



Excel Academy (CA)

Regular Meeting of the Board of Directors

Published on October 7, 2022 at 1:22 PM PDT

Date and Time

Thursday October 13, 2022 at 10:00 AM PDT

Location

The meeting will be held virtually

Join by telephone or via Zoom conferencing link below:

Dial In: +1 669 444 9171

Meeting ID: 837 1746 5491

Join URL: <https://us06web.zoom.us/j/83717465491>

MISSION STATEMENT

Excel Academy will provide flexible, personalized learning through a customized course of study that will educate, motivate, and instill a love of learning in each individual student. Teachers and parents will join together to maintain high expectations and promote academic excellence for all students creating the next generation of leaders.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Excel Academy Charter Schools.

Agenda

	Purpose	Presenter	Time
I. Opening Items			10:00 AM
A. Call the Meeting to Order		Steve Fraire	1 m
B. Record Attendance		Steve Fraire	1 m
Roll Call: William Hall, President Michael Humphrey, Vice President Steve Fraire, Clerk Susan Houle, Member Larry Alvarado, Member			
II. Approve/Adopt Agenda			10:02 AM
A. Agenda	Vote	Steve Fraire	1 m
It is recommended the Board of Directors adopt as presented, the agenda for the Regular Board meeting of October 13, 2022.			
Roll Call Vote: William Hall Michael Humphrey Steve Fraire Susan Houle Larry Alvarado Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
III. Approve Minutes			10:03 AM
A. Minutes of the Board of Director's Study Session held on September 8, 2022	Approve Minutes	Steve Fraire	2 m
Roll Call Vote: William Hall Michael Humphrey Steve Fraire Susan Houle Larry Alvarado Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
B. Minutes of the Regular Board Meeting held on September 8, 2022	Approve Minutes	Steve Fraire	2 m
Roll Call Vote: William Hall Michael Humphrey Steve Fraire Susan Houle Larry Alvarado Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
IV. Board Governance			10:07 AM

	Purpose	Presenter	Time
A. Approval of Resolution No. 2022-10-13 Recognizing a State of Emergency and Re-Authorizing Teleconferenced Meetings Pursuant to AB 361	Vote	Steve Fraire	3 m

It is recommended the Board approve Resolution No. 2022-10-13 authorizing continued use of remote teleconferencing provisions pursuant to AB 361 and Government Code section 54953.

Option 1

BE IT FURTHER RESOLVED, that the governing board has reconsidered the circumstances of the State of Emergency and finds that COVID-19 continues to pose an imminent threat to the health and safety of the community and directly impacts the ability of the members to meet safety in person.

Option 2

BE IT FURTHER RESOLVED, that the governing board has reconsidered the circumstances of the State of Emergency and finds that state or local officials continue to impose or recommend measures to promote social distancing.

Roll Call Vote:

William Hall
 Michael Humphrey
 Steve Fraire
 Susan Houle
 Larry Alvarado

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

V. Public Comment - Closed Session

The public has a right to comment on any items of the closed session agenda. Members of the public will be permitted to comment on any other item within the Board’s jurisdiction under Public Comments/Recognition/Reports.

VI. Adjourn to Closed Session

The Board will consider and may act on any of the Closed Session matters.

Roll Call Vote:

William Hall
 Michael Humphrey
 Steve Fraire
 Susan Houle
 Larry Alvarado

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

VII. Closed Session

10:10 AM

A. Closed Session	Discuss	Steve Fraire	20 m
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Conference with Legal Counsel – Anticipated Litigation (Gov. Code section 54956.9)
 Significant exposure to litigation pursuant to d(2) – 1 matter

VIII. Reconvene Regular Meeting

10:30 AM

	Purpose	Presenter	Time
A. Report out any action taken in closed session.	Discuss	Steve Fraire	5 m

IX. Pledge of Allegiance **10:35 AM**

A. Led By		Steve Fraire	1 m
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X. Public Comments/Recognition/Reports

Please submit a Request to Speak to the Board of Directors using the chat feature on the right hand side of the Zoom platform. Please state the agenda item number that you wish to address prior to the agenda item being called by the Board President. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions and reports to the Board and is not intended to be a question and answer period. If you have questions for the Board, please provide the Board President with a written statement and an administrator will provide answers at a later date.

XI. Correspondence/Proposals/Reports **10:36 AM**

A. School Highlights - Presented by Heidi Gasca, Executive Director/CEO	Discuss	Heidi Gasca	8 m
B. iReady Data Presentation - Presented by Jenny Craig, Director of Assessment & Accountability	Discuss	Jenny Craig	15 m
C. Fiscal Update - Presented by Joe Sorrera, Director of Business Services	Discuss	Joe Sorrera	15 m
D. 2022-23 Board Meeting Calendar and Schedule Revisions - Presented by Heidi Gasca, Executive Director/CEO	Discuss	Heidi Gasca	5 m

XII. Consent **11:19 AM**

Items listed under Consent are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent upon the request of any member of the Board, discussed, and acted upon separately.

A. Consent - Business/Financial Services			1 m
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1. Check Register - September 2022

B. Consent - Education Student/Services			1 m
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1. Approval of Excel Academy Charter Schools Handbook Amendments for 2022-23
2. Approval of Non-School Event Agreement
3. Approval of Excel Academy Charter Schools Comprehensive Safety Plan for 2022-23

C. Consent - Personnel Services	Vote	Steve Fraire	3 m
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1. Approval of Certificated Personnel Report

	Purpose	Presenter	Time
2. Approval of Classified Personnel Report			

Consent items listed under A through C are considered routine and will be approved/adopted by a single motion.

Roll Call Vote:
 William Hall
 Michael Humphrey
 Steve Fraire
 Susan Houle
 Larry Alvarado
 Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

XIII. Business/Financial Services **11:24 AM**

A. Approval of Zoom License Renewal	Vote	Heidi Gasca	5 m
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It is recommended the Board approve the Zoom License Renewal for 121 licenses for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

Fiscal Impact: \$6,050.00
 Excel Academy Charter Schools - Warner (#2053) \$4,235.00
 Excel Academy Charter Schools - Helendale (#2073) \$1,815.00

Roll Call Vote:
 William Hall
 Michael Humphrey
 Steve Fraire
 Susan Houle
 Larry Alvarado
 Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

B. Approval of Charter Asset Management Fund L.P. Loan Final Payment and Close-Out	Vote	Joe Sorrera	5 m
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It is recommended the Board approve the Charter Asset Management Fund L.P. loan final payment, and close the revolving line of credit for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

Fiscal Impact: \$1,123,772.22
 Excel Academy Charter Schools - Warner (#2053) \$786,640.55
 Excel Academy Charter Schools - Helendale (#2073) \$337,131.67

Roll Call Vote:
 William Hall
 Michael Humphrey
 Steve Fraire
 Susan Houle
 Larry Alvarado
 Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

C. Approval of KNN Public Finance Agreement for Municipal Advisory Services	Vote	Joe Sorrera	5 m
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It is recommended the Board approve the KNN Public Finance Agreement for Municipal Advisory Services in an amount not to exceed \$25,000 for Excel Academy Charter Schools, Helendale (#2073) and Warner (#2053).

	Purpose	Presenter	Time
Fiscal Impact: \$25,000			
Excel Academy Charter Schools - Warner (#2053)	\$17,500		
Excel Academy Charter Schools - Helendale (#2073)	\$ 7,500		

Roll Call Vote:
 William Hall
 Michael Humphrey
 Steve Fraire
 Susan Houle
 Larry Alvarado
 Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

XIV. Education/Services 11:39 AM

A. Approval of Special Education Vendor Contracts 5 m

It is recommended the Board approve the Special Education Vendor Contracts for Excel Academy Charter Schools, Helendale (#2073), and Warner (#2053).

Fiscal Impact: \$181,000
 Excel Academy Charter Schools - Warner (#2053) \$126,700
 Excel Academy Charter Schools - Helendale (#2073) \$54,300

Roll Call Vote:
 William Hall
 Michael Humphrey
 Steve Fraire
 Susan Houle
 Larry Alvarado
 Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

XV. Calendar

The next scheduled meeting will be held virtually on November 10, 2022.

XVI. Comments 11:44 AM

- A. Board Comments 5 m**
- B. CEO Comments 5 m**

XVII. Closing Items 11:54 AM

A. Adjourn Meeting Vote
 Roll Call Vote:
 William Hall
 Michael Humphrey
 Steve Fraire
 Susan Houle
 Larry Alvarado
 Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

FOR MORE INFORMATION
 For more information concerning this agenda, contact

Excel Academy Charter School.

Coversheet

Minutes of the Board of Director's Study Session held on September 8, 2022

Section: III. Approve Minutes
Item: A. Minutes of the Board of Director's Study Session held on
September 8, 2022
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Board of Directors Study Session on September 8, 2022

APPROVED



Excel Academy (CA)

Minutes

Board of Directors Study Session

Date and Time

Thursday September 8, 2022 at 10:30 AM

Location

The meeting will be held virtually.

Join by telephone or via Zoom conferencing link below:

Dial In: +1 669 444 9171

Meeting ID: 872 3037 2276

Join URL: <https://us06web.zoom.us/j/87230372276>

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Directors Present

L. Alvarado (remote), M. Humphrey (remote), S. Fraire (remote), S. Houle (remote), W. Hall (remote)

Directors Absent

None

Guests Present

L. Hansen (remote), L. Hath (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

W. Hall called a meeting of the board of directors of Excel Academy (CA) to order on Thursday Sep 8, 2022 at 10:40 AM.

II. Oral Presentations

A. Information/Presentation

Executive Director/CEO Goals and timeline

Board Input Regarding Timeline:

- LA: Read evaluation prior to meeting. Make notes and ask questions along the way, throughout the year for the evaluation & evaluation.
- SH: Agree with Larry; we the board would like to see and give input to the evaluator for consideration.
- WH: Board member input is critical, even if they aren't an evaluator.
- SF: Giving suggestions has been done in the past as well.
- SH: If Executive Director/CEO has major performance issue, I wouldn't feel comfortable adding something negative, as board is supposed to be the highest court. Consider comments, but no need to add them to evaluation.
- WH: Performance issues would be known long before, the board would need to know as it is their duty.
- SF: Does authorizing superintendent know avenue to voice concerns? Evaluator, Executive Director/CEO?
- WH: Currently Kurt is the point of contact. We would need to establish the new point of contact, but it should go to the Board President. Process needs to be set to respect CEO.
- SF: Would it go to closed session?
- WH: We would need to establish that.
- HG: I would be happy to set up a procedure and introduction to President Hall.
- MH: Agree, Board President would be involved in closed session, discuss issues if they come up. Want to encourage board members to be an evaluator to know Executive Director/CEO and school more. Bi-monthly review of evaluation process would be plenty.

