



Parent/Student Handbook

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

Table of Contents

EXCELSIOR ACADEMY MISSION	4
Mission Statement	4
What We Believe	4
Foundations	4
DAILY SCHOOL OPERATION	5
Attendance (435 882-3062 attendance@eautah.org)	5
Tardy	6
Check Outs and Illness	6
Non-custodial Parent/Guardian	6
Visitors/Volunteer Guidelines	6
Extreme Weather/School Closures	7
Carpool	7
Students Remaining on School Premises after Carpool	9
Student Behavior at Carpool	9
Pledge of Allegiance	9
Lost and Found	9
HEALTH	9
Health Plans	9
Immunizations	9
Medications	10
Air Quality	10
SCHOOL MEALS	10
Account Policy	10
Allergies	11
Lion’s Den Café Usage Policy	11
SCHOOL WIDE COMMUNICATION POLICY	11
General Communication	11
Communication with Students	12
Administrative Communication	12
Parent Survey	12
SCHOOL SAFETY	12
Building Security	12
Safety on Grounds	12
CODE OF CONDUCT	13

Core principles	13
Goals	13
Language and Communication	13
Behavior	13
Technology Usage Policy	15
Valuables, Electronic Devices, and Games	15
Electronic Devices Policy	15
Discipline Plan	16
Parent Intervention Guidelines	16
ACADEMIC POLICIES	17
Academic Calendar	17
Organization	17
Lockers	18
Homework Policy	18
Late Work Policy	18
Academic Communication	18
Academic Performance Standards	18
School Promotion Policy	19
Parent-Teacher Conferences	19
Unity and Diversity; Religious or Other Opt-out Policy	20
FINANCIAL	20
Fee Schedule	20
DRESS CODE	22
Guidelines	22
Policy	22

EXCELSIOR ACADEMY MISSION

Mission Statement

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

Our mission focuses on two things:

1. Academic excellence
2. Virtuous character development

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

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

What We Believe

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

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

Foundations

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

1. Expectations
 - a. High expectations in academics and character reflect the unwavering confidence we have in our students. We believe that our students can and will achieve whatever is set before them. High expectations are the vital first step toward achieving our school mission of academic excellence and virtuous character

development for each student. The confidence engendered in our students by the high expectations we hold motivates them toward excellence.

2. Effort
 - a. We believe that properly reinforced effort is the key to achievement. Our students and staff know the value of hard work, and are committed to working hard every day. The fruits of work are real and satisfying, and are won without exception by those willing to engage in work earnestly and consistently. The fruits of work cannot be borrowed or lent.
3. Enthusiasm
 - a. Enthusiasm propels one on to greater effort. Enthusiasm makes work enjoyable and provides encouragement for others to put forth increased effort. It is the responsibility of every member of the Excelsior Academy community to bring enthusiasm to their work and to their associations at school.
4. Excellence
 - a. Excellence is a self-perpetuating value. When one achieves excellence, motivation is generated that leads to a natural increase in expectations, and encourages one to apply effort and enthusiasm to obtain new, even higher levels of excellence.

DAILY SCHOOL OPERATION

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

Attendance (435 882-3062 | attendance@eautah.org)

1. It is vital to our success that students attend school each day. Excelsior Academy has a goal of 96% attendance school wide. Our academic goals will be achieved only if our students attend school regularly.
2. **If a student is unable to attend school, a parent or guardian must call (435 882-3062) or email (attendance@eautah.org) on the day of the absence before 9:00am to report the absence.**
3. If a parent does not call or email, the absence will be considered unexcused. 435 882-3062
4. Please note that we may remove from our enrollment any student who has unexcused absences for more than ten consecutive days of school.
5. Attendance will be kept each day at Excelsior Academy.
6. A student needs to attend at least four hours of a school day to be considered present.
7. There are two categories of absence, excused and unexcused.
 - a. Excused absences: An absence for which a parent/guardian notifies the school within three days of the absence.
 - i. Scheduled absence. When a student needs to be absent from school for a special purpose that is known to the family in advance, the parents/guardians need to fill out a “scheduled absence form” in advance and submit it to the front office. It is the parents’ responsibility to:
 1. Check the student’s learning plan for homework and schoolwork assignments.
 2. Email the teacher to clarify any homework or classwork assignments.
 3. Collect the student’s books and materials needed to complete the work. Parents should come into the school at a convenient time for the teacher and be willing to collect the needed items.
 4. Refer to the Late Work Policy

- b. Unexcused Absences: Any for which the school is not given notice **within three days** of the absence.
8. Excessive absences. For purposes of the attendance review board, any absences beyond 12 percent in a quarter are excessive, whether excused or unexcused, or a combination of the two.
 - a. We ask that students strive for an attendance percentage of 96%, or approximately 43 days in a term. Students with excessive absences will be placed on attendance warning status and may be asked to meet with the Excelsior Academy administration.

Tardy

1. Elementary students who arrive after 8:15am, and middle school students who arrive after 8:10am, will report to the front desk and be issued a tardy pass. Students will then be escorted by a staff member to their classroom.
2. Students arriving after 8:30am must be accompanied into school and checked in by a parent/guardian.
3. Middle school students exceeding five start of day tardies in a term will attend lunch group.

Check Outs and Illness

1. The office will be open for student checkouts from 8:30 am to 3:15 pm. If you arrive between 3:15-3:30 to check out students, you will be asked to wait in the front office until school is over. At that time, you may pick up your student directly from their classroom.
2. If a student needs to leave the school during school hours, the parent/guardian must come into the school and check out the student. Students will not be called out of class until parents arrive at the school. For safety reasons, students will not be sent out to meet parents waiting at the curb. Students will not be released to any person not listed on the contacts section of Compass. If you are leaving town, be sure your caregiver is listed as someone authorized to pick up your student from school.
3. In case of illness, students will come to the front office. School staff will contact parents if they deem it is necessary. Students who are ill (fever, vomiting, excessive productive coughing, runny nose and/or eyes) must be picked up immediately from school. If a parent cannot be reached, the emergency contact(s) listed in Compass will be notified to come and pick up the student. If a student feels ill but there are no obvious symptoms of illness, the school secretary may invite the student to rest in the school office for 10 to 15 minutes to determine if the symptoms will subside. If the student is deemed to be ill, the parents will be contacted and will need to pick up the student.

Non-custodial Parent/Guardian

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

Visitors/Volunteer Guidelines

Visitors are welcome at Excelsior Academy. Visitors must enter the front school doors and check in through our system with their I.D. at the front desk, and must wear a visitor's badge while they are in the school. Visitors are welcome to visit any classroom as part of our "empty chair" philosophy. In all classrooms there is an empty chair in which visitors can sit and observe the instructional process. We kindly ask that visitors do not bring small children while observing and that they do not disrupt the classroom setting.

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

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

1. Volunteers must sign in and out of our system at the front office, and wear a volunteer badge during the time you are volunteering in the building.
2. Volunteer Dress & Behavior – please dress appropriately. The more we show respect for our school, the more respect the students will feel toward the school. The Excelsior Academy dress code is reflective of a high level of respect. We encourage volunteers to reflect this same level of respect in their own appearance when they volunteer at the school.
3. Volunteers work under the supervision of staff. As a matter of professional ethics and personal privacy, volunteers do not discuss teacher, student, or school affairs with other people. It is extremely important that confidentiality be upheld at all times. Administrators have the same expectations of confidentiality from volunteers as they do from the Excelsior Academy staff.
4. Volunteers are held to the standards of student privacy of the Family Educational and Rights and Privacy Act (FERPA).
5. Volunteers may be asked to grade student papers. It is imperative that student work is ONLY discussed with the teacher or student, if directed by the teacher, and no one else.
6. Volunteers should not work one-on-one with students. For your own protection, avoid being alone with one or two students. If this is unavoidable, keep the door open or move to a hallway to work.
7. Student Discipline: volunteers have a responsibility to inform staff if there is a problem with student behavior. Volunteers should not discipline a child.
8. If you are scheduled to work in the classroom with students, bringing young children is not recommended as they may become a distraction in the classroom. If you are coming to a meeting or a group work activity, bringing younger siblings may be acceptable.
9. Volunteers have no claim to intellectual property created during their volunteer service at Excelsior Academy.
10. Volunteer hours can be entered and tracked through your family Compass account.

Extreme Weather/School Closures

On occasion, weather may become so extreme that Excelsior Academy will close campus, implement a 2-hour delayed start, or an early dismissal. In these events, an email and/or text message will be sent out from Excelsior Academy as soon as possible. Additionally, information can be found on our website at www.excelsior-academy.org and the school Facebook page, “Excelsior Academy Charter School.”

1. **School closure.** Excelsior Academy campus will be closed for the school day. Unless otherwise noted, school closure announcements are for a single day.
2. **Two-hour delayed start.** School will start 2 hours later than a regular day. Parents may not drop off their students before 9:40am on these days. AM kindergarten will be cancelled, and PM will continue as scheduled. No breakfast will be served on these days. Lunch will be served as usual.
3. **Early dismissal.** Excelsior Academy will communicate an emergency early dismissal as soon as possible.

Parents are ultimately responsible for deciding if inclement weather is severe enough that they cannot drive to school. Parents should update their contact information in Compass at least annually. It is extremely important, especially in times of emergency, that the school is able to communicate with parents and guardians.

Carpool

Morning drop off

Students may be dropped off beginning at 7:40am. An adult will be at the main crosswalk in order to safely supervise car and pedestrian traffic. Please pull as far forward as possible. The warning bells for elementary and middle school ring at 8:00am. Elementary school begins at 8:15am, and middle school starts at 8:10am. For drop-off process review the morning drop-off video.

Afternoon kindergarten drop off

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

Afternoon pick up

ALL drivers must enter through the west entrance only. At no time should drivers use either of the two exits as an entrance. Drivers who have specific needs to pick up student(s) by a particular time should discuss this need with the front office.

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

Carpool pick up begins promptly at 3:30pm Monday-Thursday and 12:30pm on Friday for the elementary school, and 3:25pm Monday-Thursday and 12:30pm on Friday from the middle school. A driver may choose to arrive closer to 3:45pm when most students have already been picked up. Any students who are not picked up by 3:55pm (12:55pm) will be escorted into the front office to call a parent or guardian. See “Students Remaining on School Premises after Carpool” below.

Lanes

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

1. **RED: (MIDDLE SCHOOL ONLY): Driver must head west on Erda Way.** Enter through the farthest east lane of the entrance and take the first left. This lane pulls through the far elementary parking area into the middle school parking area. Students may enter vehicles in the designated pick-up area in the far area of the middle school parking lot. Students will enter the vehicle from the driver’s side only. (The waiting area to enter the carpool process is in the church parking lot near SR36. Wait there until directed to enter the carpool process.)
2. **GREEN: (ELEMENTARY ONLY): Driver must head west on Erda Way.** Enter through the farthest east lane of the entrance and take the second left. This lane pulls through the middle area of the elementary parking lot and splits into two lanes to allow additional cars to enter the parking lot. Students may enter vehicles in the designated area east of the cross walk. Cars exit the parking lot through the middle parking lot exit. Students will enter the vehicle from the passenger side only. (The waiting area to enter the carpool process is in the church parking lot near SR36. Wait there until directed to enter the carpool process.)
3. **BLUE: (MIDDLE SCHOOL/ELEMENTARY): Driver must head east on Erda Way.** Enter through the far west lane of the entrance. Cars in this lane drive around the back of the elementary building. Students may enter vehicles in the designated area directly behind the middle school building. Cars exit from the far east parking lot exit. Students will enter the vehicle from the passenger side only.
4. **YELLOW: (KINDERGARTEN/ELEMENTARY ONLY): Driver must head east on Erda Way.** Enter through the middle lane of the entrance and take the third left. Students may enter vehicles in the designated areas at the front curb directly in front of the elementary school. Cars exit through the middle exit of the parking lot. Students will enter vehicles from the passenger side only. (The waiting area to enter the carpool process is on the west side of Liddell Lane. Wait there until directed to enter the carpool process.)

Carpool Tags

Excelsior Academy will provide each family with a colored hanging tag for displaying carpool number(s) on the rear view mirror. The tag color will correspond to your lane color. This is important! It helps the traffic director and other drivers identify which lane you are turning into. The colored tags will be available at both middle school and elementary orientations, and the front office. Please make your numbers **BIG** and **BOLD** so carpool attendants will be able to read them from a distance. Replacement decals are \$1 each.

Handicap Parking

The elementary school has four handicap parking spaces, and the middle school has five handicap parking spaces. *You must have a handicap decal to park in these spots.* Any car found in handicap parking without the required decal will be asked to move and/or be towed at the owner’s expense. If a parent/guardian has a daily need to access handicapped parking, please talk to the administration to establish the safest means of a driver getting to these dedicated stalls.

Student check outs during carpool

For the sake of carpool, there will be **no student check-outs after 3:15pm.**

Students Remaining on School Premises after Carpool

Please make sure you are here to pick up your students promptly between 3:30-3:55pm (12:30-12:55pm) to allow our teachers their preparation time and ensure staff get to go home on time. The school will maintain a record of students who are picked up late. If the late pickups continue, it will be considered a violation of the Acceptance of Policy and families may be contacted by school administration. Students remaining after 4:10pm will wait outside of the school for a parent to arrive.

Student Behavior at Carpool

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

Pledge of Allegiance

Students will recite the Pledge of Allegiance as a class each day. When there is an assembly, they will recite it during the assembly instead.

Lost and Found

Items found in hallways, bathrooms and other school areas that are not claimed by a student will be placed in the lost and found. Periodically, items remaining in the lost and found will be donated to a charitable organization. Parents are encouraged to check the lost and found for their student's missing items.

HEALTH

Health Plans

1. Parents of students who have specific or special health concerns, chronic illness, or in need of medication during school hours must fill out a health plan form (available at the front desk). This information will be given to the school nurse, and information will be kept at the school office. These files will contain information on procedures to follow in case of illness or emergency, as well as any necessary parental permission.
2. At the beginning of each school year, staff will receive a student's health plan file and the teacher, nurse consultant, office staff and administration will discuss the needs of each student. Teachers and staff will be trained accordingly.

Immunizations

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

1. 4-5 Dtap vaccines, 4 doses of polio vaccine, 3 Hepatitis B, 2 Varicella, 2 MMR, 2 Hepatitis A

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

1. Tdap, Meningococcal, and 2 doses of Varicella.

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

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

Medications

Students in need of medication during the day will need a health plan signed by a doctor and a parent, and the medication in the original container. Office staff will dispense medications when a family complies with this policy. Students with asthma may self carry their inhaler only if the office has a health plan on file.

Air Quality

The school closely monitors air quality each day. Teachers are notified of red days and recess and other outdoor activities will be modified. If parents wish their student(s) to stay inside on a particular air quality day, they need to fill out a health care plan and return it to the school nurse.

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

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

SCHOOL MEALS

Account Policy

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

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

Lunch meals provided by the Lion's Den Café are available on a prepaid basis; there must be money in the student's Compass account before they may receive a lunch.

Payments are accepted on student's Compass accounts daily in the front office. Acceptable payments are cash, checks made payable to Excelsior Academy, or online payments through Compass with credit/debit cards. Cash and check payments are to be submitted using the envelopes provided in the front office. All payments must have the student's name and student number on them. Online payments may take up to 48 hours to process and show in the Compass account. Cash or check payments can also be taken in the lunchroom.

Students will receive notice at the computer when their account balance goes negative. Compass will also email parents when the family account balance reaches \$0. Students will be allowed to receive lunches until the family account balance reaches \$10 in the negative. At this point, if a payment has not been made, all students in that family will receive a small

tray for lunch until their account balance is made positive again. A small tray consists of milk or water and the fruit and vegetables offered for lunch that day. Small trays are not given for breakfast.

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

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

Allergies

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

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

Lion's Den Café Usage Policy

In accordance with Tooele County Health Department regulations, no persons may enter the kitchen area of the cafeteria without having a food handler's permit on file with the café office. Use of kitchen space and equipment is restricted to school meal service only, unless prior arrangements have been made with the food programs director.

SCHOOL WIDE COMMUNICATION POLICY

General Communication

Communication at Excelsior Academy will be positively framed and undertaken in good faith by all parties. Anyone with a question or concern is to take it to the person most able to address it and to no one else.

If a parent has a question related to instruction or that relates to the classroom in any way, the classroom teacher should be the first person to whom the parent approaches for information or resolution. If the parent does not feel their concern has been resolved by the teacher, they should ask the teacher for a meeting with an administrator.

Parents may not represent a group in bringing concerns to the Excelsior Academy administration or Board of Trustees. Concerns must be brought by a parent about their own students or their own individual concerns. In order to preserve the confidentiality of our students, group concerns will not be addressed.

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

Academic, behavioral, or other concern

1. Child's classroom teacher – teacher's first initial last name @eautah.org (ex. Jon Smith, jsmith@eautah.org)
2. Elementary Director, Emily Willson - ewillson@eautah.org or Middle School Director, Gichin Marsden - gmarsden@eautah.org
3. Executive Director, Stephanie Eccles – seccles@eautah.org

Facility or Safety Concern

1. Events Coordinator, Leah Adair – ladair@eautah.org

Carpool

1. Middle School Director, Gichin Marsden – gmarsden@eautah.org

Special Education Concern

1. Child's classroom teacher - teacher's first initial last name @eautah.org (ex. Jon Smith, jsmith@eautah.org)
2. Elementary Director, Emily Willson - ewillson@eautah.org or Middle School Director, Gichin Marsden – gmarsden@eautah.org
3. Special Education Director, Eva Wayman – ewayman@eautah.org

Communication with Students

1. Positive communication will be used and modeled by all staff to provide a nurturing learning environment that is safe physically and emotionally.
2. Communication with students will reinforce Excelsior Academy's culture of inclusiveness, kindness and teamwork. If a student needs to be corrected, it is best done in close proximity to the student using a normal voice tone and calm manner. Corrections, when necessary, shall be undertaken within the context of encouragement.

Administrative Communication

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

Parent Survey

Each spring a parent survey will be offered to Excelsior Academy families. The survey solicits our parents' views on our programs and staff members. Families will have the opportunity to express their level of satisfaction with all aspects of Excelsior Academy's program.

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

SCHOOL SAFETY

Building Security

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

Safety on Grounds

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

CODE OF CONDUCT

Students and staff at Excelsior Academy will conduct themselves in a respectful and honorable manner. Members of our community will respect the mission of Excelsior Academy, and this will be reflected in their conduct and interaction while on school premises. The school reserves the right to modify these procedures or sequence of consequences according to student need and as determined by the Executive Director or designee. For violations of the Code of Conduct that threaten the health, safety or welfare of others, the Executive Director or designee may immediately suspend students and/or begin expulsion proceedings according to the suspension/expulsion portion of the Code of Conduct.

Core principles

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

Goals

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

Language and Communication

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

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

Behavior

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

1. Disrespectful behavior. Any behavior that negatively affects the physical or emotional well-being of another individual.
2. Bullying. Excelsior Academy defines bullying as an act that often occurs in a relationship in which an imbalance of power or strength exists; and is repeated over time, is intentionally or knowingly committing an act, or threatening an act, that endangers the physical or mental health or safety of a school employee or student. Inappropriate behavior is not permitted at Excelsior Academy, at a school related or sponsored event, or while traveling to or from a school location or event. No form of aggressive physical interaction is acceptable. Verbal threats, even when couched in “jokes”, are not tolerated and will be disciplined.
3. Harassment. Harassment is the repeated use of demeaning or disparaging statements that contribute to a hostile learning environment.
4. Hazing. Hazing is a form of bullying that is done for the purpose of initiation, or admission into, any school or school sponsored team organization, program, or event, or against a person who is associated with such. Victim consent or acquiescence does not remove culpability or diminish consequences for any form of hazing.
5. Electronic bullying. Excelsior Academy defines electronic bullying as any act which is initiated by an individual student, students, or staff which targets other student(s) or staff members and, in which student(s) or staff are spoken of, or to, in a negative or threatening manner. Excelsior Academy recognizes that electronic bullying may take place at any time or any place by means of the internet, instant messaging, email, cell phone, texting, or other electronic method.
6. Students must never take pictures or recordings of classes, school activities, classmates, or school property without express written permission of the school administration and those whose pictures they take.
7. Safe environment. When any behavior results in students or staff feeling unsafe about attending school, a hostile school environment has been created. We believe it is our responsibility to ensure that all students and staff feel safe and welcome at Excelsior Academy. Such reports will be considered by the Executive Director or designee, and may result in an office referral/infraction record, development of a behavior modification plan, suspension, reassignment, expulsion, dismissal, or other appropriate measure (see Discipline Plan). Law enforcement will be informed of all acts that constitute suspected criminal activity. The Office of Civil Rights will be notified of all acts that may be violations of civil rights.
8. Parent notification. When a report of disrespectful behavior leads to the creation of an office infraction record or referral, parents/guardian of perpetrators will be required to sign and return the form to the school. Parents may also receive a phone call from the Executive Director or designee. Parent intervention or other involvement may be required in resolving the behavior (see Parent Intervention Guidelines). When a student reports physical harm, feels threatened, or threatens suicide, directors or designee will contact the individual's parents as soon as reasonably possible via phone, email and/or other method. Each parental notification will be held under secure maintenance for the period of two years. Discipline measures may be revealed to the extent permitted by federal and state law, including the FERPA Act, as amended.
9. Assessment. As per state law, students will participate in an annual survey/assessment of the prevalence of disrespectful behavior at Excelsior Academy.
10. Training. Students, staff, and volunteers shall receive training on disrespectful behaviors as determined by Excelsior Academy's Administration. This training will be completed by a qualified individual who will address subjects specific to R277-613-4.
11. Search of student property. A search may only occur upon reasonable suspicion that student safety is at risk or that a student is in possession of an item or items prohibited by school safety or discipline policy, such as controlled substances or weapons. Students are protected from unreasonable intrusion. Excelsior Academy faculty and staff are appropriately trained in the fair and consistent implementation of student search procedures.
12. Reporting. Any student, parent, or staff member may report an incident of disrespectful behavior according to Excelsior Academy's communication policy. Anonymous reports will be investigated, but disciplinary action will not occur in the absence of additional evidence. Retaliation against students or staff reporting or investigating incidents of abuse will not be tolerated.
13. Parent intervention. Parent will attend school with the student and follow the parent intervention guidelines.
14. Suspension. Suspension means the student is not allowed to attend class or any school activities for a specified period of time. Suspension shall be from one to ten days, maximum.
15. Expulsion. Student is expelled from Excelsior Academy for up to one year. Student may not be allowed to attend any public school in Tooele County School District.
16. Infractions. The following behaviors are considered infractions of the Code of Conduct. This is not an exhaustive list and the school administration may deem other actions or behaviors violations of the Code of Conduct:
 - a. Any behavior or action which materially and substantially disrupts school work and discipline
 - b. Disruption of the learning environment, including speaking in class without permission

- c. Lack of control of hands or feet – pushing, hitting, kicking, tripping etc. without malice - horseplay
 - d. Lack of control of hands or feet – with malice or perceived malice
 - e. Use of profane or offensive language
 - f. Disrespect, defiance or insolence toward staff
 - g. Disrespect shown toward classmates (including bullying and electronic bullying; hazing or harassing)
 - h. Abusing, misusing or destruction of property
 - i. Physical or verbal harassment
 - j. Possession of a banned item (see banned item list)
 - k. Cheating
 - l. Stealing
 - m. Leaving school premises without permission
 - n. Skipping class
 - o. Arriving tardy to class
 - p. Littering
 - q. Chewing gum
 - r. Appearing out of uniform
 - s. Truancy (not attending school)
 - t. Sexual harassment
17. Willful non-compliance. Students who refuse to participate in the programs of Excelsior Academy, or who fail to complete the consequences imposed by administration.
18. Truancy. Failure to attend school. Utah is a compulsory education state. Students are required by law to attend school each day. If students chronically fail to attend school, Excelsior Academy may report this information to a truancy officer.
19. Banned items. Weapons and dangerous substances are not allowed on the premises of Excelsior Academy. Possession of any of the following items (and any others deemed unsafe per administration) may be grounds for immediate expulsion: Narcotics, non-prescription drugs, controlled substances, tobacco, cigarettes, alcohol, weapons (real or look-alike), any explosive, noxious or flammable material, matches, cigarette lighters, sexually explicit material (written, pictorial or electronic, including nude depictions).
20. Appropriate use of physical restraint. Excelsior Academy does not practice any form of corporal punishment. Physical restraint is used only in situations in which the physical safety of a student or students is in question.

Technology Usage Policy

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

Valuables, Electronic Devices, and Games

It is not recommended that students or staff bring valuables onto the school campus. Excelsior Academy cannot be responsible for damage to or loss of valuable items. Electronic games and devices are not allowed on campus at Excelsior Academy. Cell Phones may not be used by students during school hours, even during lunch times. This includes text messaging. Excelsior Academy is not responsible for lost cell phones.

Electronic Devices Policy

Purpose and Philosophy

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

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

- b. The use of camera phones is strictly forbidden in private areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices at any time. Such use may also be in violation of the criminal code.
 - c. Sending threatening, harassing, intimidating, offensive, vulgar, profane, obscene texts and/or photos, cyber bullying or coercive communication with others may result in disciplinary action taken and/or civil-criminal charges filed.
 - d. Students shall be personally and solely responsible for the security of their cell phones. Excelsior Academy shall not assume responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone. It is strongly suggested that student cell phones be left at home as this is the only sure way to avoid a potential policy violation.
2. Disciplinary Action
- a. It is the students' responsibility to ensure that their cell phone/ED is turned off and in their locker during unauthorized times. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action.
3. Definitions
- a. Uses may include: outgoing calls, in-coming calls, text messaging, camera use, game playing, or any other use.
 - b. An ED may include: laser pointers and attachments, paging devices/beepers, and other devices designed to receive and send an electronic signal.
 - c. Excelsior Academy reserves the right to define the educational value of any new electronic device that may become available to the general public in the future and to prohibit their use if they have little or no educational value or if such use creates learner distraction or disruption.
4. Emergencies
- a. Parents should call the front office of the school for any emergency situation. We will contact your student. Do not try to contact them by cell phone/ED.

Discipline Plan

Teachers are responsible for teaching appropriate conduct and addressing unproductive behavior. Teachers will follow Excelsior Academy's CHAMPs program of positive motivation and explicit teaching to accomplish this. Color coded card charts will be utilized in grades 1-5 to help students learn to manage their behavior. Daily reports of the student's behavior color will be sent home on the learning plan.

In the event a student's behavior violates the Code of Conduct, the administration or EA designee may institute any of the following:

1. Phone call home to parent
2. Conference with parent and student
3. Parent intervention (parent at school with student, explained below)
4. In-school discipline
5. Suspension (student does not attend school for a specified period of time)
6. Expulsion

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

If a student is not able or allowed to attend class due to his/her inability to properly participate or as a result of a discipline referral, a parent intervention (see Code of Conduct: Parent Intervention Guidelines) or a suspension will occur.

The school reserves the right to modify the procedures or sequence of consequences according to student need and as determined by the executive director or designee. For violations of the Code of Conduct which threaten the health, safety, or welfare of others, the Executive Director or designee may immediately suspend students and/or begin expulsion proceedings according to the suspension/expulsion portion of the Code of Conduct.

Parent Intervention Guidelines

Goals

1. Allow the parent the opportunity to view their student in their learning activities at school so they can provide the needed supports and structures at home to assist the student in finding success at school.
2. Engage the student's parents to assist the student in learning.
 - a. How to stay focused on doing their best on all of their work.
 - b. How to be respectful to the teacher and focus on learning.
 - c. How to conduct themselves in an appropriate manner in each learning environment at school.
3. Review with the parent and student what is expected of the student at school each day.
 - a. Students at EA are expected to do their best on all work.
 - b. Students are expected to respect the teacher and focus on learning.
 - c. Students are expected to govern themselves and control themselves in all situations at school.

Parent's Duties

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

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

ACADEMIC POLICIES

Academic Calendar

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

Organization

Elementary Dockets and Learning Plans

Each elementary student will be issued a docket at the beginning of the first year they are in attendance. Students will take the docket home each night and will bring it back to school each day. If students lose or damage their docket, they will need to purchase a new one from Excelsior Academy. Replacement dockets are \$10, available in the front office. Colored folders inside the docket representing the following subjects: Red – Language Arts or English, Yellow – Math, Green – Science, Blue – History, Orange – Spelling, Purple – teacher choice. A learning plan will be given to elementary students weekly. Parents are expected to review and sign the learning plan each night.

Middle School Keepers and Learning Planners

Middle school students will be issued a keeper at the beginning of each school year. If students lose or damage their keeper, they will need to replace it at their own cost. At the beginning of each school year, students will be given a yearly planner. Replacement planners are \$2.00 each.

Lockers

Every middle school student is issued a locker. Students are expected to keep backpacks, bags, purses, electronic devices, outerwear, and all belongings inside their lockers. If needed, students will receive assistance in organizing lockers and backpacks.

Homework Policy

1. Students will be given homework most weekday evenings. It is our intention that homework given will be appropriate, relevant, interesting, and at times challenging. Homework assigned should not be new material for students, but should be a review, extra practice, or an extension of material already taught in school. Students should be able to complete their homework within the time frames below, with the exception of special projects or *in cases where the student fails to complete classwork in a timely manner*, or if a student falls behind due to tardy arrivals, absences or failure to attend to learning or to use time effectively during the school day:
 - a. Kindergarten -1st grade: 10 minutes of enjoyable reading each school night (reading fluency included) and five minutes of additional homework if assigned.
 - b. 2nd grade: 15 minutes of enjoyable reading each school night (reading fluency included) and five minutes of additional homework if assigned.
 - c. 3rd - 5th grades: 20 minutes of enjoyable reading each school night (reading fluency included) and 15 minutes of additional homework if assigned.
 - d. 6th-8th grades – 60 minutes* (*These times do not include music practice for middle school music classes.)

Late Work Policy

Late Work Due to Illness or Absence

Students will be given two days per one day of absence to turn in late work. An assignment will be docked 10% (off the total score earned) each day it is late. If a student's work is late because of a scheduled absence, parents are expected to collect work for a student. If students are ill at the end of the term and are not able to complete their work that week, the teacher can work with the families to find a solution.

Late Work Due to Unwillingness

Students who turn work in on time will receive 100% of the score earned for that assignment. An assignment will be docked 10% (off the total score earned) each day it is late.

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

Academic Communication

1. Learning plans in the elementary are a daily communication tool used between parents and teachers.
2. Disclosures will be used in middle school classes. The learning planner in middle school helps parents know what their student is studying.
3. Parents and students may check on the status of assignments and grades in Compass.
4. Academic reports are automatically emailed to parents each week through Compass.
5. Report Cards will be issued after the end of each term.

Academic Performance Standards

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

Students are expected to complete their work to fully benefit from the academic programs of Excelsior Academy. We believe it is the responsibility of the school to provide effective organizational systems, positive motivation, excellent teachers, and relevant, interesting curriculum for each student so they can achieve academic excellence. We are confident that working together, all students can achieve this success.

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

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

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

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

School Promotion Policy

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

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

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

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

Parent-Teacher Conferences

Parent/Teacher conferences are held each October and February. Academic goals are set for each student with input from parents and, at times, students. Parent/teacher conferences are listed in the school calendar and all parents are expected to attend these conferences. Additional conferences may be scheduled when parents or teachers feel it would be beneficial.

Unity and Diversity; Religious or Other Opt-out Policy

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

FINANCIAL

Fee Schedule

Fee Schedule for 2018-2019

Req = Required by law or Board policy Opt = Optional, choice of the individual W = Waivable NW = Non-waivable				
Program	Fee (maximum)	Req/Opt Activity	Waivable	Comments
Elementary (K-5)				
Replacement Docket	\$10.00	Req	W	
After School Athletics/Activities	\$25.00 per sport	Opt	NW	
Middle School (6th/7th/8th)				
Replacement Docket	\$10.00	Opt	NW	Dockets are optional in Middle School
Replacement Learning Plan	\$5.00	Req	NW	
PE Uniform Fee	\$15.00 per uniform	Req	W	
Middle School Fee	\$35.00 per year	Req	W	
Class Specific Fee	Up to \$85 per class	Opt	W	Fee will be charged to students who sign up for specific elective classes.
Art	\$15.00	Opt	W	
Digital Media	\$15.00	Opt	W	
Musical Theater	\$45.00	Opt	W	
Theater	\$45.00	Opt	W	
Robotics	\$25.00	Opt	W	

Band/Orchestra/Percussion	Varies	Opt	NW	School owned instruments can be provided for fee waiver qualifying students. While supplies last. Instrumental rentals outside of EA are NW.
Social Dance Performance Team	\$75.00	Opt	W	
Debate	Varies	Opt	NW W	Sweater purchase is optional NW. Tournament fees are W.
After School Athletics/Activities				
Cross Country and Track and Field	\$20.00	Opt	NW	
Volleyball	\$50.00	Opt	NW	
Basketball	\$50.00	Opt	NW	
Soccer	\$50.00	Opt	NW	
Ultimate Frisbee	\$5.00	Opt	NW	One tournament per year

Middle School Electives with no fees	
Choir	
Debate	If no sweater is purchased and students does not attend tournaments
Social Dance Elective Class	Non-performance team. Special dance shoes are not required
Green Thumbs	
Spanish	
Creative Writing	
Study Skills	
Student Council	
Forensic Science	

Excelsior Academy is a qualified 501(c)(3) non-profit corporation, and donations to the school are tax deductible to the extent allowable by law. Each year, we invite families to contribute to Excelsior Academy. These funds are used to provide special programs and materials for our students. Families are invited to donate to the school at any time with cash or by writing a check to Excelsior Academy and listing "Friends of EA" on the memo line. *We very much appreciate the generosity of Excelsior Academy families!*

Students are issued textbooks each year. During the last two weeks of school, all textbooks need to be returned to school and all other materials (library books, etc.) need to be returned to Excelsior Academy. Parents are required to pay for lost or damaged books.

DRESS CODE

Our dress code is based on our belief that uniforms:

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

Guidelines

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

Under the Utah Code, the school administrator is allowed to grant an exemption from complying with dress code to a student for extenuating circumstances. The administrator will carefully consider all requests for exemptions, and grant those which are clearly necessary. (For instance, unusual medical circumstances might constitute a "clearly necessary" situation.) The administrator is directed to develop individual dress guidelines which, insofar as is possible, approximate the approved dress code for each student who receives an exemption from the dress code due to extraordinary circumstances. If a family is under financial hardship, they may contact the school business manager to discuss the ways in which Excelsior Academy may assist them in procuring uniforms for their student.

Policy

See next page

Excelsior Academy

Uniform Policy 2020-2021

Girls:

Pants, Shorts, & Capris	Dresses, Jumpers, Skorts & Skirts	Shirts	Shoes/Socks	Outerwear	Belts, Jewelry & Hair
<ul style="list-style-type: none"> Uniform style only. No cargo, painters or corduroy pants/shorts. Colors: navy, khaki or plaid #83. Shorts cannot be shorter than 3 inches above the knee. 	<ul style="list-style-type: none"> Uniform style only. Colors: navy, khaki or plaid #83. Dresses, jumpers, skorts & skirts cannot be shorter than 3 inches above the knee. Leggings must be worn under skirts, skorts, and dresses. Leggings must be knee length or longer. Leggings must be black, red, navy, forest green, grey, or white and solid in color. 	<ul style="list-style-type: none"> Polo shirts can be short or long sleeve. They must be navy, true red or forest green in color. No striping or contrasting colors on the outer collar. A white button down dress shirt is allowed. White undershirts must be worn with the dress shirt. A maximum of two buttons are allowed to be unbuttoned from the top. A tie is allowed and must be solid navy, true red, forest green or plaid #83. Any non-school logo must be smaller than a quarter. Undergarments should not be visible. Camisoles or undershirts may be worn but must be white in color with no patterns or lace. Sweaters, jackets or sweater vests may be worn in class but must be white, navy blue, true red or forest green in color. No hoods. 	<ul style="list-style-type: none"> Socks are required and must be mostly black, red, brown, navy, forest green, gray or white and solid in color. Shoes must be closed toe, have at a minimum a back strap, laces must be tied. Heels must be two inches or less. No flip flops, sandals, crocs, light ups, slippers, glitter shoes or shoes with wheels. 	<ul style="list-style-type: none"> Coats, hats and gloves/mittens worn to and from school and for recess do not need to comply with the school colors. Backpacks do not need to comply with school colors. 	<ul style="list-style-type: none"> Belts: black or brown and solid in color. Jewelry: should not be distracting, no body piercings other than one pair of earrings. No gauges. Hair: well-groomed and non-distracting; cannot cover eyes. No unnatural hair colors (ie. purple, green, blue, pink, fluorescents, etc.). Hair accessories should complement the attire of the day and be non-distracting.

Casual Dress Day: Clean, modest clothing, shirts with sleeves, pants cannot have holes. Shorts, skorts and skirts may not be any shorter than 3 inches above the knee. Clothing should be free of negative messaging including obscenity or profanity. No pajamas, hats, or any item of clothing that is distracting.

Lions Pride Day: The Excelsior Academy t-shirt can be worn on selected days with uniform style bottoms or jeans with no holes, rips, or tears.

Uniform compliance will be left to the discretion of the school director.

Excelsior Academy

Uniform Policy 2020-2021

Boys:

Pants/Shorts	Shirts	Shoes/Socks	Outerwear	Belts, Jewelry & Hair
<ul style="list-style-type: none"> Uniform style pants/shorts only. No cargo, painters, or corduroy pants/shorts. Colors: navy & khaki. 	<ul style="list-style-type: none"> Polo shirts can be short or long sleeved. They must be navy, true red or forest green in color. No striping or contrasting colors on the outer collar. A white button down dress shirt is allowed. White undershirts must be worn with the dress shirt. A maximum of two buttons are allowed to be unbuttoned from the top. Dress shirts must be tucked in. A tie is allowed and must be solid navy, true red, forest green or plaid #83. Any non-school logo must be smaller than a quarter. Undergarments should not be visible. Undershirts may be worn but must be white in color with no patterns or lace. Sweaters, jackets or sweater vests may be worn in class but must be white, navy blue, true red or forest green in color. No hoods. 	<ul style="list-style-type: none"> Socks are required and must be mostly black, red, brown, navy, forest green, gray or white and solid in color. Shoes must be closed toe, have at a minimum a back strap, laces must be tied. Heels must be two inches or less. No flip flops, sandals, crocs, light ups, slippers, glitter shoes or shoes with wheels. 	<ul style="list-style-type: none"> Coats, hats and gloves/ mittens worn to and from school and for recess do not need to comply with the school colors. Backpacks do not need to comply with school colors. 	<ul style="list-style-type: none"> Belts: black or brown and solid in color. Jewelry: should not be distracting, no body piercings other than one pair of earrings. No gauges. Hair: well-groomed and non-distracting; cannot cover eyes. No unnatural hair colors (ie. purple, green, blue, pink, fluorescents, etc.) Hair accessories should complement the attire of the day and be non-distracting.

Casual Dress Day: Clean, modest clothing, shirts with sleeves, pants cannot have holes. Shorts, skirts, and skirts may not be any shorter than 3 inches above the knee. Clothing should be free of negative messaging including obscenity or profanity. No pajamas, hats, or any item of clothing that is distracting.

Lions Pride Day: The Excelsior Academy t-shirt can be worn on selected days with uniform style bottoms or jeans with no holes, rips, or tears.

Uniform compliance will be left to the discretion of the school director.

Excelsior Academy

Uniform Picture Guide

Acceptable Bottoms



Acceptable Tops

Polo Shirts

White Button Down

Uniform Sweaters



Plaid #83



Navy Blue



True Red



Forest Green



Excelsior Academy

Middle School

PE Uniform

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



(Sample Uniform)