	9
STUDENT SERVICES	11
KINDERGARTEN/FIRST-GRADE	11
ENTRANCE REQUIREMENTS	11
K-5 SPECIALS and 6-8 ELECTIVES	11
<b>CLASSROOM INFORMATION AND POLICIES</b>	<b>13</b>
SCHOOL HOURS	13
FIELD STUDIES - REGULAR SCHOOL HOURS	14
OPTIONAL FIELD STUDIES: BEYOND SCHOOL HOURS	14
HOLIDAY OBSERVANCES	15
HOMEWORK	15
MAKE-UP WORK	16
SNACK POLICY	16
<b>STANDARDS AND DISCIPLINE PROCEDURES</b>	<b>17</b>
DISCIPLINE PHILOSOPHY	17
Positive Behavior Intervention Support (PBIS)	17
<b>RESTORATIVE APPROACHES</b>	<b>18</b>
K-8 DISCIPLINE PROCEDURES	18
Habitually Disruptive Student Process	19
ACADEMIC INTEGRITY	19
<b>POLICIES AND PROCEDURES</b>	<b>21</b>
STUDENT DRESS CODE	21
CELL PHONES AND PERSONAL TECHNOLOGY	22
HALL PASSES	23

PROHIBITED ITEMS	23
INTERNET ACCEPTABLE USE	23
<b>GENERAL INFORMATION</b>	<b>25</b>
BEFORE AND AFTER SCHOOL FOR STUDENTS	25
BICYCLE SAFETY/PROCEDURES FOR STUDENTS	26
CAFETERIA/HOT BREAKFAST & LUNCH PROGRAM	26
EXTRACURRICULARS/ (BONUS) LEARNING	27
SPECIAL EVENTS/SUPERVISION AT ALL TIMES	27
LOCKERS	27
LOST AND FOUND	28
PLAYGROUND RULES	28
REPORTING ABUSE	28
COMMUNICATION NORMS AND PROTOCOLS	29
INCLEMENT WEATHER	30
WEATHER-RELATED CLOSURE	30
ASBESTOS MANAGEMENT PLAN	30
<b>ENROLLMENT INFORMATION</b>	<b>31</b>
APPLICATION PROCESS	31
ENROLLMENT CRITERIA	32
ADMINISTRATIVE TRANSFERS	33
GROUND FOR DENIAL OF ADMISSION	33
<b>SCHOOL OFFICE PROCEDURES</b>	<b>35</b>
ATTENDANCE POLICY	35
Student Absence Procedures	35
Tardies	36
CHANGE OF ADDRESS AND PHONE NUMBERS	37
CLASS PLACEMENT	37
EARLY DISMISSAL	38
TRANSFERS AND WITHDRAWALS	38
MESSAGES FOR STUDENTS	39
STUDENT TELEPHONE USE	39
FAMILY OUT OF TOWN	39
PERMANENT RECORDS/STUDENT FILES	39
REGISTRATION	40
<b>STUDENT HEALTH</b>	<b>41</b>
<b>STUDENT INFORMATION RELEASE</b>	<b>44</b>
<b>FAMILY INFORMATION</b>	<b>45</b>
VISITORS AND VOLUNTEERS	45
CONFIDENTIAL FAMILY SURVEY	46
FAMILY INVOLVEMENT/RESPONSIBILITIES	46

BACKGROUND CHECKS	46
FAMILY /TEACHER CONFERENCES	47
PARENT TEACHER ORGANIZATION (PTO)	47
PARENT CODE OF CONDUCT	47
CONCERNS AND GRIEVANCES	49
<b>STUDENT INFORMATION</b>	<b>50</b>
STUDENT CODE OF CONDUCT	50
STANDARD RESPONSE PROTOCOLS	50
STUDENT RIGHTS AND RESPONSIBILITIES	51
FAMILY STATEMENT OF ACKNOWLEDGMENT	51

# **Introduction**

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

Opened in 1995 as a K-6 school within Jefferson County Public Schools with 126 students in a leased, commercial property, Excel Academy has grown to a K-8 school with an enrollment of approximately 450 students. Excel is located south of Standley Lake and boasts a state-of-the-art facility for students and staff. Our building includes a library, gymnasium, lunchroom, playground, stage, art studio, and a spacious “maker space” for creative group projects.

## **IDENTITY**

Excel Academy is a community of students, educators, and families committed to enriching instructional experiences that are flexible and appropriate for every child.

## **MISSION STATEMENT**

Excel Academy's mission is to enrich the academic, social, and emotional experiences of every student through rigorous curriculum and engaging opportunities.

## **VISION STATEMENT**

Excel's vision is to develop empathetic, confident, and responsible lifelong learners who see themselves as valuable contributors to their communities.

## **UNIQUE ELEMENTS**

Excel strives to provide an enriching learning environment that delivers curriculum through a rich variety of strategies and experiences. Teaching is process-centered and based on the concept that knowledge is interrelated. Smaller class sizes and differentiated instruction create an ideal environment for students along the entire learning continuum, but we have found it is particularly conducive to gifted, talented, and advanced students.

We also focus on “learning how to learn,” which helps develop successful life-long learners. Numerous field studies and enrichment activities augment the underlying comprehensive curriculum. Students, staff, and parents work as collaborative partners in creating challenging and engaging learning opportunities to ensure each child achieves his/her highest potential. These are some of the elements that define Excel Academy’s unique approach to its mission and vision:

- Rigorous academics across K-8
- Savvas EnVisions math program
- McGraw Hill Wonders ELA curriculum in K-5
- McGraw Hill StudySync ELA curriculum for 6-8
- McGraw Hill Inspire Science and Impact Social Studies for K-8
- Field study opportunities across grades throughout the year
- Explorations and Explorations Expo with K-2, 3-5, 6-8 in fall and spring
- Flexible grouping to meet academic needs
- Cross age activities
- Smaller than average class sizes

Excel Academy’s charter was developed on the foundation that children can master a rigorous curriculum and become increasingly self-directed learners when instruction is delivered in a variety of modalities. As an enrichment school, we see the learning in the classroom as the start of academic understanding with opportunities to extend learning beyond the ways of the classroom and into the community. Students have different learning styles and are best supported through a variety of teaching strategies with differentiated supports for students who may need more support, a different pace, or an accelerated pace. Social and emotional learning are important hallmarks of a whole-child approach to education and we offer a social-emotional learning curriculum for K-8 and an additional anti-bullying component in grades K-5. We want every child at Excel to feel a strong sense of belonging and safety at school each day.

## **CORE VALUES**

Differentiation - We meet the needs of every learner to ensure education is an empowering endeavor.

Teamwork - We work together and respect differences of opinions and values to foster a cohesive environment focused on students.

Respect - We honor the contributions of students, staff, families, and community partners to foster a school community that appreciates and welcomes varied perspectives and cultures.

Relationships - We create and maintain meaningful connections among students, staff, families, and community partners.

Integrity - We conduct ourselves with honesty and responsibility.

Accountability - We demonstrate a personal and institutional accountability for student learning, ethical conduct, and adherence to mandates, policies, and procedures.

Creativity - We elevate, value, and embrace innovative thinking that keeps the education experience dynamic and allows students to demonstrate learning in ways that develop their talents.

Individuality - We encourage every student and staff member to bring their authentic self to school for the benefit of an innovative and inclusive community.

## **SCHOOL GOVERNANCE**

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

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

### Board Policy 2.3-Governing Board:

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

## **BOARD OF DIRECTORS MEETINGS**

Board meetings are typically held monthly. Please see the school website for the specific meeting dates and times as well as current board members and contact information. The Board of Director meetings are open to the entire school community and families are encouraged to attend. There are two types of meetings: *Business* and *Workshop*. Business meetings are for regular school business, and the agenda is set in advance. There is time scheduled for public comment at these meetings. Workshop meetings are study sessions for the Board and there is no public comment.

## **GOVERNING DOCUMENTS**

The mission statement and the policy manual give direction to The Board. All corporate documents (e.g., by-laws, articles of incorporation, Board

policy manual) can be reviewed on the school website.

## **DECISION MAKING**

See Board Policy 2.4-Decision Making.

## **SCHOOL ADMINISTRATIVE TEAM**

Our School Administrative Team consists of the Executive Director, the Assistant Director, and the Instructional Coach. Contact information can be found at [Excel Academy Staff Directory](#).

## **CONTACT INFORMATION**

School Phone Number	(303) 467-2295
School Attendance Line	(303)467-2295 ext. 1
School Address	11500 W. 84th Ave., Arvada,
CO 80005	
School Physical Location	Southeast corner of Simms and 84th
Avenue	
School Web Page	
<a href="https://excel.jeffcopublicschools.org/">https://excel.jeffcopublicschools.org/</a>	

## **OFFICE HOURS**

The school office will be open from 7:55 a.m. to 4:00 p.m. Monday through Friday. Summer hours usually run two weeks beyond the students' last day and those hours are posted in the spring.





## ACADEMIC PROGRAM

### GRADING

Families can access information in all academic areas via the [Parent Portal of Infinite Campus](#). Families are encouraged to regularly check on their child's progress and contact individual teachers with questions.

Excel Academy reports progress two times each academic year. Report cards are a standards-referenced reporting tool.

### DEFINITIONS OF PERFORMANCE LEVELS

The academic performance levels are as follows:

**4 = Exceeding Standards** indicates that the student consistently exceeds grade-level academic standards and expectations

**3 = Meeting Standards** indicates that the student consistently demonstrates grade-level academic standards and expectations

**2 = Progressing Toward Standard** indicates that the student is working toward the grade-level academic standards and expectations, but has not been able to consistently demonstrate the learning

**1 = Lacking adequate progress toward standard** indicates that the student consistently does not demonstrate grade-level academic standards and expectations

**Incomplete / Insufficient Work** indicates that the student has not completed sufficient work to demonstrate grade-level academic standards and expectations

## Student Learning Attributes

- Self-Directed Learner: Uses time appropriately, demonstrates consistent effort, sets and monitors personal goals, and completes work on time.
  - Comments can include: Practice work was not completed. Choose not to redo or revise assessment from this week.
- Respects rights, diversity, feelings, and property of others

- Comments can include: Takes supplies without asking. Uses unkind tone or words with others.
- Follows school and classroom rules
  - Comments can include: Student was tardy to class.
- Manages/Resolves conflict appropriately

The student learning attribute performance levels are as follows:

- **ED** – Student Effectively Demonstrates attribute
- **MP** – Student is Making Progress toward demonstration of attribute
- **ND** - Student does Not Demonstrate attribute

Student Evaluation and Grade Reports:

- Grade Reports are given at the end of each semester. Final grades for each semester can be viewed online through [Infinite Campus](#).
- Families can access assessment reports from MAP, DIBELS, CMAS etc. via [Student Insights](#).

## **STUDENT SERVICES**

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

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

### **KINDERGARTEN/FIRST-GRADE ENTRANCE REQUIREMENTS**

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

### **K-5 SPECIALS and 6-8 ELECTIVES**

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

Middle school elective offerings are determined based on a combination of staffing, prerequisites, and student interest. Examples of recent elective options include team sports, psychology, battle of the books, creative writing, App Inventor, Science of Food, mixed media art, choir, musical production, and world cultures. Middle school students request choices from the list of anticipated elective offerings. Requests for adjustments to elective classes must be made by the student in writing and submitted to the Assistant Director within the first two days of the class. There may or may not be the ability to make a change based on class sizes, materials pre-ordered for the number of anticipated students, and other factors. The decision of the Assistant Director is final.



## CLASSROOM INFORMATION AND POLICIES

### SCHOOL HOURS

Students should arrive starting at 7:55 am for breakfast. Breakfast is available in the cafeteria and must be pre-ordered. Classes start at 8:14 am for K-5 and 8:10 am for middle school. There is a 20-minute lunch period and 20-minute recess period during each full day for all students. Students in kindergarten and first grade have a second afternoon recess of 20 minutes each day.

Students arriving after 8:15 am for elementary school or 8:10 am for middle school will be marked tardy and check in at the front office to receive a tardy pass.

**In an effort to maximize instructional time, minimize disruptions to the learning of others, and allow our office staff to attend to their daily tasks, we ask that families refrain from early pickups before the end of the day. In cases of doctor appointments or other emergencies, we ask that families pick up students prior to 2:00 pm. For an early release, parents or guardians should call the attendance line prior to 9:00 am. Students will have an early dismissal pass delivered to their classroom for the early dismissal.**

**Please do not line up in the car line before 3:15 pm. We must keep the lanes open for emergency vehicles during the school day.**

If Jeffco Public Schools are closed due to inclement weather, Excel Academy will also be closed. There are times when Excel Academy might be closed when Jeffco Public Schools are open. We utilize the school's typical phone and email communication channels to inform families of school closings.

## **FIELD STUDIES - REGULAR SCHOOL HOURS**

Excel Academy believes that field experiences are an integral component of classroom learning and an effective way to enrich students' academic experiences and apply learning beyond traditional classroom lessons. Most students participate in field studies that tie into units of study several times per year. These experiences range from bringing experts in-house for assemblies, workshops, or labs; walking excursions near the school, and off-campus trips.

Field Study permission slips are sent electronically through Operoo. Payment is made by logging into Infinite Campus. If cost is a factor to attend, please reach out to the Enrichment Coordinator. If a student does not have a signed permission slip on file, the student may not attend and will remain in another classroom or supervised space for the duration of the field study. Additionally, permission to attend field studies is contingent upon good academic and behavioral standing. All students are expected to observe Excel's behavior expectations and Jeffco's Code of Conduct at all times, and failure to do so will result in the loss of field study privileges.

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

- Update information regarding Raptor and check-in process that requires a government issued ID, badges worn at all times.
- All extended field studies chaperones and volunteers who supervise students without a staff member present (i.e. Bonus Learning sessions) must undergo a full fingerprinting background check with results provided to Excel Academy. The cost in the 2025/2026 school year will be covered by the PTO and will be incorporated into fees in the 2026/2027 school year.

## **OPTIONAL FIELD STUDIES: BEYOND SCHOOL HOURS**

Excel Academy offers extended and enriching opportunities to our students beginning in the fourth and fifth grades. These extended (overnight) field studies are optional and offered as grade-level appropriate enrichment. We encourage all students to be part of these opportunities. There are costs involved, but we also do not want cost to prohibit participation. Please

connect with your child's teacher and/or the Enrichment Coordinator to discuss pathways to participation.

Extended field studies require eligibility determined by academic standing and consistent positive school behaviors. Additional information and requirements are provided to parents at the mandatory parent meetings. In general, students who are on Safety Plans are ineligible to participate in extended field studies. No refunds are granted due to behavior or academic ineligibility.

## **HOLIDAY OBSERVANCES**

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

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

## **HOMEWORK**

Homework is a fundamental component of educational programming and an opportunity for students to engage in meaningful practice and application of skills and concepts. Homework also supports the development of skills for time management, prioritization, study habits, and organization.

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

We believe homework's immediate educational objectives are:

- to reinforce skills and concepts learned inclass
- to develop productive study skills and habits

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



## MAKE-UP WORK

We recommend that students attend instructional days and use scheduled breaks as time outside of school. In cases of extended absences that cannot be avoided, teachers will not be asked to create additional materials or have additional meetings about the absences as they are preparing materials and instruction for students in the classroom environment.

Make-up work for students with excused absences shall be provided for any class provided there is make-up work to do. **In grades 4-8, it is the student's responsibility to pick up any makeup assignments on the day the student returns to class or access it online.** There will be two days allowed for makeup work for each day of excused absence. Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and as an incentive to attend school. ([Ref. Jefferson County Policy JH-R](#))

## SNACK and DRINK POLICY

Excel strives to follow Jeffco Healthy School Guidelines. We encourage students to bring a [healthy snack](#) each day. Snacks should be ready to eat (clean, peeled, sliced, etc.), and caregivers should send utensils if needed for the snack. Candy or anything that leaves a residue on fingers may not be eaten for snacks in the classroom. Due to safety and allergy considerations, students may not share snacks. The snack needs to be consumed in 5-10 minutes during designated times as established by the school schedule. Bringing a snack is optional. In an effort to keep the building clean and free of debris, snacks may only be consumed during designated snack times and in specific areas unless a student has special permission as designated in a formal plan. Students may bring water bottles (filled with plain water only) to rehydrate throughout the day. Students may not bring sports drinks, sodas, fruit juices, energy drinks, caffeinated beverages or other such drinks outside of the lunch space. If providing a snack is a hardship, please contact the Executive Director.

There may be some snack restrictions based on severe allergies for other students in the class. Excel staff will notify parents if that situation exists in your child's classroom. Gum is not permitted unless a student has permission via a formal plan.

# STANDARDS AND DISCIPLINE PROCEDURES

## DISCIPLINE PHILOSOPHY

Rules help keep our school community safe and support learning. We know students are still growing and will make mistakes, and we aim to help them learn and improve through reflection and support. While we sometimes must hold students accountable, we see consequences as short-term learning opportunities. We encourage families to partner with us so students know we care and are here to help them grow socially, emotionally, and academically during these important K–8 years. Classroom teachers and staff should be supported in their efforts to guide and support students. All staff will be expected to use the Jeffco discipline matrix, and Board and school policies for disciplinary actions. When families and school staff partner to support students, it sends a strong message that we are all working together for the best outcomes for our students. We appreciate your support and understanding. We know that some situations can be challenging, and we strive to operate from a place of empathy, compassion, clarity, and consistency.

### Positive Behavior Intervention Support (PBIS)

PBIS is a proactive approach schools can use to improve school safety and promote positive behavior. The focus of PBIS is prevention not punishment. At Excel, we teach and focus on positive behavior. At Excel, we use our SOAR values as guides for our expectations:

**S**elf-Discipline  
**O**utstanding Effort  
**A**cceptance of Others  
**R**esilience

We regularly acknowledge these behaviors and celebrate student successes through these values each day and each week in different ways.

### RESTORATIVE APPROACHES

Excel Academy seeks to proactively maintain a safe and supportive learning community through the implementation of [Restorative Practices](#). Restorative

practices are derived from the programs in the justice system. RP is a way of thinking about the justice process and its key stakeholders: victims, offenders and community. The underlying principle of restorative practices is to identify ways to repair the harm caused by the action, perception of, and reaction to a behavior. The goal of restorative practices is to build connectedness through high levels of accountability and high levels of support. Further information can be found through the [Jeffco Public Schools website](#).

## K-8 DISCIPLINE PROCEDURES

Excel Academy utilizes a combination of direct parent communication via phone, text, or email to inform parents of behavior issues. Parents are encouraged to support these communications with a staff member as opportunities for students to reflect, learn, and make different choices in the future.

1. Classroom intervention: When appropriate, an educator or staff member gives warnings and uses strategies such as redirection, recovery, restorative practices, and verbal discussion to problem solve behaviors that interrupt learning, compromise safety, or damage materials/property. If these are a one-time occurrence, a staff member may only speak with the child. If they occur again, the staff member will contact the family and complete a Minor Referral Form to track behavior trends.
2. Referral to administration: An educator or staff member refers students to an administrator when there is a behavior that requires administrator involvement, violates rights of others, puts others at risk or harm, or is chronic. (Chronic is defined as 3 or more incidents of the same type.) There will be contact with the family to support communication and understanding of the concerns and there may be plans put into place to support the student going forward or there may be additional Jeffco personnel involved in the matter.
3. An administrative conference with family and student: If behaviors are of a more serious nature, or if there is a pattern of continued behavior that interrupts learning, compromises safety, or damages materials or property, we may require a family conference with an administrator to discuss the issue, options for repairing harm, and expectations moving forward. As with any concerns, the family will be contacted as soon as possible and we ask that the student and parent/guardian come to a meeting to discuss the issue, appropriate consequences, and appropriate follow up to restore and resolve the situation. There may be plans put into place to support the student going forward or there may be additional Jeffco personnel involved in the matter.
4. Suspension: In cases where the behavior has risen to the level requiring

stronger disciplinary action, the Executive Director, or designee, has the authority and discernment to suspend a student from school. Research indicates that suspensions are not ideal, and all other approaches will be considered in relation to the incident, but Excel will follow Jeffco policy and the guidance of Jeffco support partners. Suspensions may occur based on the *Jefferson County Public Schools Student Conduct Code* or at the Director's discretion.

5. Expulsion: Expulsion may occur based on grounds outlined in the [Jefferson County Public Schools Student Conduct Code](#).

### Habitually Disruptive Student Process

A "habitually disruptive student" means a student who has caused a material and substantial disruption on school grounds, in a school vehicle, or at a school activity/event three or more times during the course of a school year. Declaration as a habitually disruptive student may occur at or after the third material and substantial disruption and maybe grounds for expulsion. State law and Jeffco policy define disruptive behavior as behavior initiated, willful, and overt on the part of the student and which requires the attention of school personnel to address the disruption. Any student who displays a pattern of disruptive behavior may be placed in the Habitually Disruptive Student Process, including the development of a behavior plan. If the student continues to engage in disruptive behavior (after being placed in the Habitually Disruptive Process) and receives a third suspension during the Habitually Disruptive Process in any one school year, s/he shall be declared a habitually disruptive student and may be subject to a mandatory expulsion process.

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

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

## ACADEMIC INTEGRITY

Academic integrity becomes increasingly challenging in the age of search engines and readily available information. At Excel Academy, we want all students to become discerning consumers of information obtained online, and understand clearly the responsibility we all have to cite information, language, writing, and ideas obtained from other sources. All students are expected to complete their assignments to the best of their own ability. Students cannot plagiarize or text harvest and must cite sources in their work, including images from the internet. If a student does not cite work and/or presents others' work as their own, cuts writing from the internet and pastes it into their own work, or either completes the work of another student, copies the work of another student, or submits the work of another student as their own, the consequences are:

- First offense: An email/phone call home by the classroom teacher and the student will write a reflection about the importance of academic integrity with guidance from the teacher. The student will then need to complete the assignment and turn it in for a grade.
- Second offense: An office referral and a family meeting with the Dean of Students.
- The student will need to complete a restorative meeting with the teacher, and will need to complete the assignment and turn it in for a grade.

Additional consequences shall be considered based on the severity of the infraction, repeated nature, and other factors that may be pertinent on a case-by-case basis.

## **POLICIES AND PROCEDURES**

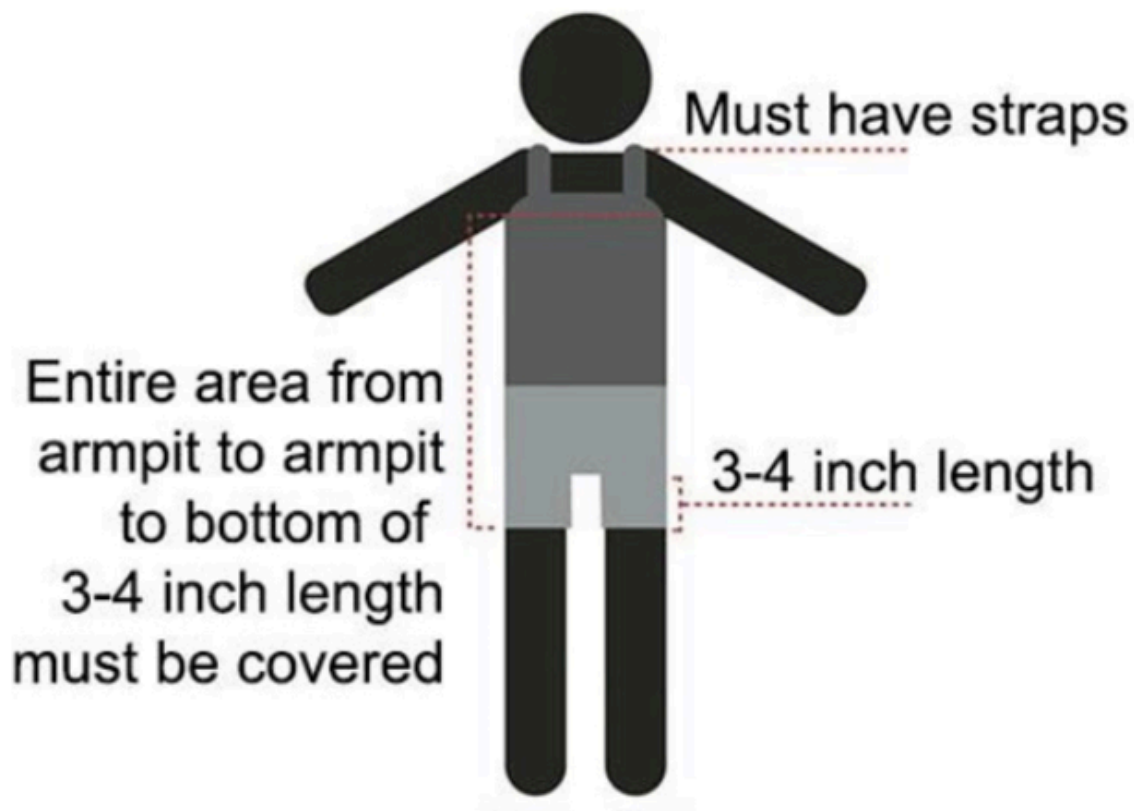
### **STUDENT DRESS CODE**

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

wearing clothing to school then changing into different clothing that does not meet dress code requirements.

**Students must dress in ways that do not:**

- affect the safety of that student or other students
- disrupt the learning environment
- indicate affiliation with or admiration of negative social influences such as gangs, cults, substance abuse or sexual degradation or are inappropriate for all ages of students in our K-8 environment.
- contain inappropriate, unkind, or implied disrespectful wording related to gender, race, religion, or sexual orientation.



**The following should be observed for all students regardless of gender:**

- All underwear and underclothing must be covered. Uncovered bra straps are acceptable.
- Shirts/Sweatshirts must have straps and should assure coverage from armpit to armpit and extend to waistband on all sides.
- Shirts and tops must cover the midriff and waistband during all activities including sitting, squatting, reaching, and standing. If the top is sheer, it

must be layered.

- Pants must fit snug around the waist and not droop, or a belt is required. Pants should not reveal backside/underwear when standing, sitting, or bending
- Jeans/pants should not have large torn out sections which reveal undergarments/pockets
- Skirts or shorts should cover the entire buttocks both when seated and standing
- Sunglasses or hats are not worn inside the building. Shirts/jackets with hoods are okay but hoods must remain down. Hats worn for medical or religious reasons are permitted.
- Students must wear shoes appropriate for safe participation in all activities. Crocs and sandals must have a back strap. Slides, flip flops without straps, and slippers are not safe for school.
- Clothing or jewelry that inhibits safety, movement, or distracts from learning and promotes weapons, drugs, alcohol or tobacco products and/or clothing bearing negative messages about self or others is prohibited.
- Hair cannot be worn in a manner that obscures the ability to see one's eyes, nose, and mouth
- Blankets cannot be used at school as replacement to coat or sweatshirt.

Students who arrive in clothing that does not adhere to the dress code will be asked to change their clothes or will be sent to the office for something more appropriate. Borrowed clothing must be returned at the end of the day. A parent/guardian will be contacted by the Dean of Students if the student continues to dress out of dress code. Procedures for when out of dress code:

**Students who arrive in clothing that does not adhere to the dress code will:**

First offence: Student will be sent to the office where they will be allowed to call home for a change of clothes into something more appropriate. If parent is unable or unwilling to come with a change of clothes,

Student will be required to change into dress-code appropriate clothing. Student's initial clothing will be returned to them at the end of the school day.

Second offence: Student will be sent to the office and will be required to change into dress-code appropriate clothing. Student's initial clothing will be returned to them at the end of the school day. The Dean of Students will contact the parents to inform them of the repeated violation.

Further offences will result in the same procedure as the second offence.

## **CELL PHONES AND PERSONAL TECHNOLOGY**

Students are strongly encouraged to keep cell phones, earbuds, Smart watches,

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

It has been a longstanding policy that students' personal electronic devices (cell phones, Smart watches that connect to the internet, etc.) be left at home or turned off and stored upon entering the school learning environment. Should families decide their child must bring any of these devices, they must understand that students cannot access them during the instructional day. **Our procedure is that students will turn off the devices and turn them into the designated bins in the main entry at the start of the day to be stored in the office. Students may not store any devices in lockers or backpacks.**

If a cell phone/cell phone connected watch is in use during the school day, staff will respond as follows:

- First offense: The device will be taken by the teacher for the day and that teacher will return the phone to the student at the end of the day and contact the family to report the incident.
- Second offense: An office referral. The staff member will take the phone and turn it into the office and contact the family to report the incident. The student may retrieve the phone from the office at the end of the day.
- Third offense: The staff member will take the phone and turn it in to the Dean of Students. The Dean will call parents to notify them that they will need to pick up the phone.
- Further incidents follow the same procedure as the Third Offense.

## **HALL PASSES**

Safety is our first priority and ensuring that teachers know the location of students at all times is essential. All students must have a hall pass when they are not accompanied by an adult. Students out of class without a pass and without knowledge of the teacher will need to meet with an administrator to discuss this important element of our safety procedures. Students who intentionally leave class without teacher permission or knowledge will meet with the Dean of Students to discuss the expectation that all students attend all classes.



## PROHIBITED ITEMS

In an effort to keep every student safe and avoid losing valuable items, students are asked to leave toys and sports equipment at home. Wiffle/baseball bats, tennis racquets, soccer balls, footballs, and other items should be left at home and are not permitted on the school playground. The school provides balls and play items for outdoor use.

Students may not bring stuffed animals, toys, or any non-instructional items to school, unless pre-approved by their teacher.

Other prohibited items include weapons, facsimile weapons, items made into or used in a manner to imitate weapons, illegal substances, tobacco (including e-cigarettes, vapes, etc.) alcohol, lighters, matches, and combustibles. Please see the Jeffco website for the list of items that are prohibited in any Jeffco school.

## INTERNET ACCEPTABLE USE

Students may only access the internet with a completed permission form. Both students and parents/guardians must sign the form. Excel Academy follows the Jeffco policy for online access and conduct with technology. **Violation of these policies leads to student loss of computer privileges and while this can be uncomfortable for students and families, we believe that it is essential to support the safety of every student and ensure students do not access inappropriate content or evade the security measures in place on our systems.**

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

**Cyberbullying** - Excel Academy students are expected to treat each other with kindness and care online. Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Students should never send emails or post

comments that tease, scare, harm, or intimidate others.

Engaging in these behaviors, or any online activities that cause harm (physically, socially, or emotionally) to another person, will result in severe disciplinary action and loss of online and technological privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and visible to others even when you think you deleted them.



## GENERAL INFORMATION

### BEFORE AND AFTER SCHOOL FOR STUDENTS

Students are not to use the playground after school while waiting for their ride home. There is no supervision in these areas and the boundaries are not monitored at these times.

#### Board Policy 6.11-Transportation

Students may be dropped off/picked up in the front or back of school. Please reference a traffic map for proper flow during drop off and pickup. Please adhere to the posted *No Parking* signs on campus as well as areas on nearby streets where u-turns are prohibited.



#### **Dismissal Routines:**

School is in session until the bell rings for dismissal. Adults and family are to pick up students outside of the building. Please do not enter the hallway prior to the bell. **ALL students exit the building from the main doors for car pick up or to walk home. This is for student supervision and safety.**

**After school, students shall go directly home. There is no adult supervision outside after 3:45 pm.**

**Students who do not walk home and are unsupervised at this time will be brought into the office.**

Students who participate in after-school activities should be picked up promptly after the activity ends. The school or the adult in charge of the activity cannot be responsible for students not picked up on time. Students who are not picked up on time after these activities will be escorted to the main office where they will attempt to contact a guardian. Siblings of students involved in after school activities may not be left in the care of siblings during the activity.

## **BICYCLE SAFETY/PROCEDURES FOR STUDENTS**

Riding a bicycle to school is a privilege recommended for students in grades 3-8, and with an ability to follow safe bike riding guidelines. Adequate instruction for students concerning signaling, riding on the right side of the street, and other bike safety rules, are a family responsibility.

Depending on the child's skills and safety knowledge, parents may decide a younger child is ready to ride a bike to school. If a younger student does ride a bike to school, we recommend s/he be accompanied by an older child or "buddy." We encourage your child to license his or her bicycle and wear a bicycle helmet. Licensing helps to identify the bicycle in case it is stolen or to identify the child in case of an accident. Students should walk their bikes across the parking lot to the bike rack area. Bikes must be locked in the bike parking area. Bikes should not be left at school overnight. Excel Academy is not responsible for the loss, theft, or vandalism of bicycles.

## **CAFETERIA/HOT BREAKFAST & LUNCH PROGRAM**

Excel Academy provides daily meal services; breakfast and lunch are available each day.

Excel participates in the federal government's Free and Reduced Lunch Program for qualifying families. Families must complete the paperwork each year. Qualifying students can receive breakfast and lunch at a free or reduced rate as well as have certain school fees waived. Students who qualify for free or reduced lunch must still turn in a lunch order each month. If students forget their lunch, the cafe will provide a shelf-stable lunch that day.

**The guidelines for cafeteria behavior are:**

1. All adults are present for the safety of students. We ask that all students follow adult directions.

2. Cutting and saving places in line are not permitted.
3. Students must walk into and around the cafeteria.
4. Students are seated while in the cafeteria, and raise their hands to be dismissed.
5. All students are responsible for their own clean-up.
6. Students are expected to use level 1 voices when in the cafeteria.
7. Students must go to their lockers during regular passing times before and after lunch, not during lunch.
8. All lunches are to be eaten in the cafeteria unless there is a prearranged situation with the classroom teacher. Students must have a pass if they're working with a teacher during lunch.
9. Finish all food and drink in the cafeteria. All food and drink must be finished or thrown away before going out onto the playground. If students are eating outside with their classes, we ask that all trash and food materials be cleared from the grounds.
10. Students may check out playground equipment from the lunch paraeducator.
11. Parents are asked to only provide food for their own child/ren. We have a variety of high-level allergies in our school and want everyone to be safe at lunch. If your student has an allergy, please be sure it is noted with our health office/health aide.
12. All deliveries must be dropped off at the front desk. The deliveries will be brought to the classrooms at times that will limit distractions to the students. Please do not bring deliveries for students who are not your children, including lunches or other food items. For the safety of the students, we will not accept food deliveries for students from food delivery services such as Uber Eats, Grubhub, or Door Dash

## **EXTRACURRICULARS/ (BONUS) LEARNING**

Students have an opportunity to enroll in afterschool activities that range in topic from year to year. Offerings are contingent upon availability of qualified staff/coaches as well as student interest.

Beginning in sixth grade, students may try out for sports: cross country, volleyball, soccer, and basketball. We encourage students to find an activity that seems interesting to them and promotes a healthy academic/activity balance.

## **Sports & Activity Eligibility**

- Based on a combination of attendance, academic eligibility and behavior.
- Any student-athlete found to be ineligible will not be allowed to play in the next week's game. However, the student-athlete will be expected to come to the game and offer support and encouragement to their team from the bench/sidelines.
- Any student receiving a 1 as a weekly grade, in **any** class, is automatically

ineligible for all games for the following week.

- Teachers will post grades to Weekly Eligibility. Those found not eligible will not be allowed to participate in games.
- If the number of 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade participants for any one sport is insufficient to field a team, tryouts will be opened to athletes in the 5<sup>th</sup> grade. This decision will be made by the coaches and the Athletic Director prior to the first practice of the sport in question. If participation is expanded to include 5<sup>th</sup> grade athletes, the 5<sup>th</sup> grade athletes will be utilized to fill the roster and should not necessarily expect to be given equal playing time to the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade athletes.
- Student athletes must be in school 50% of the day in order to practice or participate in a game.
- Students suspended/expelled from school are ineligible to play the day/days they are suspended or expelled.
- All middle school students wishing to play a sport for Excel Academy Charter School must provide proof that they have had a health physical in the past calendar year to participate. *They must provide proof of a current physical BEFORE they will be allowed to practice or compete.* If your child already got a physical to compete for a club team, rec league, or other sport team, they can use that physical for the upcoming school year, no need to get another. If the physical expires before the end of a particular season or the end of the school year a new physical must be obtained to continue. Physicals are good for a calendar year. Physicals can be performed by: a physician, physician's assistant, nurse practitioner, or certified/registered chiropractor. Physicals can be done by a family physician, Walgreens, The Little Clinic, etc as long as it is done by one of the aforementioned providers. The purpose of mandatory physical is to allow coaches to know of any limitations your child may have, and plan practices accordingly.

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

YMCA provides before and after school childcare for students if parents need this service. While care takes place at Excel Academy, the program is not directly affiliated with our school.

## **SPECIAL EVENTS/SUPERVISION AT ALL TIMES**

There are frequent special events in the evening. Students on sports teams, performing in plays, talent shows, musicals, or other events that showcase student talent are the result of hard work and practice. The audience must remain seated, quiet, and together with other family members so that everyone can enjoy the evening events. **During special events at the school, students, siblings, and any family members must remain together. Students may not leave the event, wander halls, leave the building, or play outside without a family member or guardian.**

## **LOCKERS**

Lockers are issued to students in sixth, seventh, and eighth grades. Lockers are the property of Excel Academy and are subject to inspection at any time. Students should not vandalize or damage lockers in any way. Replacing lockers or broken parts is the responsibility of the student and family. Students should not give out their locker combinations to others. Excel Academy assumes no responsibility for stolen items and students do not share lockers. Money, electronics, phones, jewelry or other valuable possessions should not be brought to school. At no time will the school assume responsibility for valuables.

## **LOST AND FOUND**

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

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

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

## **PLAYGROUND RULES**

The following ground rules are enforced on the playground:

1. All games should be played with safety in mind for everyone using the playground. For example, ball games need to be played where balls are not going to hit non-players.
2. The playground equipment is to be used properly. If there are questions about use, consult with a staff member. No climbing on or jumping off the top bars. No sitting on top of the bars.
3. No aggressive playing or pretending to fight.

4. No toy weapons of any kind are allowed on the school grounds.
5. No throwing objects (rocks, snow, sand, or wood chips).
6. Only one child may go down the slide at a time and must use only a forward and sitting position on the slide. Students should not push each other or go up the slide.
7. Jump ropes are only to be used for jumping rope.
8. All students need to help to pick up the playground area after their time is completed.
9. Shoes must be worn at all times; no flip flops, slides, etc. Please see dress code.
10. Students are not permitted on wet or icy playground equipment.

## **REPORTING ABUSE**

Certain professionals are required by law to report physical abuse, sexual abuse, caretaker neglect, and exploitation of children, as well as at-risk elders and at-risk adults with intellectual and development disabilities. Anyone working within a school is required by law to report suspected abuse and neglect. Students are encouraged to use the Safe2Tell line to report concerns.

Safe2Tell@  
1-877-542-7233

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

## **COMMUNICATION NORMS AND PROTOCOLS**

At Excel Academy it is our goal to remain respectful and kind in all of our exchanges with all staff, students, and families and in any format. This means in-person, on the phone, and in emails. We encourage direct and timely communication whenever possible. We ask that all exchanges be free from name calling, profanity, shouting, or sarcastic/hurtful language/tone. Everyone who works here is doing so in service to students as professionals. Respectful interactions support mutual understanding since no one functions well from a place of defending their intentions or feeling unsafe.

**We expect all families, students, and staff in our community to adhere to the following:**

- Be accountable to the school's mission, visions, values and ideals.



- Be adaptable and flexible.
- Use a polite and respectful tone.
- Listen to one another with the intent to understand.
- Enter the exchange with an open mind and assume a shared best interest for the interaction.
- Be prepared to work collaboratively to solve problems.
- Presume good intent. We approach all conflict as an opportunity to be curious and come to a common understanding with next steps. We avoid accusing and assuming.
- Come with solutions when we bring a problem, or be willing to work on solutions; refrain from negative discussions about others or issues.
- Keep confidential information secure.
- Be transparent and forthcoming wherever possible without compromising confidential information.

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

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

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

## INCLEMENT WEATHER and Indoor Recess

Cold weather days are when the temperature is 20 degrees F, or at the discretion of the Executive Director. Inside days will also be called during dangerous weather conditions.

Excel Academy refers to the Child Care Weather Watch chart when determining whether adjustments to regularly scheduled playground or outdoor activities are warranted. In general, when conditions fall within the Green Zone on the chart, no adjustments will be made. When conditions fall within the Red Zone, all scheduled playground and outdoor activities must take place indoors. When conditions fall within the Yellow Zone, playground and outdoor activities may have adjustments in time, duration, etc.

## WEATHER-RELATED CLOSURE

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

**If the Jefferson County School District determines the weather has deteriorated to the point where they will be closing school during the day, we will do the same. On occasion, Excel Academy may determine closure is in the best interest of students and staff even when Jeffco Public Schools remain open. This means that closure due to snow will not always be the same as the Jefferson County School District.**

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

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

the designated parent or driver.

## **ASBESTOS MANAGEMENT PLAN**

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



## **ENROLLMENT INFORMATION**

[Enroll Jeffco linked here.](#)

Excel Academy follows Jefferson County's School Board Policy JFBA and Regulation JFBA-R for choice enrollment. Families wishing to enroll their children at Excel Academy must adhere to the process for choice enrollment. According to Policy JFBA, "students accepted for choice enrollment shall be enrolled at their school of choice throughout the grades served by the school. After leaving the elementary or middle school level, a student must reapply for choice enrollment at the next level, unless the student is to attend the neighborhood school in the area in which the student resides." Excel Academy serves Kindergarten through 8<sup>th</sup> grade and once enrolled, a student is not required to reapply. By not returning, the student's spot at Excel will be forfeited for the following school year. If a parent and student wish to return to their "neighborhood" public school, they would have to apply through Jefferson County's choice enrollment to the neighborhood school for admittance. Mid-year administrative transfers occurring after October 1st must be approved by the principal of both the schools the student is currently attending and the principal of the receiving school as well as approved by the Community Superintendent of both schools. If the student is not admitted through choice enrollment and the administrative transfer is denied, the student would continue to be enrolled at Excel Academy.

## **APPLICATION PROCESS**

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

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

## **ENROLLMENT CRITERIA**

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

### **REQUIRED DOCUMENTS**

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

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

### **ROUND ONE CHOICE ENROLLMENT APPLICATION PERIOD**

Exact dates are determined yearly, but usually begin the second week of January

and continue for approximately two weeks.

#### Step 1: Applicant Priority

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

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

#### Step 2: Determining Student Eligibility

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

#### Step 3: Accepting Applicants

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

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

#### Step 4: Notifying Applicant

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

#### Step 5: Acceptance

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

## **ROUND TWO CHOICE ENROLLMENT APPLICATION PERIOD**

Exact dates are determined each year and usually begin around February and continue until the last day of August of the same year.

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

## **ADMINISTRATIVE TRANSFERS**

Students are normally not accepted into Excel Academy after October 1<sup>st</sup>. Transfer requests after October 1<sup>st</sup> from other Jefferson County Schools will be considered on a case-by-case basis. To be considered, in addition to the student's application, the student must also submit a Jefferson County Administrative Transfer Form to Excel Academy, as well as a copy to their current school. Both the principal of the current school and of Excel Academy must approve the transfer.

## **GROUND FOR DENIAL OF ADMISSION**

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

1. There are no openings available.
2. Excel Academy does not offer appropriate programs or is not structured or equipped with the necessary facilities or personnel to meet special needs of the student, or does not offer the particular program requested. Acceptance of students with an IEP is conditional pending outcomes from an IEP review and availability of space. Please note that we do consult with Jeffco on these matters.
3. The student does not meet the established eligibility criteria for participating in a particular program,

including, but not limited to, age requirements.

4. The student has been expelled from any school district during the preceding 12 months, or has engaged in behavior in another school or district during the preceding 12 months that is detrimental to the welfare or safety of other students, or of school personnel.
5. The student has been expelled at any time, or is in the process of being expelled, as a habitually disruptive student or for a serious violation in a school building in, or on, school property.



## **SCHOOL OFFICE PROCEDURES**

### **ATTENDANCE POLICY**

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

#### **Attendance**

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

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

### **Student Absence Procedures**

For absences, parents must call the attendance telephone line to report absences by 8:45 a.m. If the child is going to be absent more than one day, the parent may mention that on the first day's call. If the parent anticipates only one day's absence and it will be longer, they should call the school office each successive day. When an absence has been called in, it is not necessary to send a note upon the student's return to school. Students and siblings may not excuse or report absences. Parents/guardians must make the absence calls. An absence is unexcused until a parent or guardian calls.



Attendance Telephone: (303) 467-2295, ext. 1

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

1. Month and day of absence being reported
2. Student's full name
3. Student's grade
4. Person reporting the absence
5. The following is a comprehensive list of excused absences:
  - A student who is temporarily ill or injured, or whose absence is approved by the Executive Director on a prearranged basis. Prearranged absences shall be approved for outside of school hours.
  - A student who is absent for an extended period due to physical, mental or emotional disability.
  - A student who is attending any school-sponsored activity or activities of an educational nature or who is receiving Jeffco educational services with advance approval by the Executive Director.
  - Excused absences include funerals, illness, injury, legal obligations, medical procedures, observances of religious holidays, and extenuating circumstances determined by the Executive Director.
  - A student who is visiting a parent or guardian, who is an active duty member of the uniformed services, and has been called to duty, is on leave from, or immediately returning from, deployment to a combat zone or combat support posting.

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

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

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

In order to effectively communicate with parents regarding the number of accumulated absences throughout the year, emails/letters will be mailed out to parents starting with five (5) absences and will be sent out every five (5) absences after that. These emails/letters are intended to keep parents informed. Additionally, guardians can access their student's attendance record at any time through the district's Infinite Campus Parent Portal.

## **Tardies**

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

- Teachers are encouraged to institute a policy/procedure for the beginning of each class that consists of an opening activity/assignment that is graded and recorded and must be made up if a student is tardy.
- Tardies which are “excused” (the same reasons for excused absences apply to excused tardies) will be noted by the teacher and the student will be able to make up work. This procedure will align with Jefferson County School District absence policies: a student must request the work missed within 24 hours of the day they have a tardy and submit the completed assignment within two days.
- Parent or guardian must provide a written notification of the reason for the tardy arrival within 24 hours of the tardy in order to be considered for excusal; otherwise, the “unexcused” classification will apply.
- After each unexcused tardy, parents will be informed via School Messenger email and voicemail notification.
- Habitual tardiness to classes at the start of the school day or during the school day will result in further discipline including e-mail to parents, phone call home from the Dean of Students, and an escalating lunch/recess detention consequence.

## **CHANGE OF ADDRESS AND PHONE NUMBERS**

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

## **CLASS PLACEMENT**

Class placement is at the sole discretion of the Executive Director and based on

information collected over the course of the year by the prior year's teacher. If parents wish to make a reasonable request for the placement of their children based on specific learning or other identified needs for the next school year the following procedures should be followed:

- Send an email to the Executive Director and include the Enrollment Secretary. Please include information about the student and the academic/social-emotional classroom environment you believe would work best for your child, as opposed to requesting a specific teacher. This allows us to focus on the needs of the student.
- Our primary goal is to make sure we have the best possible fit for your child, the other students in the class, and the teacher.

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

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

## **EARLY DISMISSAL**

**We ask that ALL requests for any early dismissal be made before 9:00 am that day and the family should plan to get the child prior to 2:00 pm.** For early departure, a parent or guardian must check the student out through the office by signing the Check In/Out Sheet before students leave the school campus. **Unless it is an emergency or an unavoidable appointment, we ask that parents do NOT check students out of school between 2:00 and the end of the day.** Pulling students during school hours, particularly at this time, creates a significant disruption in the office, and to student learning/teaching in classrooms and interferes with learning and dismissal of all students. Please do not line up in the car line prior to 3:15 pm. We must keep the carline lane open for emergency responses until the end of the day and this line is our emergency/fire lane.

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

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

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

## **TRANSFERS AND WITHDRAWALS**

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

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

## **MESSAGES FOR STUDENTS**

We will always try to relay a message to a student if it is received no later than 2:00 p.m. Office staff will get this message to your child when it will not interrupt

instructional time. If it is an emergency, we will pass on the message immediately. Please contact the front office for assistance with messages.

## **STUDENT TELEPHONE USE**

A telephone is available in the school office for emergency phone use by students at the discretion of office staff.

## **FAMILY OUT OF TOWN**

If you leave your child with another person and are out of the area, please communicate with the school office and provide the name, address, and phone number for the temporary guardian. Also, include the permission for this person to check your student out of school, and please note the length of time you will be out of town. The school office will hold all information in confidence.

## **PERMANENT RECORDS/STUDENT FILES**

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

Confidentiality Safeguards:

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

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

#### Board Policy 5.5-Student Records

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

### **REGISTRATION**

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



## **STUDENT HEALTH**

### Accidents

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

### Clinic

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

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

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

### Asthma Action Plan

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

### Allergy & Anaphylaxis Emergency Care Plan and Orders

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

### Medication Policy

Parents must provide a medication order signed by their healthcare provider if their student has a condition that will require administration of any medication (prescription or non-prescription including Tylenol). Parents are asked to provide medication along with the appropriately signed medication form which can be readily accessed on our Health Services website at [http://www.jeffcopublicschools.org/services/health\\_services/medications](http://www.jeffcopublicschools.org/services/health_services/medications). All medication must be transferred directly between adults - in no circumstance should a student bring medication to school. Once received, a nurse may delegate administration of either a prescription or over-the-counter medication, based on the healthcare provider's order. Medication will be administered only by school personnel to whom the area nurse consultant has delegated this function pursuant to the Nurse Practice Act.

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

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

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

### Immunization (and Exemption) Requirement

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

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



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

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

#### Vision & Hearing Screening

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

#### Clinic/ Illness: Too Sick to Be at School

Jeffco has a page dedicated to how to determine when a child is too sick to attend school and is linked here:

[https://www.jeffcopublicschools.org/services/health\\_services/how\\_sick\\_is\\_too\\_sick](https://www.jeffcopublicschools.org/services/health_services/how_sick_is_too_sick)

In general, we ask that any child who has had a fever, severe stomach issues, or vomited within the past 24 hours not attend school. Often, families send students who are complaining about symptoms hoping symptoms might improve. Unfortunately, these students often head to the clinic shortly after arriving at school.



## **STUDENT INFORMATION RELEASE**

FERPA provides parents with certain rights with respect to their children's education records. Generally, schools must have written permission from the parent in order to release any information from a student's education record, except to certain entities. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Authorization for inclusion in the directory is in the form completed at Registration. Schools must notify parents annually of their rights under FERPA. For more specifics concerning parents' rights, please consult the FERPA website <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

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



## FAMILY INFORMATION

### VISITORS AND VOLUNTEERS

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

**Volunteers are welcome in the classroom by prior arrangement with the teacher as long as they do not cause any disruption and adhere to strict guidelines about student privacy.** The school is intended to be a space of safety and belonging for all students, staff, and members of the administrative team. Student privacy for academic, social-emotional, behavioral, and physical needs are protected. Should this be violated, a volunteer will no longer be eligible to serve in that capacity. Should we learn that a family member is using time in the building or volunteering to disparage other members of the community or disrupt the learning and work environment, we that person will no longer be eligible to volunteer at the school or during school-sponsored events.

We ask that at the beginning of the year, all volunteers wait until after the first month of school to come into the building to support the classrooms. We ask this to provide time for teachers to set classroom expectations and build initial community relationships with students and in support of peer-peer connections. Volunteers who serve in the school should expect to obtain a background check. Further, we use the Raptor visitor management and background check system. We ask that siblings of Excel students not accompany families to volunteer without prior approval from the Executive Director.

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

**Visitors other than parents are not permitted in the building during the school day or at any time after school, including school events/sports, unless they have prior permission from the Executive Director.** All visitors and volunteers must check in at the office, provide a valid government-issued ID, and complete the instant background check via our Raptor system. Once cleared, a volunteer must wear a name tag during the time they are in the building. Name tags are available at the office.

Only school staff who have been trained and attended required training are allowed in classrooms during standardized testing. Note that per state testing regulations, parents may not be in the same room with their child during standardized testing.

Children, including siblings, who are not Excel Academy students, are considered visitors and must be accompanied by a parent or adult at all times. Former students who wish to visit Excel may only do so with permission from the Executive Director at times determined by the Executive Director and the staff member to be non-disruptive.

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

## **CONFIDENTIAL FAMILY SURVEY**

Once a year, the school and/or Jeffco will distribute different confidential surveys to parents. These surveys provide feedback on the needs of our community and perceptions of our progress at that time. The results of such surveys are used to determine areas of success and opportunities for growth, to report to foundations for grant purposes, forward to agencies to which we are accountable, and assist in future planning. Please complete your surveys as soon as possible after you receive them.

## **FAMILY INVOLVEMENT/RESPONSIBILITIES**

A basic tenet of Excel Academy's philosophy is the importance of family involvement with the school. Families can be involved at Excel Academy in many ways. Family members make up the majority of the Board of Directors. It is the Board's responsibility to ensure that the mission and programs of Excel Academy are implemented and the Board develops policies to support the success of the

school. Parents serve on all standing committees and task forces. Part of the purpose of these groups is to research topics/issues and make recommendations to the Board.

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

## **BACKGROUND CHECKS**

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

## **FAMILY /TEACHER CONFERENCES**

The staff is committed to communication with families throughout the school year. Conferences are scheduled for three times each year.

- Fall conferences are available for all students, typically held in October, prior to Fall Break
- Spring conferences are as-needed and by request, held in March
- Student-Led Celebrations of Learning are held in May

If staff and/or families determine additional time is needed, they can make arrangements to communicate further directly with the teacher(s). These scheduled conferences are a wonderful opportunity to exchange more detailed information with families. We also realize that you may need additional opportunities to share timely information with staff. We ask that additional conferences be arranged ahead of time with the teacher(s) or administrators to support the preparation for that time together and provide enough notice for staff

to dedicate time on their calendars. Drop-in conferences cannot be honored.

## **PARENT TEACHER ORGANIZATION (PTO)**

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

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

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

## **PARENT CODE OF CONDUCT**

All Jeffco students and staff deserve to learn and work in an environment free from disruption, threat, or intimidation. Family members and adult visitors will display appropriate and professional adult behavior in schools, during school events, and at sanctioned school activities at all times. In accordance with Colorado law, failure of a family member or adult visitor to act appropriately may result in the violator being prohibited (trespassed) from being on school property or attending any school sanctioned events. In cases of significant disruption, law enforcement will be contacted.

At Excel Academy, we believe that it is essential that a current of mutual respect flows between and among all members of our community. Parents play an important role in the development of their child's sense of justice, equity, and what it means to honor the dignity and worth of all members of our school community. As one of the most influential role models in a child's life, one of the best ways for a parent to teach is to lead by example. Accordingly, as members of the Excel community, each parent and responsible adult with children enrolled at our school must adhere to the standards of conduct set forth below.

- When visiting or volunteering at the school, parents should observe all rules of the school, including checking in at the office.
- If a parent feels that the actions of another child have infringed upon their child's, under no circumstances shall the parent or guardian approach another child while at school to discuss, reprimand, or chastise a child. The parents may contact the classroom teacher to seek a peaceful resolution to the situation or seek out the parent or guardian of the other child for a peaceful resolution.
- If a parent has questions or issues relating to the classroom or a class, those questions should be directed to the staff member in question. Parents must set up a private meeting where the concerns can be discussed, and resolutions considered.
- All communications regarding issues with other parents or staff at the school or school events shall remain respectful and address only the issues at hand. Yelling, taunting, threatening, name calling, or abusive behavior, cursing, foul language, or derogatory remarks are not acceptable means of communication. Parents are expected to resolve issues through respectful dialogue between the parties directly involved to respect the dignity of others.
- Parents shall protect the reputation and good name of people involved. Problems, differences of opinion and personality clashes are not resolved by involving others in a disagreement to take sides in the argument. Problems should not be casually discussed with other parents in the school or on social media, but should be directed only to the person or persons whom the parent has an issue.
- It is easy for opinion to be mistaken for fact and rumors to be perpetuated by inaccurate information. Parents are expected to approach the relevant personnel within the school to verify the factual basis of any situation. This approach can quickly and simply clarify the events and minimize inaccurate information circulating in the community.
- Parents are expected and required to follow Policy 10.2 - Parent/Student Grievance Process, of the Excel Academy Board Policies, to resolve an issue with a staff member at Excel Academy. This policy requires that an issue first be addressed with the staff member directly to resolve an issue. If the parent does not reach a satisfactory resolution, they shall put the concern in writing, and proceed through the appropriate administrative personnel, as necessary. No grievance shall be recognized by Excel Academy unless it is presented at the appropriate level within 30 days after the aggrieved person knew or should have known of the act or condition on which the grievance is based. If not so presented, the grievance will be considered waived.

If a staff member or administrator has cause to believe that a parent has instigated an issue or perpetuated inaccurate information that is damaging to the reputation of the individual involved in violation of this Parent Code of Conduct, the staff member should first try to address the concern directly with that parent. If there is no resolution, the

staff member may request in writing to the Board a mediation with that parent.

In accordance with Policy 10.3, Parent Code of Conduct Compliance, if a parent does not adhere to the Parent Code of Conduct, the administration may take any of the following actions, as deemed necessary and appropriate to the circumstances:

1. Give the parent a verbal warning.
2. End a meeting with the parent.
3. Ask the parent to leave the school campus.
4. Issue the parent a written warning regarding behavior expectations.
5. Bar the parent from attending events at school.
6. Bar the parent from any presence on school grounds.
7. Take legal action including, but not limited to calling the police.

## **CONCERNS AND GRIEVANCES**

Policy 10.2 - Parent/Student Grievance Process. You can review this policy in the Board Policy Manual, found on the [Board Documents page of the excel Academy website](#).



# STUDENT INFORMATION

## STUDENT CODE OF CONDUCT

### Board Policy 5.2-Student Code of Conduct

As a public school, Excel serves the diverse needs of a variety of different students whose families express unique values and ideals. It is essential that all students and their families adhere to the expectations established by Jeffco Public Schools.

<https://www.jeffcopublicschools.org/cms/one.aspx?portalId=627965&pageId=927222>

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

## STANDARD RESPONSE PROTOCOLS

Our school adheres to the [Standard Response Protocol](#) developed by the I Love You Guys Foundation which is used throughout all Jeffco Public Schools. All Excel students, from kindergarten to eighth grade, will be learning how to respond during emergency situations like: weather, fire, accidents, or intruders.

There are five specific actions that can be performed during specific incidents:

1. Hold
2. Secure
3. Lockdown
4. Evacuate
5. Shelter

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

Within the first weeks of school, and throughout the year, all students of Excel Academy will receive this safety training and practice. The presentations are

modified to be age appropriate, highly visual and allow for discussion. Still, emergency preparedness can be triggering for some and elevate stress. We will always provide debrief discussions and support from students to ease the anxiety of these times. Please take time to review the [Standard Response Protocol](#) and discuss this safety plan and the questions it raises with your children. Thank you for your support to ensure the safety of all students and staff at all times.

## STUDENT RIGHTS AND RESPONSIBILITIES

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

## FAMILY STATEMENT OF ACKNOWLEDGMENT

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

Please read the full document and sign electronically through the registration form in Operoo to indicate your receipt and acknowledgment of the handbook contents.

By signing the document you acknowledge:

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

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

I understand that should the content of the Student/Family Handbook be changed in any way Excel Academy may require an additional signature from me to indicate that I am aware of and understand any new policies.  
(This is signed online through the Operoo application.)