Board Input on Executive Director/CEO Goals:

- SF: I like Goal #2 in delegating to your team. It's hard to do, but it's a great thing to do.
- SH: These are aggressive goals and time consuming, but I believe Heidi is up to the challenge.
- LA: I like that the Goals are data driven. I don't like the 100% staff retention as there are things that are beyond your control. 95% is a great goal, 100% may not be attainable.
- MH: Agree with Larry; Heidi, you hone things down to make it a workable piece. Great effort.
- WH: The one constant you have in your job is change. So alter Goal in regards to staff retention.

Board input on Board Goals:

- LA: Beneficial to add who would step in (Executive Director or Board Members) in unforeseeable situations.
- WH: Succession or substitution process is important to create. A policy needs to be established.
- MH: I think Heidi would know who would be her designee in her absence; good idea to let them know and identify them.
- WH: Also need a process to identify the board.
- SF: All depends on how the school is set up.

Board Input on Evaluation template:

- WH: One caution; the danger on giving input at any time, is that the CEO may be prone to running around trying to satisfy all input given. Better to have input given at a board meeting.
- LA: Agreed.
- MH: Agreed, you may open up yourself for a war with disagreeing board members.
- SH: Isn't this the responsibility of the Board President, to wrangle in the board members?
- SF: Agreed on WH comment.

Evaluator Selection:

- SH: I like the two-person committee; I think we should have considered that a few months ago.
- LA: Two-person committee is working.
- SF: What we're currently doing is working (two-person).
- MH: This process works. I'm a willing participant, but would like to share this with anyone else. It was a great experience in the past. Having the Board president in the process is important.
- SF: Agreed, president can also designate anyone.
- WH: I volunteer - unless someone else would like to.
- LA: I have an interest in volunteering
- WH: Susan and Steve would not be part of this group. Decision: **LA and WH.**

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:19 AM.

Respectfully Submitted,
W. Hall

FOR MORE INFORMATION
For more information concerning this agenda, contact
Excel Academy Charter School.

Coversheet

Minutes of the Regular Board Meeting held on September 8, 2022

Section: III. Approve Minutes
Item: B. Minutes of the Regular Board Meeting held on September 8,
2022
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Regular Meeting of the Board of Directors on September 8, 2022

APPROVED



Excel Academy (CA)

Minutes

Regular Meeting of the Board of Directors

Date and Time

Thursday September 8, 2022 at 11:30 AM

Location

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Directors Present

L. Alvarado (remote), M. Humphrey (remote), S. Fraire (remote), S. Houle (remote), W. Hall (remote)

Directors Absent

None

Guests Present

Joe Sorrera (remote), L. Hansen (remote), L. Hath (remote)

I. Opening Items

A. Roll Call

B. Call the Meeting to Order

M. Humphrey called a meeting of the board of directors of Excel Academy (CA) to order on Thursday Sep 8, 2022 at 11:32 AM.

II. Approve/Adopt Agenda

A. Agenda

S. Fraire made a motion to W. Hall.
L. Alvarado seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Approve Minutes

A. Approve Minutes

M. Humphrey made a motion to approve the minutes from Regular Meeting of the Board of Directors on 08-08-22.
W. Hall seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Board Governance

A. Approval of Resolution No. 2022-9-8 Recognizing a State of Emergency and Re-Authorizing Teleconferenced Meetings Pursuant to AB 361

M. Humphrey made a motion to W. Hall.
S. Fraire seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Organizational Structure of the Board

Three year term office for Susan Houle and Steve Fraire.
The Oath of Office was administered to Susan Houle and Steve Fraire for the three-year term office.
M. Humphrey made a motion to W. Hall.
L. Alvarado seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Closed Session

A.

Closed Session

S. Fraire made a motion to W. Hall.

The board **VOTED** unanimously to approve the motion.

VI. Reconvene Regular Meeting

A. Report out any action taken in closed session.

Board approved jEngagement, Joint Representation and Conflict Waiver Agreement – Yvette Lares v. The Collaborative Charter Services Organization.

VII. Correspondence/Proposals/Reports

A. School Highlights - Presented by Heidi Gasca, Executive Director/CEO

School Highlights were resented by Heidi Gasca, Executive Director/CEO

B. Student Achievement Update - Presented by Heidi Gasca, Executive Director/CEO

Student Achievement Update was presented by Heidi Gasca, Executive Director/CEO

VIII. Consent

A. Consent - Business/Financial Services

1. Check Register - August 8, 2022

B. Consent - Education Student/Services

1. Approval of Pali Institute Overnight Science Camp Field Trip

C. Consent - Personnel Services

1. Approval of Certificated Personnel Report
2. Approval of Classified Personnel Report
3. Approval of Job Descriptions
4. Approval of Certificated Salary Structure

D. D. Consent - Policy Development

L. Alvarado made a motion to W. Hall.

S. Houle seconded the motion.

Approval of existing board policies revised, reviewed, and eliminated by staff for the 2022-2023 school year.

Board Policies: Revised

The following are current policies that have been revised to provide clarity or alignment with changes in law or procedures.

6000 Series - Instruction

6210 - EA Graduation Policy

Consent items A through D were approved.

The board **VOTED** unanimously to approve the motion.

IX. Business/Financial Services

A. Approval of Macbook Air Laptops

M. Humphrey made a motion to W. Hall.

S. Fraire seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Approval of Unaudited Actuals for the 2021-2022 School Year

S. Fraire made a motion to W. Hall.

L. Alvarado seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Approval of 2022-23 Consolidated Application and Reporting System (CARS)

L. Alvarado made a motion to W. Hall.

S. Fraire seconded the motion.

The board **VOTED** unanimously to approve the motion.

X. Personnel Services

A. Approval of 2022-2023 Excel Academy Board of Directors and Executive Director/CEO Goals

S. Fraire made a motion to W. Hall.

S. Houle seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Approve 2022-23 Executive Director/CEO Evaluation Process, Timeline, Evaluators, Evaluator Compensation, and Evaluation Template

S. Fraire made a motion to W. Hall.

M. Humphrey seconded the motion.

Evaluators - William Hall and Larry Alvarado

The board **VOTED** unanimously to approve the motion.

XI. Comments

A. Board Comments

The Board remarked that Excel Academy is off to a wonderful start of the school year, and commended the CEO for her work. They enjoyed the technological ease that the Excel team set up so that they could stay in the same Zoom meeting for closed session without having to switch links. The Board congratulated the CEO on her hard work and look forward to her completing her admin credential. They remarked that she is an excellent leader and an Impact Player. Commendation was also give to the Director of Business Services for his presentation and stewardship of Excel's finances.

B. CEO Comments

CEO thanked the board for the opportunity and trust given to her to lead this meeting, and thanked the Board President for his guidance. The CEO also recognized the behind the scenes work of the Operations Coordinator and the Executive Assistant for the time and work put into making this meeting happen. She appreciates the faith of the team and is looking forward to a great year.

XII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:21 PM.

Respectfully Submitted,
W. Hall

FOR MORE INFORMATION
For more information concerning this agenda, contact
Excel Academy Charter School.

Coversheet

Approval of Resolution No. 2022-10-13 Recognizing a State of Emergency and Re-Authorizing Teleconferenced Meetings Pursuant to AB 361

Section: IV. Board Governance
Item: A. Approval of Resolution No. 2022-10-13 Recognizing a State of Emergency and Re-Authorizing Teleconferenced Meetings Pursuant to AB 361
Purpose: Vote
Submitted by:
Related Material:
AMENDED-EACS Resolution-re-authorizing-AB-361_2022-10-13.docx.pdf

BACKGROUND:

In response to the COVID-19 Pandemic, Governor Newsom signed AB 361 into law, permitting public agencies to continue conducting meetings remotely in the following circumstances:

1. There is a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; or
2. There is a proclaimed state of emergency, and the local agency's meeting is for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
3. There is a proclaimed state of emergency, and the local agency has determined, by majority vote, that as a result of the emergency meeting in person would present an imminent risk to the health or safety of attendees.

RECOMMENDATION:

It is recommended the Board adopt Resolution 2022-10-13, to make a finding that the current circumstances meet the requirements of AB 361 and Government Code section 54953 for Excel Academy Charter Schools Board of Directors to conduct meetings virtually/remotely.

Fiscal Impact: None.



**RESOLUTION RECOGNIZING A STATE OF EMERGENCY AND RE-AUTHORIZING
TELECONFERENCED MEETINGS PURSUANT TO AB 361**

EXCEL ACADEMY CHARTER SCHOOLS GOVERNING BOARD

RESOLUTION NO. 2022-19-13

WHEREAS, in response to the novel coronavirus (“COVID-19”) pandemic, Governor Newsom adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Ralph M. Brown Act (“Brown Act”) were followed; and

WHEREAS, on Sept. 16, 2021, Governor Newsom signed AB 361, which immediately amended the Brown Act allowing governing boards to continue holding virtual meetings outside the teleconferencing requirements of Government Code section 54953(b), if the board makes a finding that there is a proclaimed State of Emergency, and either (1) state or local officials have imposed or recommended social distancing measures, or (2) meeting in person would present imminent risks to the health or safety of attendees due to the emergency; and

WHEREAS, on March 4, 2020, Governor Newsom declared a statewide emergency arising from COVID-19 pursuant to Government Code section 8625; and

WHEREAS, on October 7, 2021, the governing board of the Excel Academy Charter Schools Board of Directors passed Resolution 2021-10-7 pursuant to AB 361, and

WHEREAS, AB 361 requires governing boards to make findings every 30 days that the board has reconsidered the circumstances of the State of Emergency and that either the State of Emergency continues to directly impact the ability of the members to meet safely in person, or state or local officials continue to impose or recommend measures to promote social distancing; and

NOW THEREFORE, BE IT RESOLVED, that the recitals set forth above are true and correct and fully incorporated into this Resolution by reference.

BE IT FURTHER RESOLVED, that the governing board of the Excel Academy Charter Schools Board of Directors recognizes that a State of Emergency in the State of California continues to exist due to the COVID-19 pandemic.

[OPTION 1] BE IT FURTHER RESOLVED, that the governing board has reconsidered the circumstances of the State of Emergency and finds that COVID-19 continues to pose an imminent threat to the health and safety of the community and directly impacts the ability of the members to meet safety in person.

[OPTION 2] BE IT FURTHER RESOLVED, that the governing board has reconsidered the circumstances of the State of Emergency and finds that state or local officials continue to impose or recommend measures to promote social distancing.

BE IT FURTHER RESOLVED, the governing board of the Excel Academy Charter Schools Board of Directors authorizes the use of teleconferencing for all meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, for a period of thirty (30) days from the adoption of this resolution, or such a time that the Governing Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3).

Adopted this 13th day of the month of October in 2022.

AYES

NOES

ABSENT

ABSTAIN

Signed:

Signed:

William Hall
President, Governing Board

Steve Fraire
Clerk, Governing Board

Coversheet

School Highlights - Presented by Heidi Gasca, Executive Director/CEO

Section: XI. Correspondence/Proposals/Reports
Item: A. School Highlights - Presented by Heidi Gasca, Executive Director/CEO
Purpose: Discuss
Submitted by:
Related Material: September 2022 Board Update.pdf

EXCEL ACADEMY



September School Highlights

Powered by BoardOnTrack



1055

548

1603

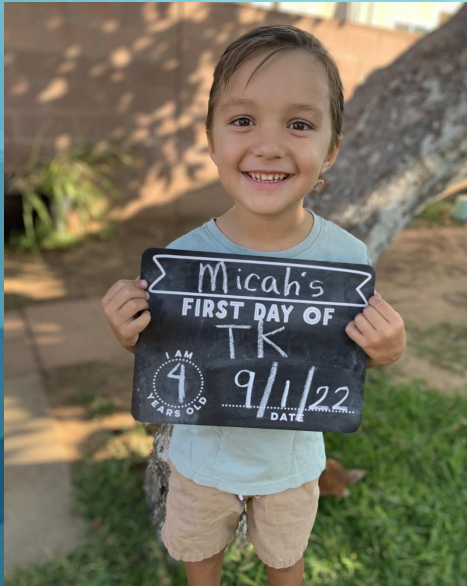
Warner

Helendale

Total

Enrollment

First Day of School!



September Social Media Campaign

iReady, W&N, and Testing Series

DID YOU HEAR?

For the 2021/22 school year, CAASPP testing results show that in comparison to

70

other Charter Schools in California, Excel Academy ranked:

#1

MATH

*Students residing in Orange, Riverside, and San Diego Counties

#3

ENGLISH LANGUAGE ARTS

*Students residing in Orange, Riverside, and San Diego Counties

&

#6

MATH

*Students residing in Los Angeles & San Bernardino Counties

#11

ENGLISH LANGUAGE ARTS

*Students residing in Los Angeles & San Bernardino Counties

These scores are well above county wide averages. Way to go!

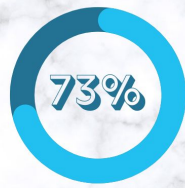
#EXCELSTUDENTSSOAR

DID YOU KNOW?

IN 2021/22 SPRING I-READY TESTING RESULTS...



OF EXCEL STUDENTS WERE AT OR ABOVE THEIR GRADE LEVEL FOR READING!



OF EXCEL STUDENTS WERE AT OR ABOVE THEIR GRADE LEVEL FOR MATH!

THIS WAS A 14% GROWTH IN READING AND A 21% GROWTH IN MATH FROM JUST THE FALL (SIX MONTHS PRIOR)!

#EXCELSTUDENTSSOAR

“

"Through the iReady lessons, my child has gained confidence and improved in their iReady scores!"

EXCEL ACADEMY PARENT

★★★★★



#EXCELSTUDENTSSOAR

STUDENT spotlight

JAYDON



In the 2021/22 school year, 4th grader Jaydon began the year at a 1st grade level in phonics. After participating in the WIN Live phonics class, he tested out of phonics just seven months later!

#excelstudentssoar

Marketing



I LOVE EXCEL
ACADEMY BECAUSE...

Let Us Know!

Scan this code below to write a review of Excel Academy to show support for your school!



SCAN ME



Charter Connect Success Report

Excel Academy Charter School

September
2022

AUGUST SUMMARY

Note: This report shows last month's data. Continue scrolling for your detailed data report.

Sessions
11,542

The **total number of visits** to your website.

This does not include faculty, staff, or students that Charter Connect filtered out.

Conversions
2,874

The number of visitors that **started the enrollment process and visited the enrollment page.**

While your site doesn't allow us to track actual conversions, this is the best indicator of potential enrollments.

Clicks
2,769

The number of people that got to your website **from Google Ads.**

This means the Google Ads that Charter Connect has been running are drawing people to your website.

Conversions
1,042

The number of visitors **from Google Ads** that started the enrollment process and visited the enrollment page.

Clearly, your Google Ads are working!

Board Governance Highlights



OCTOBER 2022

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

						1
2	3	4	5	6	7	8
9	10	11	12	13 EACS Board Meeting 	14	15
16	17	18	19 APLUS+ Conference 	20 APLUS+ Conference 	21 APLUS+ Conference 	22
23	24	25	26	27	28	29
30	31					

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ON-DEMAND BOARD TRAININGS

["HOW THE MOST PRODUCTIVE & EFFECTIVE BOARDS WORK"](#)

["THE SECRET TO BOARD ENGAGEMENT"](#)

["BUILDING YOUR BOARD-CEO PARTNERSHIP"](#)

BOARD MEMBER RESOURCES & UPDATES

• CCSA: Charter Board Retreat

A new opportunity for charter board members to come to conference for a single day or as a capstone to the week, the Charter Board Retreat will connect charter board members with industry experts for a half-day intensive addressing board compliance and best practices.

When: March 16, 2023

Where: Sacramento Convention Center

Sponsored by: Excel Academy



Please let Heidi & Lauren know if you'd like to attend!

• Board on Track Resource Page

Did you know that Board on Track has a resource page, full of articles, templates, and webinars? Click the link below to explore all they have to offer!

[Governance and Training Resources](#)



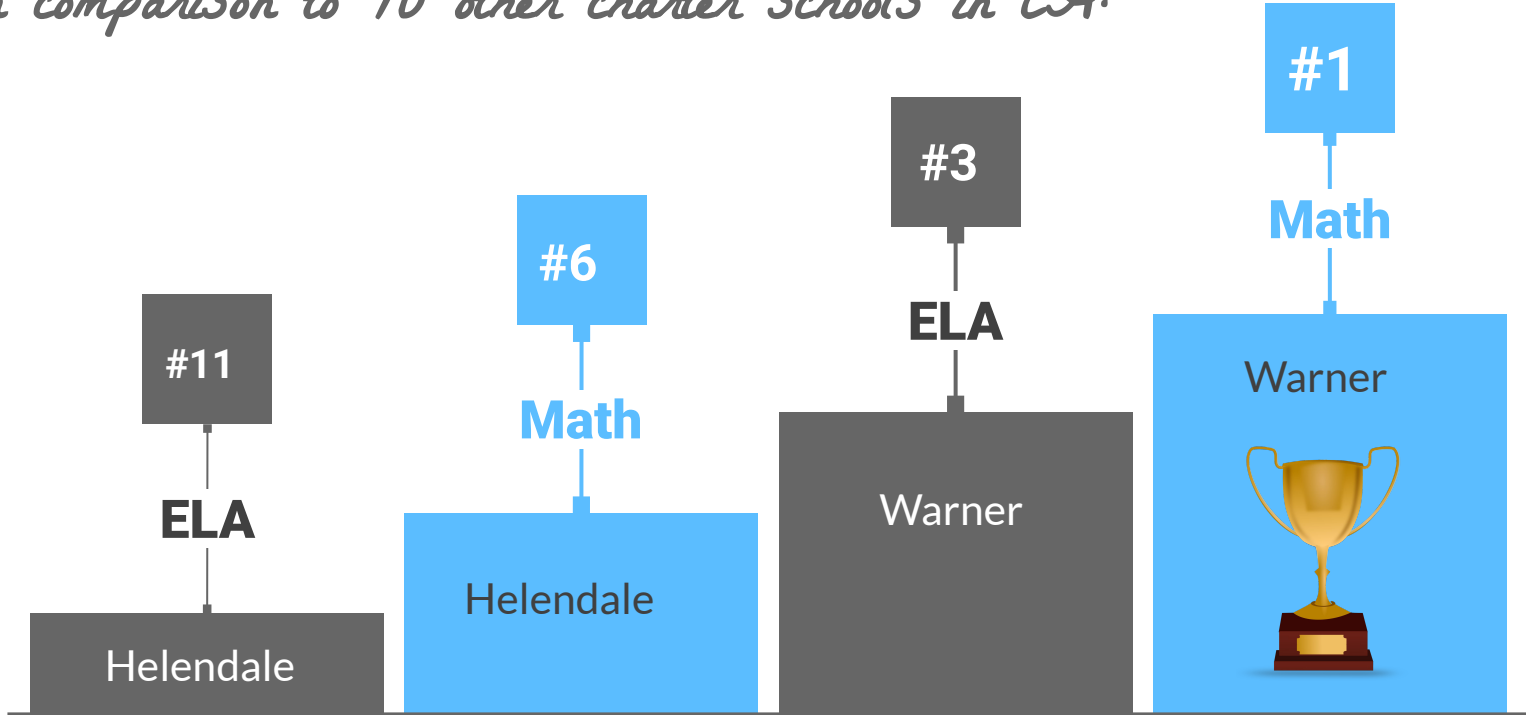
Or, go to Board on Track > Resources (on the left-hand menu).

• Board Member Ethics Trainings

AB 2158 will require board members to complete 2 hours of ethics trainings every other year.

Top Highlight - EACS Test Rankings

In comparison to 70 other charter schools in CA:



Back to School Events

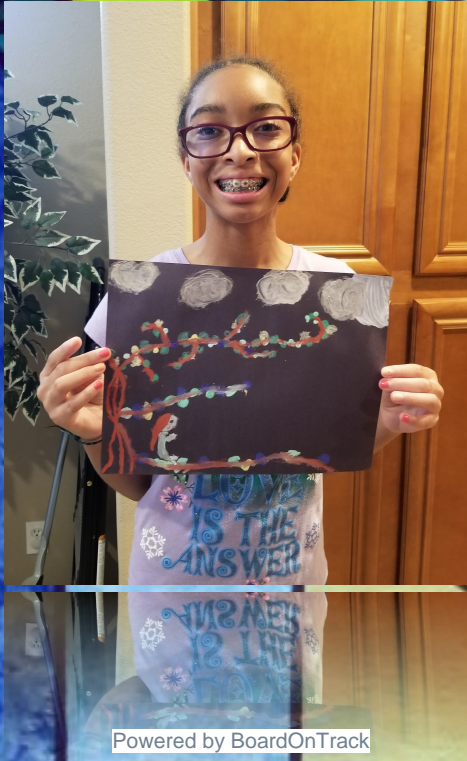
The Back to School Event and Mini Events were a huge success! Students enjoyed visiting the petting zoo, vendor booths, art class, and more, as parents enjoyed checking out the curriculum swap and connecting with other Excel families!



Outdoor Classroom



Art & Music Class



Lyon Air Museum Field Trip



OCTOBER

Upcoming Field Trips & Events:



2022

S	M	T	W				
						1	
2	 3	4	5	 6	 Field Trip Registrations (JMDC & Julian)	8	
9	10	 11	 Lyon Air Museum Field Trip	14	15	 16	17
18	19	20	21	22	23	24	
25	 26	27	 BioTrek (CalPoly) Field Trip	28	29	 30	



Exciting Opportunities for Students

WASHINGTON DC HIGH SCHOOL TRIP

Interest Form

Trip Highlights:

- US Capitol Building
- Memorials & Monuments
- Mount Vernon
- Arlington National Cemetery
- Smithsonian Museum
- Ford's Theatre
- International Spy Museum
- And more!

If you are interested in giving your 9th-12th grade student(s) an unforgettable, immersive educational experience in our nation's capitol later this year, please complete our interest form by

FRIDAY, SEPTEMBER 9!

<https://forms.gle/mqNPNldH5jv3gdeW7>

AQUARIUM OF THE PACIFIC

November 30

Grades K-3: Learn about survival instincts as various sea creatures have developed to protect themselves from ocean predators!

Grades 4+: Dive deeper into the world of ocean predators, with special emphasis on sharks!

Registration opens
on 9/27

EXCEL ACADEMY

ESPORTS CLUB

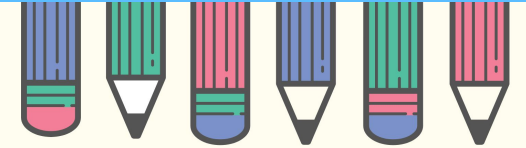
CLUB MEETINGS: WEDNESDAYS @ 12:15 P.M.

FIRST MEETING: WED., 9/28 @ 12:15 P.M.

MINIMUM 2.0 GPA TO PARTICIPATE

OPEN TO ALL HIGH SCHOOL STUDENTS WHO:

- { ARE RETURNING ESPORTS CLUB MEMBERS
- { HAVE PREVIOUS ESPORTS EXPERIENCE
- { HAVE NO ESPORTS EXPERIENCE



Imagine This...

WRITING CONTEST for ALL 3RD-8TH GRADE WRITERS!

Create a fictional or non-fictional story based on California's agriculture. 3rd-8th grade parents, check your email for more details!

The deadline to submit entries to Melissa Harvilla, who will submit our students' entries on behalf of Excel Academy, is

OCTOBER 25.

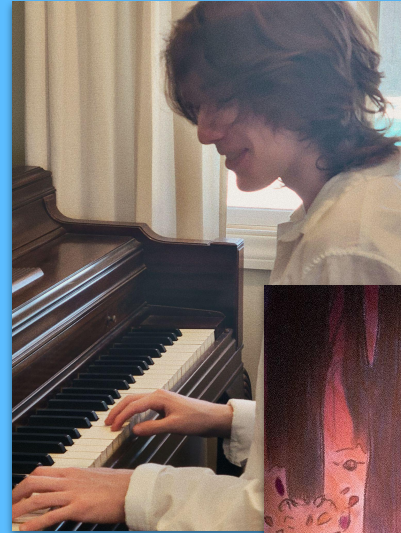


A graphic of a spotlight with a yellow beam of light shining down from the top left corner of the slide.

Student Spotlight

Grant is a senior at Excel Academy, with an aspiring career in art and music! He has been playing piano and making art for a few years and aspires to become a professional at one of these two skills. To the right is a piece of art he created!

Grant Hurt



Special Education

Highlights



20

Specialized Academic Instruction groups developed, that focus on the academic needs of our students with disabilities.



75

students are provided these opportunities to receive weekly small group instruction with their peers.



Instruction in:

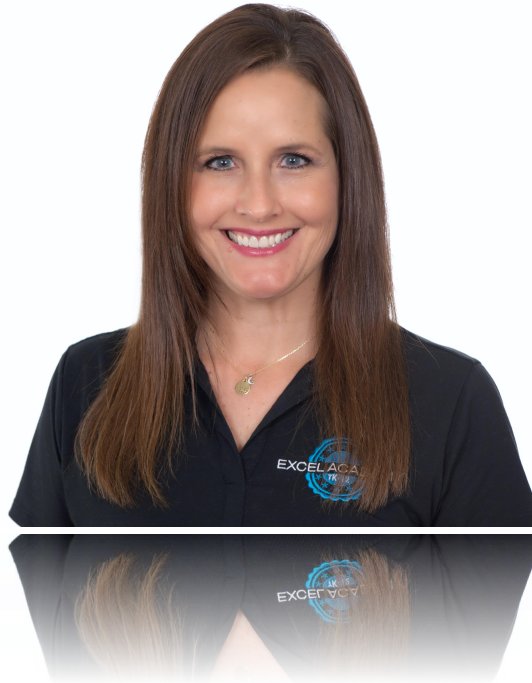
Reading Decoding, Reading Comprehension, Writing, Math Reasoning, and Math Computation.



Offered to:

Students at all grade levels!

Staff Highlight: Jenny Craig



Jenny is the Director of Assessment & Accountability at Excel Academy, and does a remarkable job monitoring the participation and completion of all state and internal assessments, as well as the oversight of the LCAP, SPSA, SARC, and CALPADS compliance reporting. In addition, Jenny also oversees the Community Department.

Performance Planners



School Goals

SUSTAINABLE GROWTH

Sustainable growth through strategic planning and optimal use of resources in relationship to our budget. New student recruitment initiatives through community outreach, relationship building, demographic research and marketing through diverse methods.

RETENTION

Sustainably retaining students through high academic expectations, intervention, innovation, quality programs and collaborative efforts. Retention through improvements and initiatives that include data oversight, accountability, professional development and communication.

QUALITY PROGRAMS

Offer students innovative personalized programs that offer challenge, leadership and independent learning. Develop and implement individual teams to deliver programs of integrity, accountability and compliance.

PROFESSIONAL DEVELOPMENT

Growing, enhancing and developing skills in our staff. Demonstrating roles and responsibilities, identifying strengths and weaknesses. Providing methods of support including training, access to materials to enhance performance. Emphasizing teamwork and using individual strengths contribute to

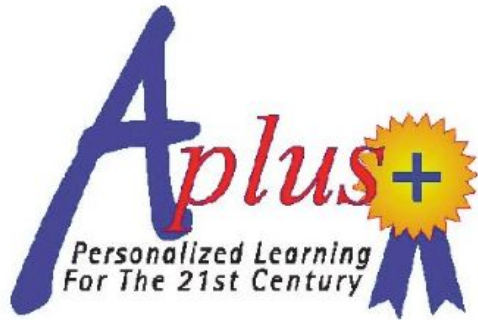


Our Assistant Director of Human Resources, Megan Anderson, created Performance Planners for our school staff. The planners outline steps and guidelines for creating Department and Individual Goals centered around Excel Academy's School Goals. The robust planner includes timelines, resources, assessment forms, and more!

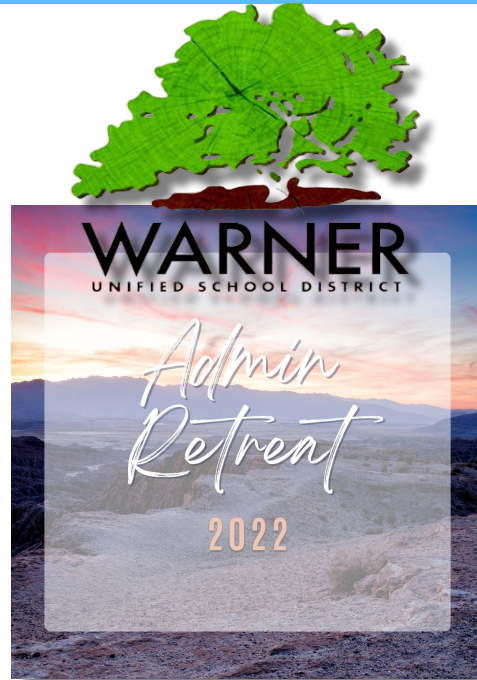
Leadership Staff Training & PD

	Elementary & Secondary Leadership	★ <i>PRYOR Learning: Dealing with Difficult People</i>
	Counseling Team	★ <i>UC Counselor Conference</i> ★ <i>CSU Counselor Conference</i> ★ <i>Dual Enrollment Conference</i>
	Secondary Leadership	★ <i>Reigniting the Passion in Your Students with Project-Based Learning</i>
	Human Resources	★ <i>YMC: Personnel University</i> ★ <i>CSDC HR Academy in Sacramento</i>
	Executive Director	★ <i>Attendance Accounting and Instructional Time Webinar</i> ★ <i>SELPA Meeting</i>

Looking forward to...



APLUS+ Network Conference
2022



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*Eagle Insight is an input group of our valued educational partners—our Teachers of Record!



Thank you!

Coversheet

iReady Data Presentation - Presented by Jenny Craig, Director of Assessment & Accountability


Section: XI. Correspondence/Proposals/Reports
Item: B. iReady Data Presentation - Presented by Jenny Craig,
Director of Assessment & Accountability
Purpose: Discuss
Submitted by:
Related Material:
Excel Academy - Board Presentation - CA Dashboard Local Indicators and Data -
10_13_22.pdf

CA Dashboard Local Indicators and Data Update



EACS Board Meeting October 13, 2022

About the Local Indicators



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

- LEAS are required to annually complete the California Dashboard self-reflection report.
- The State Board of Education adopted performance standards that require LEAs to annually measure its progress.
- The CA Dashboard Local Indicator Report was completed for submission September 30, 2022.

Implementation of the State Standards

Teacher Assignment

- There are no mis-assignments of teachers of English Learners, and there are no vacant teacher positions.
- All students have access to standards-aligned instructional curriculum and materials.

Recently Adopted Academic Standards and Curriculum

- EACS reports *Full Implementation* in Next Generation Science Standards (NGSS) and *Full Implementation and Sustainability* in math, English Language Arts (ELA), English Language Development (ELD), and Social Science.

Support for Teachers and Administrators

- EACS reports *Full Implementation and Sustainability* in professional development, making instructional materials aligned to standards for all students, supporting staff and areas for improvement, and academic standards adopted by the State Board of Education for all students.

Building Relationships with Educational Partners



EACS had 220 responses from the survey presented to parents. There has been a steady increase of survey participants due to the ongoing efforts of the communication to participate in providing survey input.

EACS is committed to encouraging involvement with Educational Partners by:

- developing a welcoming environment to promote trusting and respectful relationships between the school staff and families while using language that is understandable and accessible
- developing a strong school-home partnership through the use of communication tools that provide parents with access to the student's Teacher of Record (ToR)
- supporting cultural awareness for our staff and families
- providing current information about the school, access to students' academic information through a parent portal, and opportunities to participate and provide input in teacher-parent/student meetings, parent meetings (i.e. SSC, ELAC, PAC), and governing board meetings

School Climate and Safety

96.4% of survey respondents agree that the school has supported students attaining their academic goals.

98.2% of survey respondents overall agree that the school provides input opportunities for parents/guardians to participate in the school and their child's education.

98.2% of survey respondents agree that students have access to rigorous curriculum and resources that allow them to access and master grade level standards in the core content areas.

98.2% of the survey respondents "agree" that EACS and teachers clearly communicate academic expectations and encourage academic excellence.

97.7% of survey respondents "agree" that they feel safe and welcome to meet with their child's teachers or school staff to discuss student progress.

Input Survey Results Meaning: *Overall high satisfaction rate with the school program.*

Use: *Continue the teacher collaboration and training to maintain and continue to improve the overall satisfaction with the school educational program, school safety, and connectedness.*

Monitoring Students to Ensure Access to a Broad Course of Study

EACS Broad Course of Study, Selected Measures, and Tools

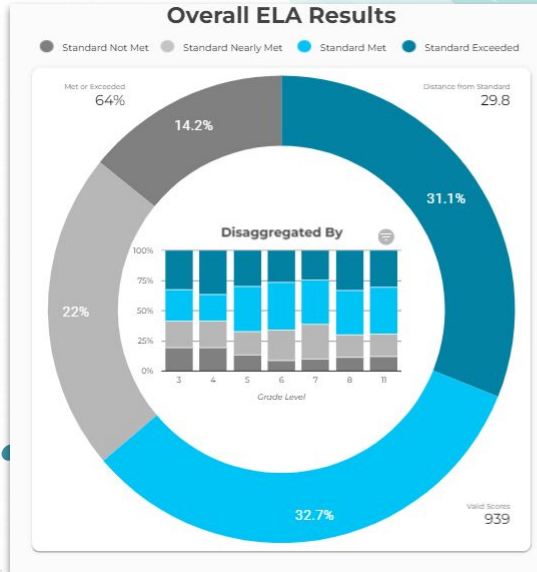
The EACS High School Guidance Counselor and Teacher of Record work together to plan the approved courses and develop four year high school plans. The High School Principal and HQT team monitor student enrollment in the approved courses. Together with the student and parents, the team creates a plan based on student interests, goals, and grade-level expectations. When deemed appropriate and based on internal and state assessment results, the Title 1 and Intervention Coordinators work in conjunction with the Special Education Team, High School Counselor, Teacher of Record, and Administrative Team to ensure that the student has proper resources and interventions in place to strengthen skills and close any learning gaps. As a result of the collaboration, guidance, and support in place, EACS continues to see great success with graduation and students moving on to community college, four year college, and trade schools.

Increased Access

- EACS encourages dual enrollment in Community Colleges where the resources for hands-on instruction and training are readily available.
- EACS tracks students' volunteer and work-based hours through remote volunteer learning opportunities for the Completer courses. EACS is currently offering our Completer courses for the Health Science pathway and the Marketing pathway.
- EACS provides work-based learning and student entrepreneurial opportunities.

CAASPP Celebrations

EACS exceeded the required 95% participation on the CAASPP assessments!



DID YOU HEAR?

For the 2021/22 school year, CAASPP testing results show that in comparison to

70

other Charter Schools in California, Excel Academy ranked:



MATH

*Students residing in Orange, Riverside, and San Diego Counties



ENGLISH LANGUAGE ARTS

*Students residing in Orange, Riverside, and San Diego Counties

&



MATH

*Students residing in Los Angeles & San Bernardino Counties



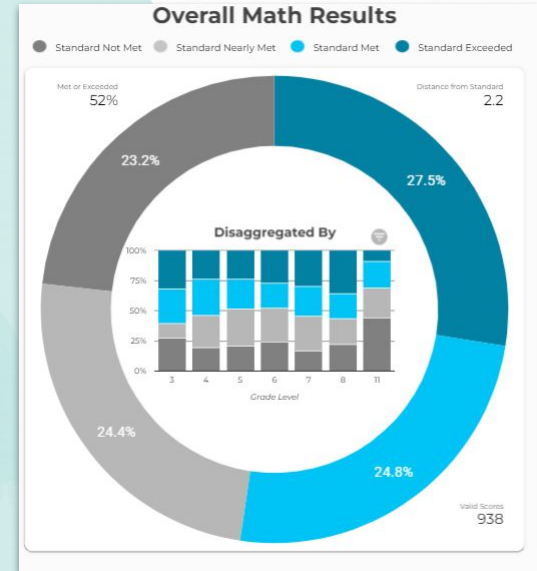
ENGLISH LANGUAGE ARTS

*Students residing in Los Angeles & San Bernardino Counties

These scores are well above county wide averages. Way to go!

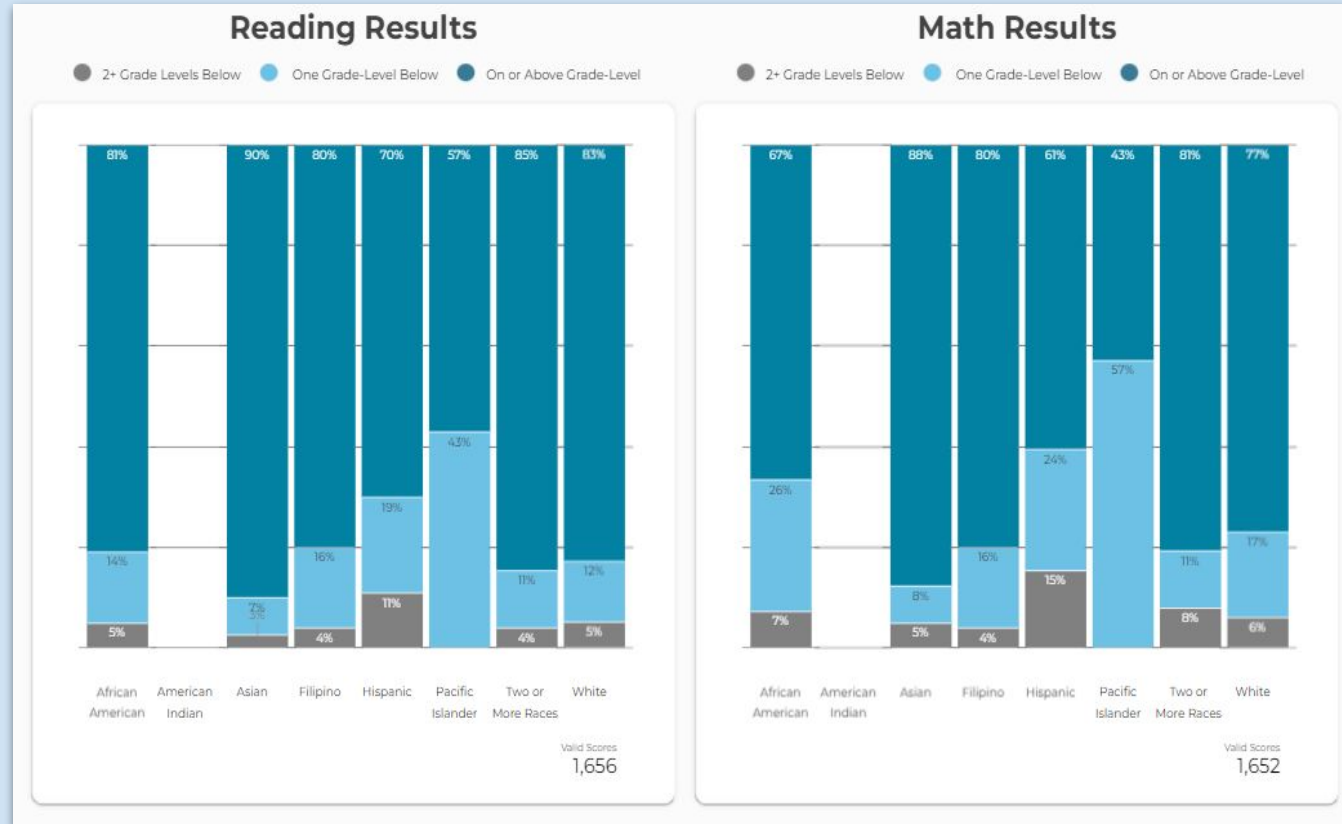
[#EXCELSTUDENTSSOAR](#)

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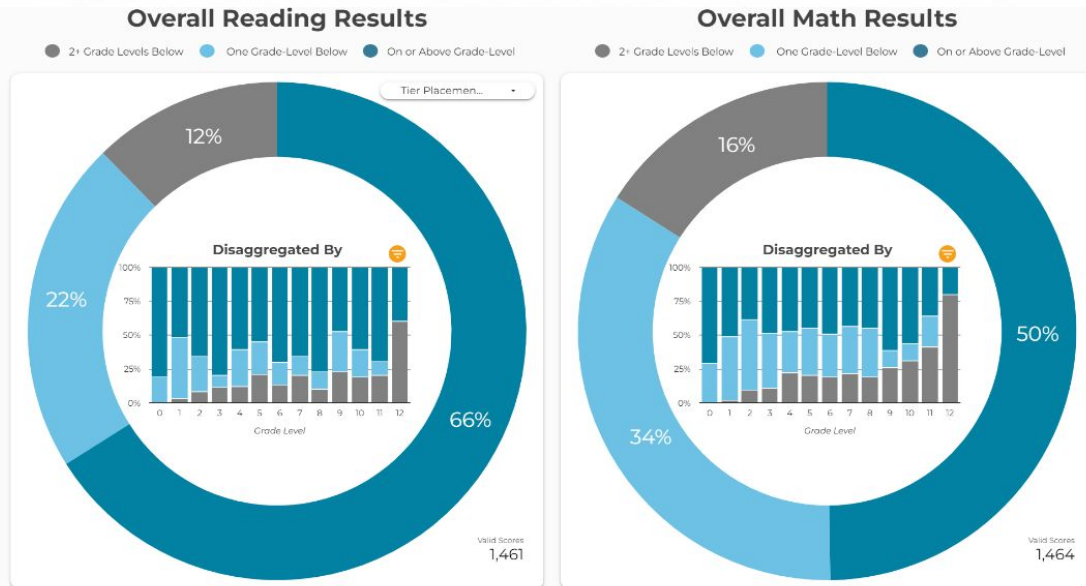


i-Ready 2022 Spring Benchmark Assessment - Celebrations

- ★ From fall to spring, the students at or above grade level **grew 14% in ELA and 21% in math!**
- ★ Our student population (with the exception of Pacific Islanders) **scored 70% and higher in ELA!**
- ★ Zero Pacific Islander students scored two plus grade levels behind in ELA and math!
- ★ In ELA, over 71% of EL students and socio-economically disadvantaged students were **at or above grade level!**



i-Ready 2022 Fall Benchmark Assessment - ELA and Math



2022 Initial and Summative ELPAC Results

❖ Initial ELPAC results -

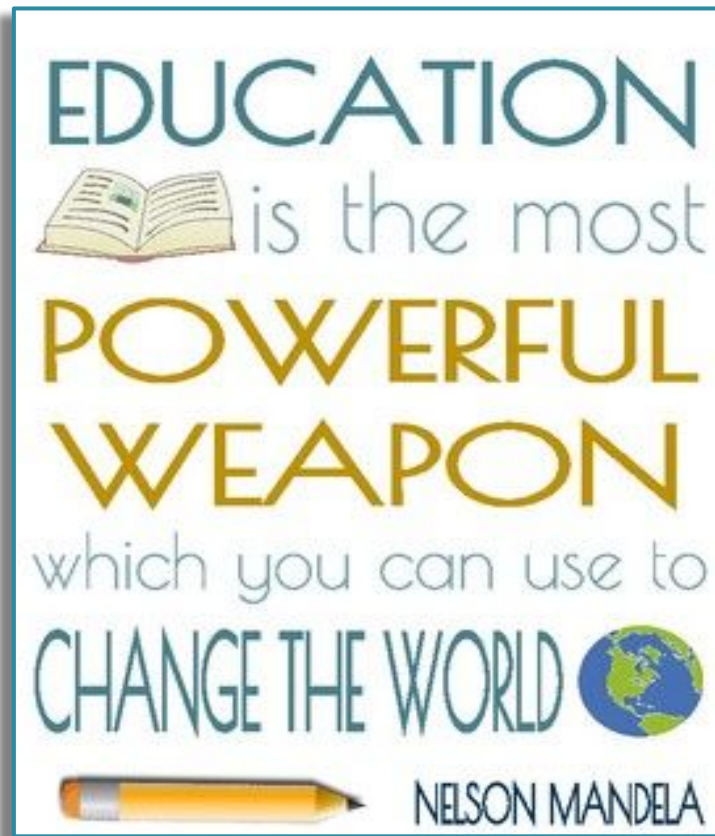
- Prior to CBEDS day, all NEW TBD students were administered the Initial ELPAC.
- 12 students are classified as English Learners
- 6 students are Initial Fluent English Proficient (IFEP)

❖ 2022 Summative ELPAC Assessment Results - Celebration of reclassified students!

- 39% or 23 out of 59 EL students who tested, were Reclassified Fluent English Proficient (RFEP)!
- All families have been notified of the results.



Thank you!



Coversheet

Fiscal Update - Presented by Joe Sorrera, Director of Business Services

Section:	XI. Correspondence/Proposals/Reports
Item: Business Services	C. Fiscal Update - Presented by Joe Sorrera, Director of
Purpose:	Discuss
Submitted by:	
Related Material:	Cash Flow Report October 2022.pptx.pdf

Excel Academy Charter School Cash Flow Report October 13, 2022



FY22-23 Projected Monthly Cash Flow Statement

Description	2022-23 Prelim Budget	July Actual	August Actual	September Actual	October Projected	November Projected	December Projected	January Projected	February Projected	March Projected	April Projected	May Projected	June Projected	Accruals	Total For Year
	BEGINNING CASH		4,529,873	5,555,272	5,128,353	5,277,385	4,750,902	3,436,999	3,201,201	2,887,298	2,703,306	2,597,421	2,413,174	2,228,263	3,094,049
CASH INFLOWS															
REVENUES															
General Purpose Block Grant	14,434,663	605,530	923,560	1,407,984	1,169,208	1,169,208	1,169,208	1,169,208	1,299,120	1,299,120	1,299,120	1,299,120	1,111,469	512,810	14,434,663
Education Protection Account	312,426	0	0	61,459	0	0	78,106	0	0	78,106	0	0	78,106	16,649	312,426
In-Lieu-Of Property Taxes	812,037	0	61,272	331,000	46,640	46,640	46,640	46,640	46,640	46,640	46,640	46,640	46,640	0	812,032
Federal Revenues	1,095,865	0	16,481	33	91,322	91,322	91,322	91,322	91,322	91,322	91,322	91,322	91,322	257,452	1,095,865
Other State Revenues	2,474,999	53,383	2,820	138,452	206,250	206,250	206,250	206,250	206,250	206,250	206,250	206,250	206,250	424,095	2,474,999
Other Local Revenues	11,026	2,091	2,759	0	919	919	919	919	919	919	663	0	0	0	11,026
TTL REVENUES	19,141,016	661,004	1,006,892	1,938,928	1,514,339	1,514,339	1,592,445	1,514,339	1,644,250	1,722,357	1,643,995	1,643,332	1,533,787	1,211,006	19,141,010
EXPENDITURES															
All Certificated Salaries	8,631,130	189,868	755,711	741,335	741,335	741,335	741,335	741,335	741,335	741,335	741,335	741,335	741,335	272,200	8,631,130
All Classified Salaries	1,336,344	78,315	106,660	118,802	118,802	118,802	118,802	118,802	118,802	118,802	118,802	118,802	118,802	(36,652)	1,336,344
All Benefits	3,027,407	43,567	355,390	262,934	262,934	262,934	262,934	262,934	262,934	262,934	262,934	262,934	262,934	(891)	3,027,407
All Materials & Supplies	2,770,241	83,113	270,150	394,520	224,717	224,717	224,717	224,717	224,717	224,717	224,717	224,717	224,721	0	2,770,241
All Services and Operations	4,675,306	165,909	79,340	105,966	480,454	480,454	480,454	480,454	480,454	480,454	480,454	480,454	480,458	0	4,675,306
All Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other Outgo	37,891	8,336	10,097	8,805	10,653	0	0	0	0	0	0	0	0	0	37,891
TTL EXPENSES	20,478,319	569,109	1,577,349	1,632,363	1,838,895	1,828,242	1,828,242	1,828,242	1,828,242	1,828,242	1,828,242	1,828,242	1,828,250	234,657	20,478,318
OTHER CASH INFLOWS/OUTFLOWS															
Accounts Receivable (net change)		694,578	(229,054)	(311,103)											154,421
Accounts Payable (net change)		238,926	372,592	153,570											765,089
CAM Cash Flow Loan Repayment					(1,201,926)										(1,201,926)
Other Cash Inflows/Outflows															0
TTL OTHER INFLOWS/OUTFLOWS		933,504	143,538	(157,533)	(1,201,926)	0	0	0	0	0	0	0	0	0	(282,416)
ENDING CASH BALANCE		5,555,272	5,128,353	5,277,385	3,750,902	3,436,999	3,201,201	2,887,298	2,703,306	2,597,421	2,413,174	2,228,263	1,933,800		
Days Cash on Hand		99	91	94	67	61	57	51	48	46	43	40	34		

If Approve EACS will:

- **Save in Interest and Minimum Balance Fee of \$10,653.85/month or \$127,846.20 Annually**
- **Save Anniversary Fee of \$45,000**
- **Termination Fee \$22,500**



Coversheet

2022-23 Board Meeting Calendar and Schedule Revisions - Presented by Heidi Gasca, Executive Director/CEO

Section: XI. Correspondence/Proposals/Reports
Item: D. 2022-23 Board Meeting Calendar and Schedule Revisions -
Presented by Heidi Gasca, Executive Director/CEO
Purpose: Discuss
Submitted by:
Related Material: Excel Academy - Board Meeting Calendar 22_23 (1).pdf

BACKGROUND:

The revisions to the Board Meeting Calendar for 2022/23 include the following:

1. Changing the November Study Session to a Board Session in order to take action on the teleconferencing platform for Board Meetings.
2. Adding an April 6th Board Meeting.
3. Moving the SPSA and MTSS Presentations to the December Board Meeting.



2022-23 Board Meeting Calendar

DATE	ITEMS	PRESENTER
August 8, 2022	Study Session: Board Evaluation and CEO/Executive Director Evaluation Planning	Heidi Gasca
	21-22 Student Achievement and Local Indicators Policies - Set 1	Heidi Gasca Jenny Craig
September 8, 2022	Study Session: CEO Executive Director Board Goals	Heidi Gasca
	Board Member Reelection Unaudited Actuals (2021-22) / Due 9/15 Extension of Board Member Terminations	Heidi Gasca Joe Sorrera
October 13, 2022	iReady Data Presentation Fiscal Update	Jenny Craig Joe Sorrera
November 10, 2022	Board Meeting Excel Academy Evaluation Process	Heidi Gasca Megan Anderson

Excel Academy Charter School

Calendar Approved: June 23, 2022

Calendar Revised: October 13, 2022

December 8, 2022	<p>First Interim // Due 12/15 Audit - Board Sub Committee Selected Annual organization meeting for BB 9100 Policies - set 2 Multi-Tiered System of Supports (MTSS) (WIN (What I Need) Intervention) SPSA & Title 1 Updates</p> <p>FY21-22 Audit Report to Board</p>	<p>Joe Sorrera Heidi Gasca Keri Schneeweiss</p> <p>April Saade</p> <p>Joe</p>
January 12, 2023	Special Education Presentation	Lara Ulmer
February 9, 2023	<p>2023-24 Strategic Plan</p> <p>Fiscal Update/Effect of the Jan Budget Proposal</p>	<p>Heidi Gasca Megan Anderson Joe Sorrera</p>
March 9, 2023	<p>Study Session: CEO/ED Contract Review</p>	Heidi Gasca
	<p>Policies- Set 3 Business Services Board Policies (3XXX series) Second Interim / Due 3/15 Audit Firm Selection</p>	<p>Heidi Gasca Joe Sorrera Joe Sorrera Heidi Gasca</p>
April 6, 2023	<p>Counselor Highlights 23/24 Board Meeting Calendar</p>	<p>Melissa O'Dell Heidi Gasca</p>
May 11, 2023	<p>Principals/Student Services - Year in Review Board Meeting Calendar – First Reading Evaluation of CEO/ED Contract Renewal:</p>	<p>Nick Romo & Lorrie Wood Heidi Gasca</p>
June 15, 2023	<p>LCAP/Budget Public Hearing Property and Casualty Insurance Policies Year End Recap & Highlights</p>	<p>Jenny Craig Joe Sorrera Heidi Gasca</p>

Excel Academy Charter School

Calendar Approved: June 23, 2022

Calendar Revised: October 13, 2022

	CEO/ED Contract Approved	
June 22, 2023	LCAP/Budget Approval July Budget - Approval Educator Protection Act (EPA) SELPA Master Contract	Jenny Craig Joe Sorrera Heidi Gasca

Excel Academy Charter School
Calendar Approved: June 23, 2022
Calendar Revised: October 13, 2022

Coversheet

Consent - Business/Financial Services

Section: XII. Consent
Item: A. Consent - Business/Financial Services
Purpose:
Submitted by:
Related Material: Check Register 090122-093022.pdf

Excel Academy (CA) - Regular Meeting of the Board of Directors - Agenda - Thursday October 13, 2022 at 10:00 AM

Company Name:		Excel Academy Charter Schools									
Report Name:		Check Register									
Location:		2053-Excel Academy Charter School - Warner & 2073-Excel Academy Charter School - Helendale									
Bank	Bill	Bill Date	Bill No	Vendor	GL account/Account label	Document No	Amount	Amount Applied	Memo	Department	Location
CHASE 9313 - Chase Bank	Account No: 215769313										
	9/11/2022		5370-081022	5370 - SchoolsFst 5370 - SchoolsFst	9517 - Voluntary 403b 9517 - Voluntary 403b	5350913216 5350913216	515.41 515.41	360.79 154.62	4038/457B - 08.10.22 Payroll Regular 4038/457B - 08.10.22 Payroll Regular	000 - General 000 - General	2053 - Excel Academy Charter School - Warner 2073 - Excel Academy Charter School - Helendale
	9/2/2022	8/26/2022	EX008-01-22	5419 - Vantaggio HR LTD 5419 - Vantaggio HR LTD	5800 - Professional Services - 5800 - Professional Services -	5350224675 5350224675	250.00 250.00	175.00 75.00		901 - HR and Staffing 901 - HR and Staffing	2053 - Excel Academy Charter School - Warner 2073 - Excel Academy Charter School - Helendale
	9/2/2022	8/1/2022	2004726514	5467 - Philadelphia Insurance Companies 5467 - Philadelphia Insurance Companies	5400 - Insurance 5400 - Insurance	119228 119228	7,918.00 7,918.00	5,542.60 2,375.40		900 - Operations 900 - Operations	2053 - Excel Academy Charter School - Warner 2073 - Excel Academy Charter School - Helendale
	9/5/2022	9/5/2022	5795-090422	5795 - BRMS - FSA 5795 - BRMS - FSA 5795 - BRMS - FSA 5795 - BRMS - FSA 5795 - BRMS - FSA 5795 - BRMS - FSA 5795 - BRMS - FSA 5795 - BRMS - FSA 5795 - BRMS - FSA 5795 - BRMS - FSA	9516 - Voluntary FSA 9516 - Voluntary FSA 9516 - Voluntary FSA 9516 - Voluntary FSA 9516 - Voluntary FSA 9516 - Voluntary FSA 9516 - Voluntary FSA 9516 - Voluntary FSA 9516 - Voluntary FSA 9516 - Voluntary FSA	1,369.69 1,094.00 1,369.69 1,369.69 1,369.69 1,369.69 1,369.69 6.94 1,369.69 7.50	120.00 1,094.00 16.20 17.50 71.39 7.23 6.94 7.50	Erica Flores Tabitha Gomez Lisa Murphy Rebecca Metoyer Sarah Herkaws April Saade Lisa Murphy April Saade Rebecca Metoyer	000 - General 000 - General 000 - General 000 - General 000 - General 000 - General 000 - General 000 - General 000 - General	2053 - Excel Academy Charter School - Warner 2073 - Excel Academy Charter School - Helendale 2053 - Excel Academy Charter School - Warner 2073 - Excel Academy Charter School - Helendale 2053 - Excel Academy Charter School - Warner 2073 - Excel Academy Charter School - Helendale 2053 - Excel Academy Charter School - Warner 2073 - Excel Academy Charter School - Helendale 2053 - Excel Academy Charter School - Warner 2073 - Excel Academy Charter School - Helendale	
	9/6/2022	8/10/2022	C230437	2538 - Memoria Press 2538 - Memoria Press	4310 - Materials & Supplies 4100 - Textbooks & Core Curricu	10136003278 10136003278	230.17 230.17	27.81 77.52		910 - Instructional Funds 910 - Instructional Funds	2053 - Excel Academy Charter School - Warner 2073 - Excel Academy Charter School - Helendale
	9/6/2022	8/15/2022	C230498	2538 - Memoria Press	4100 - Textbooks & Core Curricu	10136003278	230.17	124.84		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
	9/6/2022	8/6/2022	8983	1391 - MoxieBox Art, Inc.	4100 - Textbooks & Core Curricu	10136003279	190.97	190.97		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
	9/6/2022	8/6/2022	267025010	1322 - Brave Writer, LLC	4100 - Textbooks & Core Curricu	10136003254	129.00	129.00		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
	9/6/2022	8/11/2022	GG131133	v3171 - Generation Genius, Inc.	4100 - Textbooks & Core Curricu	10136003261	125.00	125.00		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
	9/6/2022	8/10/2022	21377	2626 - Geography Matters	4100 - Textbooks & Core Curricu	10136003286	119.51	119.51		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
	9/6/2022	8/8/2022	18510731	4321 - NCS Pearson Inc 4321 - NCS Pearson Inc	4350 - Other Supplies - Materia 4350 - Other Supplies - Materia	10136003288 10136003288	118.53 118.53	35.56 82.97		907 - SPED 907 - SPED	2073 - Excel Academy Charter School - Helendale 2053 - Excel Academy Charter School - Warner
	9/6/2022	8/8/2022	809221	2460 - Singapore Math Live	4100 - Textbooks & Core Curricu	10136003251	55.00	55.00		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
	9/6/2022	8/10/2022	955605031	1180 - Houghton Mifflin Harcourt Publishing Co.	4100 - Textbooks & Core Curricu	10136003271	50.00	50.00		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
	9/6/2022	8/15/2022	35098	2484 - Pandia Press	4100 - Textbooks & Core Curricu	10136003255	47.49	47.49		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
	9/6/2022	8/15/2022	HW153979	5298 - Learning Without Tears	4100 - Textbooks & Core Curricu	10136003260	31.95	31.95		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
	9/6/2022	8/15/2022	40720141	1290 - Scholastic Inc.	4100 - Textbooks & Core Curricu	10136003275	24.77	24.77		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
	9/6/2022	8/10/2022	11447	1278 - Blacklaid and Company	4100 - Textbooks & Core Curricu	10136003264	1,627.71	619.15		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/10/2022	11446	1278 - Blacklaid and Company	4100 - Textbooks & Core Curricu	10136003264	1,627.71	504.28		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/10/2022	11448	1278 - Blacklaid and Company	4100 - Textbooks & Core Curricu	10136003264	1,627.71	504.28		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
	9/6/2022	8/11/2022	44327	1211 - Teaching Textbooks	4100 - Textbooks & Core Curricu	10136003253	1,474.52	43.08		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/26/2022	45174	1211 - Teaching Textbooks	4100 - Textbooks & Core Curricu	10136003253	1,474.52	43.08		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/26/2022	45177	1211 - Teaching Textbooks	4100 - Textbooks & Core Curricu	10136003253	1,474.52	43.08		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/29/2022	45285	1211 - Teaching Textbooks	4100 - Textbooks & Core Curricu	10136003253	1,474.52	45.98		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/26/2022	45099	1211 - Teaching Textbooks	4100 - Textbooks & Core Curricu	10136003253	1,474.52	43.08		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/25/2022	45052	1211 - Teaching Textbooks	4100 - Textbooks & Core Curricu	10136003253	1,474.52	55.08		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/23/2022	44859	1211 - Teaching Textbooks	4100 - Textbooks & Core Curricu	10136003253	1,474.52	18.00		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/26/2022	45162	1211 - Teaching Textbooks	4100 - Textbooks & Core Curricu	10136003253	1,474.52	43.08		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/24/2022	44991	1211 - Teaching Textbooks	4100 - Textbooks & Core Curricu	10136003253	1,474.52	55.08		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/25/2022	5051	1211 - Teaching Textbooks	4100 - Textbooks & Core Curricu	10136003253	1,474.52	67.08		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/24/2022	44928	1211 - Teaching Textbooks	4100 - Textbooks & Core Curricu	10136003253	1,474.52	108.27		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/23/2022	44948	1211 - Teaching Textbooks	4100 - Textbooks & Core Curricu	10136003253	1,474.52	103.92		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/23/2022	44851	1211 - Teaching Textbooks	4100 - Textbooks & Core Curricu	10136003253	1,474.52	150.81		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/23/2022	44849	1211 - Teaching Textbooks	4100 - Textbooks & Core Curricu	10136003253	1,474.52	199.94		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/23/2022	44840	1211 - Teaching Textbooks	4100 - Textbooks & Core Curricu	10136003253	1,474.52	57.98		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/23/2022	44857	1211 - Teaching Textbooks	4100 - Textbooks & Core Curricu	10136003253	1,474.52	147.84		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/17/2022	44459	1211 - Teaching Textbooks	4100 - Textbooks & Core Curricu	10136003253	1,474.52	147.84		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
	9/6/2022	8/12/2022	SI-157154	1978 - The Logic of English	4100 - Textbooks & Core Curricu	10136003272	1,388.07	240.80		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/12/2022	SI-157133	1978 - The Logic of English	4100 - Textbooks & Core Curricu	10136003272	1,388.07	54.36		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/16/2022	SI-157617	1978 - The Logic of English	4100 - Textbooks & Core Curricu	10136003272	1,388.07	25.49		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/16/2022	SI-157668	1978 - The Logic of English	4310 - Materials & Supplies	10136003272	1,388.07	19.13		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/16/2022	SI-157632	1978 - The Logic of English	4100 - Textbooks & Core Curricu	10136003272	1,388.07	22.91		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/11/2022	SI-156974-01	1978 - The Logic of English	4100 - Textbooks & Core Curricu	10136003272	1,388.07	123.41		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/16/2022	SI-157669	1978 - The Logic of English	4100 - Textbooks & Core Curricu	10136003272	1,388.07	232.04		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/16/2022	SI-157628	1978 - The Logic of English	4100 - Textbooks & Core Curricu	10136003272	1,388.07	267.14		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/15/2022	SI-157478	1978 - The Logic of English	4100 - Textbooks & Core Curricu	10136003272	1,388.07	353.33		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
	9/6/2022	8/8/2022	15647	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	43.68		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/7/2022	15622	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	97.72		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/10/2022	15701	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	97.72		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/10/2022	15695	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	45.98		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/8/2022	15632	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	63.23		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/10/2022	15702	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	97.72		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/7/2022	15619	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	97.72		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/5/2022	15602	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	133.35		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/7/2022	15618	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	43.68		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/8/2022	15646	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	25.49		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/5/2022	15605	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	41.39		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/10/2022	15694	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	97.72		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/9/2022	15670	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	97.72		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/22/2022	15853	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	23.99		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/22/2022	15854	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	23.99		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/22/2022	15885	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	23.99		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/22/2022	15884	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	141.39		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/17/2022	15864	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	23.99		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/16/2022	15782	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	67.82		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/9/2022	15654	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003248	1,324.22	67.82		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
	9/6/2022	8/12/2022	911968	5016 - All About Learning Press, Inc	4100 - Textbooks & Core Curricu	10136003243	1,309.02	314.56		910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
		8/12/2022	911969	5016 - All About Learning Press, Inc	4100 - Textbooks & Core Curricu	10136003243	1,309.02	225.11		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/18/2022	912194	5016 - All About Learning Press, Inc	4100 - Textbooks & Core Curricu	10136003243	1,309.02	54.20		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/19/2022	912130	5016 - All About Learning Press, Inc	4100 - Textbooks & Core Curricu	10136003243	1,309.02	241.00		910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		8/17/2022	912057	5016 - All About Learning Press, Inc							

Excel Academy (CA) - Regular Meeting of the Board of Directors - Agenda - Thursday October 13, 2022 at 10:00 AM

8/8/2022	5237093	1208 - Singapore Math Inc	4100 - Textbooks & Core Curricu	10136003252	4,444.55	106.07	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/16/2022	5238623	1208 - Singapore Math Inc	4100 - Textbooks & Core Curricu	10136003252	4,444.55	157.92	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/16/2022	5238654	1208 - Singapore Math Inc	4100 - Textbooks & Core Curricu	10136003252	4,444.55	173.18	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/16/2022	5238657	1208 - Singapore Math Inc	4100 - Textbooks & Core Curricu	10136003252	4,444.55	77.86	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/6/2022	8/9/2022	IN-4615	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	137.48	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/13/2022	IN-4669	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	128.19	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/12/2022	IN-4657	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	128.14	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/19/2022	IN-4610	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	167.28	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/13/2022	IN-4674	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	119.89	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/9/2022	IN-4616	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	139.17	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/13/2022	IN-4671	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	107.78	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/7/2022	IN-4583	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	167.28	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/5/2022	IN-4573	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	38.49	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/4/2022	IN-4555	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	189.18	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/13/2022	IN-4672	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	127.16	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/9/2022	IN-4566	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	53.89	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/13/2022	IN-4670	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	24.79	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/9/2022	IN-4572	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	46.19	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/7/2022	IN-4587	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	38.49	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/13/2022	IN-4675	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	128.19	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/9/2022	IN-4619	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	167.28	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/7/2022	IN-4586	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	167.28	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/13/2022	IN-4673	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	53.89	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/12/2022	IN-4658	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	177.18	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/4/2022	IN-4549	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	150.18	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/22/2022	IN-4801	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	72.59	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/22/2022	IN-4799	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	21.99	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/22/2022	IN-4792	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	31.89	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/22/2022	IN-4789	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	49.00	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/22/2022	IN-4809	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	38.49	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/22/2022	IN-4804	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	30.79	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/8/2022	IN-4591	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	114.48	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/8/2022	IN-4742	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	96.58	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/8/2022	IN-4592	1339 - Elemental Science (Elemental Science, II	4100 - Textbooks & Core Curricu	10136003246	3,329.17	188.28	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/6/2022	8/10/2022	132980	1224 - Oak Meadow Inc	4100 - Textbooks & Core Curricu	10136003280	2,887.96	108.74	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/9/2022	132893	1224 - Oak Meadow Inc	4100 - Textbooks & Core Curricu	10136003280	2,887.96	364.41	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/9/2022	132883	1224 - Oak Meadow Inc	4100 - Textbooks & Core Curricu	10136003280	2,887.96	826.58	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/17/2022	133597	1224 - Oak Meadow Inc	4100 - Textbooks & Core Curricu	10136003280	2,887.96	150.23	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/17/2022	133268	1224 - Oak Meadow Inc	4100 - Textbooks & Core Curricu	10136003280	2,887.96	102.09	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/17/2022	133450	1224 - Oak Meadow Inc	4310 - Materials & Supplies	10136003280	2,887.96	81.03	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/17/2022	133450	1224 - Oak Meadow Inc	4100 - Textbooks & Core Curricu	10136003280	2,887.96	654.88	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/6/2022	8/8/2022	355289	3031 - Essentials in Writing	4100 - Textbooks & Core Curricu	10136003247	2,336.65	231.10	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/8/2022	232225	3031 - Essentials in Writing	4100 - Textbooks & Core Curricu	10136003247	2,336.65	107.80	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
10/10/2022	411656	3031 - Essentials in Writing	4100 - Textbooks & Core Curricu	10136003247	2,336.65	144.10	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/16/2022	377366	3031 - Essentials in Writing	4100 - Textbooks & Core Curricu	10136003247	2,336.65	144.10	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/10/2022	144548	3031 - Essentials in Writing	4100 - Textbooks & Core Curricu	10136003247	2,336.65	144.10	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/16/2022	344582	3031 - Essentials in Writing	4100 - Textbooks & Core Curricu	10136003247	2,336.65	253.65	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/16/2022	244227	3031 - Essentials in Writing	4100 - Textbooks & Core Curricu	10136003247	2,336.65	124.10	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/18/2022	229617	3031 - Essentials in Writing	4100 - Textbooks & Core Curricu	10136003247	2,336.65	144.10	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/16/2022	500344	3031 - Essentials in Writing	4100 - Textbooks & Core Curricu	10136003247	2,336.65	117.65	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/16/2022	200615	3031 - Essentials in Writing	4100 - Textbooks & Core Curricu	10136003247	2,336.65	146.65	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/16/2022	444790	3031 - Essentials in Writing	4100 - Textbooks & Core Curricu	10136003247	2,336.65	124.10	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/17/2022	371	3031 - Essentials in Writing	4100 - Textbooks & Core Curricu	10136003247	2,336.65	137.65	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/17/2022	233821	3031 - Essentials in Writing	4100 - Textbooks & Core Curricu	10136003247	2,336.65	277.05	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/16/2022	55047	3031 - Essentials in Writing	4100 - Textbooks & Core Curricu	10136003247	2,336.65	117.45	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/16/2022	133910	3031 - Essentials in Writing	4100 - Textbooks & Core Curricu	10136003247	2,336.65	124.10	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/6/2022	8/11/2022	B0009417	1295 - BookShark, LLC	4100 - Textbooks & Core Curricu	10136003267	1,631.96	263.75	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/12/2022	B0009620	1295 - BookShark, LLC	4100 - Textbooks & Core Curricu	10136003267	1,631.96	31.95	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/10/2022	B0009046	1295 - BookShark, LLC	4310 - Materials & Supplies	10136003267	1,631.96	82.68	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/10/2022	B0010137	1295 - BookShark, LLC	4100 - Textbooks & Core Curricu	10136003267	1,631.96	301.21	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/17/2022	B0010209	1295 - BookShark, LLC	4100 - Textbooks & Core Curricu	10136003267	1,631.96	233.59	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/11/2022	B0009263	1295 - BookShark, LLC	4310 - Materials & Supplies	10136003267	1,631.96	161.89	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/17/2022	B0010150	1295 - BookShark, LLC	4100 - Textbooks & Core Curricu	10136003267	1,631.96	163.48	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/17/2022	B0010150	1295 - BookShark, LLC	4100 - Textbooks & Core Curricu	10136003267	1,631.96	175.04	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/17/2022	B0010150	1295 - BookShark, LLC	4100 - Textbooks & Core Curricu	10136003267	1,631.96	237.37	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/6/2022	8/11/2022	14019	5017 - Alpha Vision, Inc.	5940 - Technology Services	10136003259	625.00	187.50	900 - Operations	2053 - Excel Academy Charter School - Warner
8/12/2022	14019	5017 - Alpha Vision, Inc.	5940 - Technology Services	10136003259	625.00	437.50	900 - Operations	2053 - Excel Academy Charter School - Warner	
9/6/2022	8/9/2022	389970	2134 - Timberdoole	4310 - Materials & Supplies	10136003244	501.63	194.15	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/4/2022	389540	2134 - Timberdoole	4100 - Textbooks & Core Curricu	10136003244	501.63	185.04	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/12/2022	390388	2134 - Timberdoole	4100 - Textbooks & Core Curricu	10136003244	501.63	122.44	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/6/2022	8/18/2022	114063	1303 - Royal Fireworks Press	4100 - Textbooks & Core Curricu	10136003268	477.40	191.40	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/9/2022	113661	1303 - Royal Fireworks Press	4100 - Textbooks & Core Curricu	10136003268	477.40	286.00	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/6/2022	8/5/2022	17370	2445 - Beautiful Feet Books, Inc.	4100 - Textbooks & Core Curricu	10136003258	435.00	105.66	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/11/2022	17458	2445 - Beautiful Feet Books, Inc.	4100 - Textbooks & Core Curricu	10136003258	435.00	108.97	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/8/2022	17387	2445 - Beautiful Feet Books, Inc.	4100 - Textbooks & Core Curricu	10136003258	435.00	220.37	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/6/2022	8/9/2022	199382083	5395 - TeachersPayTeachers	4100 - Textbooks & Core Curricu	10136003281	400.92	27.99	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/17/2022	200280130	5395 - TeachersPayTeachers	4100 - Textbooks & Core Curricu	10136003281	400.92	372.93	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/6/2022	8/11/2022	8437	2275 - Nancy Larson Publishers, Inc.	4100 - Textbooks & Core Curricu	10136003280	371.74	371.74	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
9/6/2022	8/16/2022	592280	2536 - TalkBox Mom	4100 - Textbooks & Core Curricu	10136003274	357.79	357.79	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
9/6/2022	8/16/2022	2089-092022	5796 - BRMS - CharterLIFE	3990 - PY Benefit Adjustments	10136003242	107,487.15	24,734.54	000 - General	2053 - Excel Academy Charter School - Warner
8/16/2022	2089-092022	5796 - BRMS - CharterLIFE	3990 - PY Benefit Adjustments	10136003242	107,487.15	82,752.61	000 - General	2053 - Excel Academy Charter School - Warner	
9/6/2022	8/29/2022	612745	5812 - The Princeton Review	4101 - Textbooks & Core Curricu	10136003287	18,500.00	5,550.00	906 - Education Services	2053 - Excel Academy Charter School - Warner
8/29/2022	612745	5812 - The Princeton Review	4101 - Textbooks & Core Curricu	10136003287	18,500.00	12,950.00	906 - Education Services	2053 - Excel Academy Charter School - Warner	
9/6/2022	8/8/2022	2022-1497	4303 - Mobile Zoo of Southern California	5841 - Community Marketing	10136003273	649.00	194.70	905 - Marketing and community	2053 - Excel Academy Charter School - Warner
8/8/2022	2022-1497	4303 - Mobile Zoo of Southern California	5841 - Community Marketing	10136003273	649.00	454.30	905 - Marketing and community	2053 - Excel Academy Charter School - Warner	

Excel Academy (CA) - Regular Meeting of the Board of Directors - Agenda - Thursday October 13, 2022 at 10:00 AM

8/19/2022	3843412	1201 - Rainbow Resource Center, Inc	4100 - Textbooks & Core Curricu	20136001787	4,674.23	180.10	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/22/2022	3846785	1201 - Rainbow Resource Center, Inc	4100 - Textbooks & Core Curricu	20136001787	4,674.23	398.65	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
		1201 - Rainbow Resource Center, Inc	4100 - Textbooks & Core Curricu	20136001787	4,674.23	115.78	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/23/2022	3848338	1201 - Rainbow Resource Center, Inc	4100 - Textbooks & Core Curricu	20136001787	4,674.23	155.07	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/24/2022	3848758	1201 - Rainbow Resource Center, Inc	4100 - Textbooks & Core Curricu	20136001787	4,674.23	46.78	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/22/2022	3846023	1201 - Rainbow Resource Center, Inc	4100 - Textbooks & Core Curricu	20136001787	4,674.23	20.79	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/25/2022	3852680	1201 - Rainbow Resource Center, Inc	4100 - Textbooks & Core Curricu	20136001787	4,674.23	22.53	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/26/2022	3852549	1201 - Rainbow Resource Center, Inc	4100 - Textbooks & Core Curricu	20136001787	4,674.23	20.43	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/25/2022	3852707	1201 - Rainbow Resource Center, Inc	4100 - Textbooks & Core Curricu	20136001787	4,674.23	71.46	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
9/2/2022	3818515	1201 - Rainbow Resource Center, Inc	4100 - