

EXCEL ADVENTIST ACADEMY

STUDENT HANDBOOK 2018 - 2019



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Adventist Education

Table of Contents

EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLR)	1
INTRODUCTION	2
ACCREDITATION	2
SCHOOL PHILOSOPHY	2
MISSION STATEMENT	2
GENERAL INFORMATION	3
OBJECTIVES	4
SCHOOL REGULATIONS	5-6
NON PUBLISHED REGULATIONS	6
AGE REQUIREMENTS	6
ADMISSIONS	7
ADMISSION REQUIREMENTS for NEW STUDENTS	7
ADMISSION REQUIREMENTS for RETURNING STUDENTS	7
PHYSICAL EXAMINATION	8
REGISTRATION	8
TUITION	8
STUDENT INSURANCE	8
SCHOOL HOURS OF OPERATION	9
EARLY PICK-UP PROCEDURE	9
PARENT/GUARDIAN VISITATION	9
GRADING SYSTEM	9
GRADE MAKE-UP	9
PROGRESS REPORTS	10
REPORT CARDS	10
SCHEDULED PARENT-TEACHER CONFERENCE	10

IOWA TEST of BASIC SKILLS (ITBS)10

ACADEMIC ACHIEVEMENT10

HOMEWORK11

SCHOOL SUPPLIES11

PROJECTS11

CHAPEL11

LUNCH12

SCHOOL PICTURES12

YEARBOOK12

FIELD TRIPS12

OUTDOOR SCHOOL13

GRADUATION REQUIREMENT13

PROGRAMS13

PERFECT ATTENDANCE13

TARDINESS14

EXCUSED TEMPORARY ABSENCE14

EXTENDED ABSENCE.....14

RETURNING TO SCHOOL14

VACATIONS14

MAKING UP WORK MISSED DUE TO ABSENCE14

EMERGENCIES14

INCLEMENT WEATHER15

SAFETY DRILLS15

DISASTER DRILL15

MEDICATION15

TELEPHONE CALLS.....15

LOST AND FOUND16

WITHDRAWAL FROM SCHOOL16

WITHHOLDING OF GRADES16

HOME AND SCHOOL ASSOCIATION16

UNIFORM PURCHASES16

DRESS CODES and STANDARDS16-17

SCHOOL UNIFORM REQUIREMENTS.....17-18

UNIFORM INFRACTIONS18

DISCIPLINE18-19

GRIEVANCES20

HOW PARENTS CAN HELP21

EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLR)

Graduates of Excel Adventist Academy will be able to demonstrate (or will have experienced) the following:

Spiritual:

- Base belief system in the word of God
- Become familiar with the Scriptures
- Establish a personal relationship with Jesus Christ
- Encourage and affirm those around them

Technology:

- Demonstrate proficiency in accessing information from a variety of sources
- Demonstrate competence with various technological devices
- Use technology responsibly as an educational tool

Academic:

- Achieve success by enabling students to reach their highest potential
- Understand learning as a life-long process
- Demonstrate competency in reading, writing and mathematics
- Appreciate the value of fine arts, science and physical education

Physical:

- Demonstrate physical, mental and emotional well being
- Understand how healthy habits in hygiene, exercise, and nutrition will develop a more productive individual
- Understand the consequences of destructive lifestyle decisions

Social:

- Demonstrate the ability to work cooperatively with others
- Develop respect for the needs, ideas, and opinions and property of others
- Manage conflicts in positive ways
- Interact positively with others of diverse needs, beliefs, values and cultures

INTRODUCTION

The purpose of this handbook is to provide information about the policies and operations of Excel Adventist Academy. We hope that this handbook will serve as a guide, thus establishing a close relationship among students, parents, school staff, and the School Board. We are anticipating this year to be an outstanding year for Christian education. We pray for your continued support and prayers for the success of the school's program. It is the intention of the staff at Excel Academy to prepare students to function successfully in this world and the world to come.

ACCREDITATION

Excel Adventist Academy is accredited by the Board of Regents of the General Conference of Seventh-day Adventists, and is recognized and accredited by the Texas Education Agency by recommendation of the Texas Private School Accreditation Commission (TEPSAC). Excel Adventist Academy is certified to teach grades K-8 by the North American Division of Seventh-day Adventists.

SCHOOL PHILOSOPHY

Excel Adventist Academy is dedicated to developing young minds in a caring Christian environment where development and academic excellence are strongly emphasized. It is our goal to help and challenge students to reach their fullest potential spiritually, mentally, physically, socially, and morally. These competencies will prepare them to meet the upcoming challenges in their lives. In order to achieve this, the staff at Excel Adventist Academy places a high value on the infinite worth of every individual. We strive to provide a climate in which a positive self-image may be developed through faith in Jesus Christ.

MISSION STATEMENT

The mission of Excel Adventist Academy is to show the love of Jesus Christ in our daily lives, to challenge students to reach their highest level of spiritual, academic, social, and physical development, to empower students to make sensible choices based upon eternal principles and to be a positive influence in their community and the world around them. We also encourage students to soar until they reach their holy destination, Heaven.

GENERAL INFORMATION

Excel Adventist Academy is a Christian school operated by the Southwest Region Conference of Seventh-Day Adventists. The academy operates under a code of ethics of open policy to serve all races, creeds, and colors.

Seventh-day Adventist schools carefully choose their students based upon the high ideals and objectives maintained by our institutions. Therefore, the attendance of a student who fails to meet qualifications as outlined in this handbook is not solicited.

Only those students who cheerfully endeavor to live in harmony with the standards and principles of the school are invited to attend. Those unwilling to give due respect to these principles, those careless in deportment and those with little or no desire to study, should not apply for admission.

Membership in the Seventh-Day Adventist Church is not required but it is understood that everyone who is accepted is required to observe the regulations of the school. Students applying for entrance pledge themselves to maintain Christian standards, to attend regularly scheduled religious services during the school day and to give due respect to spiritual matters.

Our school is not equipped for the purpose of offering special education, so we are therefore unable to accept students who have serious physical, scholastic, or behavior problems.

The Academy is open, primarily to Christian young people who come for the purpose of doing earnest, faithful work, and desire to develop Christian character.

Those who present themselves for admission thereby pledge to willingly observe all of the regulations and to the best of their ability perform all of the Academy duties assigned to them.

OBJECTIVES

In harmony with our philosophy of developing the whole person, our objectives are as follows:

SPIRITUAL

- 1) To assist students in developing a personal relationship with Jesus Christ.
- 2) To assist students in gaining a growing knowledge of God who is the Creator and Sustainer of life.
- 3) To prepare students for unselfish service to God and mankind.
- 4) To encourage habits of spiritual reading and study and to acquaint students with Seventh-day Adventist teachings.

MENTAL

- 1) To develop within each student a quest for knowledge and a desire to achieve the highest degree of excellence in accordance with his/her ability.
- 2) To develop minds to view with understanding and with historical perspective the religious, social, scientific, racial, and economic forces which shape their contemporary life.
- 3) To enable students to develop critical thinking skills and foster an appreciation for nature, books, music, and all the fine arts.
- 4) To promote opportunities for students to develop high standards of moral and aesthetic values.

PHYSICAL

- 1) To help students understand and practice the principles of healthful living and to recognize that physical fitness is a key proponent for any achievement of life.
- 2) To instruct and encourage students to consume only such products as will contribute to their wellbeing and to practice temperance and moderation in all aspects of life.
- 3) To impress upon the minds of students the importance of good sportsmanship.

SOCIAL

- 1) To teach students to regard others as worthy of respect and to accept others as friends regardless of social, economic, or racial origins.
- 2) To encourage each student to develop a pleasant Christian personality.
- 3) To provide opportunities for each student to develop self-control and self-discipline.

MORAL

- 1) To inspire students with sound principles of truth, obedience, honor, integrity, and purity.

SCHOOL REGULATIONS

In general, all students are entitled to enjoy the basic rights of citizenship recognized by law for persons of their age and maturity. Excel Adventist Academy will foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of every student, all teachers, and staff.

All staff members of Excel Adventist Academy share in the responsibility for the supervision of student behavior.

Parents/guardians must assume the responsibility for the conduct of their child. Only those who choose to live in harmony with the following standards of Excel Adventist Academy should apply for admission:

- 1) Each student is expected to conform to all the regulations of the school, rendering prompt and respectful obedience to the directions of the teacher, office staff, and other staff members.
- 2) All school regulations apply to students attending any school-sponsored activity.
- 3) Electronic devices that not approved by the teaching staff are prohibited. All cell phones must be turned off during class, unless permitted by the teacher solely for educational purposes. Failure to adhere to this rule will result in the seizure of the item(s). Unauthorized items will be confiscated and kept in the office for up to six weeks. A parent/guardian conference is required prior to return of the item(s)
- 4) All eating must be confined to the designated area at the appropriate times. **NO EATING WILL BE ALLOWED IN THE LOBBY AREA, OR HALLWAYS**
- 5) No unauthorized selling of items by students is allowed.
- 6) The relationship between same and opposite sexes should be conducted in a dignified and wholesome manner. The hands-off policy will be enforced.
- 7) Students are expected to maintain high standards of conduct. Conduct or habits unbecoming to the standards of the school, even while off campus, may be subject to review by the school administration. A student may be suspended or dismissed for the following violations:
 - a. Harassment in any form is strictly prohibited. Excel Adventist Academy is committed to providing a school environment free from sexual, verbal, and physical harassment. Incidents of harassment should be reported in writing to school authorities so appropriate action can be taken. Students and employees who violate the policy are subject to corrective action in accordance with the applicable school policy.
 - b. The inappropriate use of God's name, use of profane or indecent language, indulging in lewd conduct or suggestive or possession of obscene literature or pictures.

- c. The theft of personal or school property will not be tolerated. Theft is considered as picking or breaking locks, doors, or windows to enter locked places, or taking the property of someone else.
 - d. The possession or use of tobacco, drugs, or alcohol.
 - e. The vandalism of school or personal property is not allowed. Any person willfully marring, misusing, carelessly damaging or destroying school property must also pay for restoration or replacement of said property. This includes writing in textbooks. Parents will be required to purchase or pay for textbook. This is the school's property.
 - f. The possession of guns (toy or otherwise), fireworks, cigarette lighters, matches, knives, and other weapons on school property.
 - g. The possession and/or use of gambling devices, dice, or playing cards.
 - h. The undermining of the fundamental principles are intolerable. Examples include: antagonism toward staff and the spiritual methods of the school, continuous criticism, and fault finding, fighting, or antagonizing others to fight.
 - i. The practice of dishonesty including, but not limited to cheating on tests, class work, or homework assignments will result in serious consequences.
- 8) Students are not to leave school grounds without permission while under school supervision.
- 9) Engaging in any other conduct that disrupts the school environment or educational process.

NON PUBLISHED REGULATIONS

Any other regulation(s) determined by the principal, or voted by the faculty or School Board will have the same enforcement policy as those appearing in this handbook.

AGE REQUIREMENTS

Age requirement for eligible students entering Kindergarten must be five years of age on or before September 1st. Students entering the First Grade must be six years of age on or before September 1st. If the student is being enrolled in Kindergarten or first grade, a certified copy of the student's birth certificate is required. In keeping with the standards of the Texas Education Agency, children must meet the requirement. There are no exceptions.

ADMISSIONS

Excel Adventist Academy accepts students in accordance with the general policies of the Southwest Region Conference requirements for admission and as space allows. We admit students of any gender or ethnic origin to all the rights, privileges, programs, and activities (for students) of the school.

ADMISSION REQUIREMENTS for NEW STUDENTS

- 1) A completed application form along with the following signed forms:
 - a. Consent To Treatment
 - b. Financial Agreement and Policy Statement
 - c. Photography/Video Release Form
 - d. Acknowledgement Form/Parental Agreement
 - e. Computer Systems Acceptable Use Policy
 - f. General After School Program Registration & Waiver Form
- 2) Immunization verification for all students as required by Texas Law. Students **MUST** have all vaccinations required for the appropriate age level.
- 3) Last report card (original) and Cumulative records and the student checkout sheet from the previous school attended.
- 4) Birth Certificate, Hospital statement, Notarized statement, Passport or Visa.
- 5) Vision/Hearing Screenings required by Texas state law for all first-time students ages 4 years old (by September 1) through 8th grade. Screenings may be done by primary doctor or Pinewood Screening Services on campus visit.

ADMISSION REQUIREMENTS for RETURNING STUDENTS

- 1) A completed application form along with the following signed forms:
 - a. Consent To Treatment
 - b. Financial Agreement and Policy Statement
 - c. Photography/Video Release Form
 - d. Acknowledgement Form/Parental Agreement
 - e. Computer Systems Acceptable Use Policy
 - f. General After School Program Registration & Waiver Form
- 2) Updated Immunization verification for all students as required by Texas Law. Students **MUST** have all vaccinations required for the appropriate age level.
- 3) Vision/Hearing Screenings required by Texas state law for students who will be 4 years old by September 1, and those entering Kindergarten, 1st, 3rd, 5th, or 7th grades. Screenings may be done by primary doctor or Pinewood Screening Services on campus visit.

PHYSICAL EXAMINATION

Students enrolling in 1st, 4th, and 7th grades and new students are required to have a physical examination. All new students are required to bring a copy of their immunization records at the time of registration. You have two weeks from the date of registration in which to submit the physical examination and immunization records.

REGISTRATION

A registration non-refundable fee in the amount of \$300.00 is payable in full at the time of registration. The registration fee covers charges of all textbooks and the consumable books that your child will use for the specific school year. A portion of the registration fee covers your child accidental insurance, computer usage, and yearbook.

TUITION

Excel charges a flat fee tuition which may be paid in: one payment at the beginning of the school year with a 10% discount; two payments at the beginning of each semester, in August and January; or, 10 equal payments from August – May. For monthly payments, the tuition payments are due on the 1st business day of each month (except August which is due the first week of school), but not later than the 5th business day. A \$25.00 late charge will apply for payments received after the 5th business day of each month. During the months of December and May, you will be required to make all payments before mid-term and/or final examination begins. If you have an unpaid balance by the 15th day of the month you will be asked to keep your child at home until the balance is paid in full. Your child will not be allowed to take their mid-term or final examinations unless all payments are made. Tuition not paid by the end of the school year will be sent to a collection agency.

STUDENT INSURANCE

All students at the Academy are covered by accident insurance while enrolled in school. This insurance is in effect only during school hours. It is the responsibility of the student and his/her teacher to report all accidents promptly to the school office and to file an accident form. The insurance is supplementary to your regular family insurance. Once the school has completed the claim form, any transaction beyond this point is between the parents/guardian's insurance company, doctor, and hospital.

SCHOOL HOURS OF OPERATION

Students' Schedule

Monday-Thursday 8:00 a.m. – 3:00 p.m.
Friday 8:00 a.m. – 2:00 p.m.

Teachers' Schedule

Monday-Thursday 7:30 a.m. – 3:30 p.m.
Friday 7:30 a.m. – 2:30 p.m.

Students will be expected to arrive before the start of school at 8:00 a.m. and no earlier than 7:45 a.m. Students will be marked tardy after 8:05 a.m. All students must leave the school premises by 3:55 p.m. Students remaining on the campus after 3:55 p.m. Monday through Thursday and after 2:45 p.m. on Friday will be placed in the After School Care program. Parents will be billed each time. There is an additional fee if students are not picked up by the time specified. You are encouraged to pick up your child promptly to avoid these charges.

EARLY PICK-UP PROCEDURE

If your child needs to be removed from the school during school hours, you must first go to the office to sign them out. Do not go directly to the classroom.

PARENT/GUARDIAN VISITATION

The staff at Excel Academy welcome parents/guardians visits at any time. However, you must report to the school's office for a visitor's pass.

GRADING SYSTEM

Academic Grading System for Pre K – 2nd Grades:

I – 90-100 – Child works independently
P – 80-89 – Child is making Progress
NT – 70-79 – Child needs improvement

Academic Grading System for 3rd – 8th Grades:

A – 100-90 – Excellent
B – 80-89 – Good Progress
C – 70-79 – Average Progress
D – 60-69 – Poor Progress
F – Below 60 - Failure

Conduct Grades for Pre K – 2nd Grades:

I – Child works independently
P – Child is making progress
NT – Child needs improvement

Citizenship grades for 3rd – 8th Grades:

A – Excellent
B – Satisfactory
C – Needs Improvement
D – Unsatisfactory

GRADE MAKE-UP

Students who have a grade lower than a 'C' average will be given an opportunity to redo the assignment to obtain a grade not higher than a 'C' average. The corrected assignment must be submitted within 2 days; otherwise the original grade will remain.

PROGRESS REPORTS

Your child's teacher completes progress reports at the end of the fifth week. If the student is progressing unsatisfactorily or below average in any area, parents will be contacted for a conference. Otherwise, reports are available through our current online grading system *JupiterEd*. This fosters links of communication between parents and teachers. It is the responsibility of the parent to notify the office of any changes in electronic communication. This is the official method of communication with the parents.

REPORT CARDS

Report cards reflecting the student's grades and conduct will be issued at each tenth week period. End of the grading periods for the **2018 -2019** school year are **October 24, January 9, March 20, and May 29.**

SCHEDULED PARENT-TEACHER CONFERENCE

Parents/guardians are encouraged to have frequent visits with their child's teacher when necessary, even visit the classroom. Parent/Teacher conferences will be scheduled as need at the end of each quarter. The parent or teacher may request additional conferences at any time. **Parent/Teacher conferences for the 2018-2019 school year are scheduled after school on the following days: October 31, January 16, and March 27.**

IOWA TEST of BASIC SKILLS (ITBS)

The ITBS is given to grades 3 – 8 to evaluate their progress. The results are shared with parents/guardians. ITBS is scheduled for **September 24-28, 2018.**

ACADEMIC ACHIEVEMENT

Academic excellence is expected in all classes. A daily effort in each subject will ensure each student good scholarship and academic success. Parents/guardians are requested to encourage their children to excel.

Students who achieve a 3.5 grade point average or higher will be designated on the Principal's list. Students who achieve a grade point average between 3.0 and 3.49 will be placed on the Honor Roll. Students with all "A"s during a grading period and a Citizenship grade of a "B" or above will receive special recognition. Students who earn below a "C" in Citizenship will not be considered eligible for the Principal's List or Honor Roll. Students All students are therefore encouraged to display appropriate and wholesome behavior at all times. Any student with a "D" average or below in Citizenship will not be considered for the Principal's List or Honor Roll.

HOMEWORK

Homework is regarded as assignments to be done outside of school hours. Children in the early grades should routinely read to their parents. Some children may need extra drills in a particular subject. Students are responsible for completing assignments on time. Late homework will receive a 10% deduction for each delinquent day. After three days, the highest possible grade for the assignment is 70%.

Parents and students are responsible for ensuring that the homework assigned is completed each day. Monitoring of homework assignments provides a good overview of how and what the student is doing in various subjects. Weekly homework is available on the *Jupiter* website or on the school's website at excel22.adventistschoolconnect.org.

Note: Student's grades, attendance, teacher's lesson plans are also available at the *Jupiter* website.

SCHOOL SUPPLIES

It is the responsibility of the parents to make sure that their children have the school supplies necessary for a successful school year. A supply list may be obtained from the office, your child's homeroom teacher, or from the school website.

PROJECTS

At least one class/school project will be assigned each grading period (9 weeks). It is required that all students participate in projects. Grades are assigned for all projects.

CHAPEL

On Wednesday mornings from 8:00 a.m. to 9:00 a.m., the student body attends chapel together. Grades 1-8 are encouraged to bring their Bibles and follow along with the scripture reading. A classroom is assigned each week to present the preliminary program. Students are required to be in full uniform as part of their citizenship grade. Parents/guardians are welcomed to attend.

Twice during the school year, a week is set aside for Week of Prayer. The format is similar to the weekly chapel services. It is open to parents and guardians.

LUNCH

It is the responsibility of the parent to provide a healthy, nutritious lunch and drinks daily for their child. Prepared, microwavable items may be sent so it is ready to just open, heat, and eat. You must provide your child with eating utensils, etc. We do not have vending machines or provide bottled water. Occasionally children will forget to bring their lunch. The school will provide them with a hot pasta meal, fruit cup, a bag of chips, and a drink for \$2. Supplies are limited and not intended for daily use. Please send the money on the next school day to the office. On Fridays, your child may order Pizza and drink for a nominal fee through their teacher. The pizza is then ordered from Papa John's Pizza and distributed during the lunch period.

SCHOOL PICTURES

School pictures (individual and group) will be taken in the fall of each year. Specific procedures for ordering and paying for pictures will be distributed as the information is received.

YEARBOOK

A yearbook will be published during this school year. All families are encouraged to purchase one. Additionally, parents are encouraged to submit pictures for consideration. Specific procedures for ordering and paying for pictures will be distributed as the information is received.

FIELD TRIPS

Off campus educational activities are coordinated with the academic program. A notice regarding each field trip is sent home informing parents/guardians of these planned activities.

Written permission will be required for each trip the student takes. If written permission is not returned, the student will have to remain at school. In most instances, a fee may be necessary to defray field trip expenses.

Note: Any parent, who wishes to accompany their child's class on a field trip, is welcomed to do so. A current Verified Volunteer certificate must be on file for parents to attend as chaperones. This is a requirement from the North American Division of Adventists.

OUTDOOR SCHOOL

Each year, the Southwest Region Conference of Seventh-day Adventists sponsors Outdoor School usually at Lone Star Camp in Athens, Texas for students in Grades 5 – 8.

The students interact with teachers and students from sister schools in the conference in a camp setting. The lodgings are cabins and meals are provided. The camp is scheduled for **May 5-10, 2019**. Students, the principal, and chaperone(s) depart from the school on a Sunday and return on Friday. There is an additional cost to attend. Students not attending Outdoor School are not allowed on school grounds and are marked absent. Additional information will be provided later in the school year.

GRADUATION REQUIREMENT

All 8th graders are required to complete 20 hours of community service to meet the requirement for graduation. Volunteer agencies will complete and sign a form to indicate hours of completion. Parents are not allowed to sign, unless he/she is a supervisor or manager of the organization.

PROGRAMS

During the course of the school year, our academy hosts several functions outside of the regular school day, which may include evenings or weekends. Attendance at these functions is highly encouraged by parents and other family members to show support and encouragement for your child's on-going learning process. These events may include:

- ❖ Parents' Fun Night
- ❖ PTO Meetings
- ❖ School Festivals
- ❖ Christmas Program
- ❖ Project Presentations
- ❖ Thanksgiving Feast (during school day)
- ❖ Black History Program
- ❖ Education Day/School Promotion
- ❖ Awards Ceremony
- ❖ Graduation Ceremony

PERFECT ATTENDANCE

In order for a student to receive Perfect Attendance, he/she is allowed to be tardy no more than 3 times per grading period (per quarter).

TARDINESS

Any student arriving after 8:05 a.m. will be marked tardy. If a child is tardy 3 times, that will be counted as 1 absence for award considerations.

EXCUSED TEMPORARY ABSENCE

A student may be excused for temporary absence resulting from any cause acceptable to the teacher or principal of the school in which the child is enrolled. A student whose absence is excused shall be permitted two (2) days within which to make up incomplete assignments after which a zero will be assigned.

EXTENDED ABSENCE

When a student's absence for personal illness exceeds 2 consecutive days, the student may be required to present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. Students will not be allowed to attend classes without first presenting a return to school certification to his/her teacher or the office.

RETURNING TO SCHOOL

When returning to school after any absence, a student **MUST** bring a note signed by the parent that describes the reason for the absence.

VACATIONS

Vacations are not recognized as excused absences and appeals for these purposes will be denied.

MAKING UP WORK MISSED DUE TO ABSENCE

A student who is absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject requirements. A student who does not make up assigned work within the time allotted (2 days) will receive a grade of zero for the assignment.

EMERGENCIES

Emergency telephone numbers of parents/guardians, family members, and the family doctor are obtained during registration. In case of an emergency, if the parents/guardians cannot be reached and the situation deemed serious, the child will be transported to the nearest emergency facility.

If the situation is less serious, the child will be transported to the hospital designated by the parent on the "Consent to Treatment" form located in the student's school records.

INCLEMENT WEATHER

In case of inclement weather, the school will generally be closed at the same time as the Fort Bend Independent School District. Opening of school, however, may not necessarily be on the same date. Other closings due to inclement weather during the school day will be made in the best interest of the students and school by the principal in cooperation with the chairperson of the School Board. Parents will be notified by text and/or email. Please maintain current contact information in the office to ensure proper notifications.

SAFETY DRILLS

Fire drill, lock down, active shooter procedures are practiced regularly.

DISASTER DRILL

Tornado/Hurricane/Severe Weather

A series of short rings, continuous for thirty seconds, will signal a disaster drill. Outside doors and windows should be closed, shades drawn. Move quickly to a sheltered area, get on the floor and protect your head and face.

In cases of a power failure, remain where you are until you receive further instructions.

MEDICATION

All medications (both prescription and non-prescription) must be accompanied by:

- 1) Note from a medical doctor stating the need for the medication.
- 2) A written request signed by a parent asking the school to administer the medication.
All medications must be in the original container, labeled with the name of student, amount of dosage, and directions for administering the medication.

The school does not keep over the counter medicines such as Advil, Tylenol, cold and cough medicine, and aspirin, etc. for student use. There are no provisions for giving medications other than those noted above.

TELEPHONE CALLS

Teachers will be at school until 3:30 p.m. We encourage you to leave a message in the office or email your child's teacher to request a return phone call. Please respect the hours between 8:00 a.m. and 3:00 p.m. for instruction and supervision. Please make school related calls to the teacher's cell phone only in an emergency.

PLEASE NOTE: Students are not allowed to use the telephone unless it is an extreme emergency. It is therefore recommended that you discuss matters regarding transportation and lunch before your child leaves home.

LOST AND FOUND

PLEASE mark ALL items of clothing, lunch boxes, and supplies with your child's first and last name. This enables us to return lost items to a child. Student property that is not labeled will be placed in the school "Lost and Found." Students and parents are encouraged to periodically look through the "Lost and Found" for missing items. Unclaimed items at the end of each semester will be donated to a local charity organization.

WITHDRAWAL FROM SCHOOL

Parents should notify the office several days in advance when a child is withdrawing. Records will be sent to the new school when release of records documentation has been received. Records will not be released if a child has an outstanding tuition balance, lost textbooks, or other charges, etc.

WITHHOLDING OF GRADES

No transcripts, diplomas, final examinations, or report cards will be given until the student's account is paid in full. This policy is in harmony with the Southwest Region and General Conference of Seventh-day Adventist Education Department.

PTO – PARENT TEACHER ORGANIZATION

In general, the Parent/Teacher Organization promotes Christian education in the community. All parents, church members, and others interested in Christian education are invited to attend regular meetings and programs of the Association. Notices of meetings will be sent via text and/or email.

UNIFORM PURCHASES

Uniforms may be purchased from Academic Outfitters: **475 West Loop S, Houston, TX 77081 or online at Houston.academicoutfitters.com. The phone number is (713) 660-0206.** Friday t-shirts are available for purchase in the school office.

DRESS CODES and STANDARDS

Clean and attractive clothing promote a good self-image and a better environment for learning. Therefore, students are encouraged to dress in harmony with the basic principles of health, modesty, and appropriateness. The following should not be worn to school or any school functions

- 1) Jewelry, Non-Medical ID bracelets, rings, earring(s), and necklaces.
- 2) Extreme style or coloring of hair.
- 3) Heavy makeup.

DRESS CODES and STANDARDS (continue)

- 4) Immodest hemlines (above the knee).
- 5) Sheer, low-cut sleeves, tight fitting or frayed clothing.
- 6) Fingernail polish must be natural looking.
- 7) Hats, caps, bandannas, wave-rags, etc. are not to be worn in the buildings.
- 8) Braids are not to be worn by boys or any marking in their hair.
- 9) Flip-flops or open back shoes.

SCHOOL UNIFORM REQUIREMENTS

BOYS (WEDNESDAY)

- Navy blue Pants with flags (or shorts Pre K – Grade 3 only)
- White button-down shirt with Excel insignia
- School tie
- Navy or white socks only
- Solid black shoes only without any colored decorations or trimmings

GIRLS (WEDNESDAY)

(Pre K – Grade 3) Plaid Jumper

(Grades 4 – 8) Plaid Skirt

- White button-down blouse with Excel insignia
- School continental bowtie
- Navy or white socks **only**
- Solid black shoes **only**
- Hair accessories could be black, navy blue, white, yellow, green or transparent (clear).

BOYS (MONDAY, TUESDAY, AND THURSDAY)

- Navy pants or shorts
- Yellow or sky blue, Polo shirt
- Navy or white Socks only
- Solid black shoes only

GIRLS (MONDAY, TUESDAY, AND THURSDAY)

- Plaid jumper or skirts ** Skirts should not be more than 2" above the knees.
- Yellow or sky blue polo shirt
- Navy or white Socks only
- Solid black shoes only
- Hair accessories - black, navy blue, white, yellow, green or transparent (clear).

BOYS & GIRLS (FRIDAY)

- Blue jean pants or skirt
- School t-shirt only (Purchase in school office for \$10)
- Navy or white socks (required)
- Solid white or black tennis shoes only (no sandals or slippers)

BOYS & GIRLS PHYSICAL EDUCATION UNIFORM (Monday – Thursday)

- Solid Navy gym shorts
- White T-Shirt with NO markings
- Solid black or white tennis shoes (no other color should be found on them)
- Navy or white Socks

Additional guidelines

- Tennis shoes are worn for PE and Fridays only.
- ***Only*** the school sweaters should be worn while school is in operation. School sweaters are available from the school office.
- Sweaters should be worn with arms inside the sleeves (facing the right way) and not around the waist.
- Hoods or hats should not be covering the head while inside the buildings.
- Shirts and Blouses must be tucked inside pants or skirt everyday (inside and outside of the buildings) while school is in session.

UNIFORM INFRACTIONS

1st infraction – Phone call and infraction letter

2nd infraction – Parents/guardians are required to bring correct uniform or pick up student.

New Students have one week from the beginning of school to be in uniform. All returning students are required to be in complete uniform.

DISCIPLINE

E.G. White, (1903-1952), stated that "One of the first lessons a child to learn is the lesson of obedience. Before he (she) is old enough to reason, he (she) may be taught to obey. By gentle, persistent effort, the habit should be established. This to a great degree may prevent those later conflicts between will and authority that do so much to create alienation and bitterness toward parents and teachers, and too often resistance of all authority, human and divine. The object of discipline is the training of the child for self-government. He (She) should be taught self-reliance and self-control.

DISCIPLINE (continue)

Directing this development is the continued effort of Excel Adventist Academy. Students are expected to control themselves in an exemplary manner both on and off school grounds.

When imposing discipline, the staff at Excel Adventist Academy will adhere to the following guidelines:

- 1) Discipline will be administered, when necessary, to protect students and school and to maintain essential order, safety, and compliance.
- 2) Students will be treated fairly and equitably. Discipline will be based on careful assessment of the circumstances of each case according to but not limited to:
 - a. Seriousness of the offense
 - b. Frequency of misconduct
 - c. Student's attitude
 - d. Potential effect of misconduct on the school environment.

In cases where the student engages in an objectionable offence, like being excessively rude or disrespectful to principal or faculty in the presence of the entire student body or in a public forum, such an offence, if deemed objectionable, can lead to a suspension by the principal.

THERE IS NO CORPORAL PUNISHMENT

There is zero tolerance for fighting and profanity. Such actions will result in a two-day suspension. Students are required to complete all assignments during suspension.

GRIEVANCES

A Christian school is no exception to the general rule of handling problems because of its Biblical beliefs. We strive always to foster good cooperation and lasting relationships between students, parents/guardians, and teachers. However problems will arise from time to time. There is a way to handle problems in a workable, successful, Biblical way. School problems can best be resolved at the lowest level when problems begin.

The following guidelines will ensure an orderly process for solving problems at Excel Adventist Academy:

1. Any party with legitimate concern(s) should follow the proper procedure for handling the complaint. A suitable time and place should be chosen for the parent and teacher to discuss the misunderstanding or concern.
2. If, after the matter has been discussed between the parent and the teacher, and he/she feel the need to involve another individual, he/she should go to the Principal. If the Principal cannot make a satisfactory settlement, then the parent is to contact the School Board Chairperson.
3. Only in those rare cases when the Principal or School Board Chairperson cannot make satisfactory adjustments, written communication of concerns will be referred to the School Board. The School Board will accommodate personal matters upon appointments.

HOW PARENTS CAN HELP

- i. Prepare a good breakfast and serve well-balanced meals.
- ii. See that your child has plenty of rest and does not stay up too late.
- iii. Send your child to school clean and well groomed.
- iv. See that appropriate clothing is worn for weather conditions.
- v. See that your child leave for school at a reasonable time so that he/she does not arrive too early or too late.
- vi. See that your child has adequate school supplies throughout the school year, such as paper, pencil and pens. etc.
- vii. Encourage proper care of books and school supplies.
- viii. Teach respect for others and their property.
- ix. Teach good manners, courtesy, and kindness.
- x. Show respect for teachers. Children will do better when they know their parents have respect for the teachers, staff, and the school.
- xi. Take an active interest in what your child is doing at school.
- xii. Give your child love and a feeling of security.
- xiii. Help your child develop a healthy self-concept. Give praise often.
- xiv. Don't compare your child with other members of the family and persons in the neighborhood.
- xv. Call the teacher for an appointment whenever you feel it is necessary. By working together, you can better understand ways to increase your child's development.
- xvi. Make your child aware of the safest way to school and what to do in case something unusual happens when going to and from school.
- xvii. Discipline your child starting from infancy; set definite limits for his/her behavior, enforce them consistently, and help your child to increase a sense of responsibility.

Curriculum

❖ (Pre-Kindergarten – 8th Grade)

❖ Bible

❖ Mathematics / Algebra

❖ English Grammar / Writing

❖ Technology

❖ Science / Health

❖ Social Studies / Geography

❖ Art /Crafts / Music

❖ Spelling / Word Study

❖ Reading / Literature

❖ Handwriting

❖ Physical Education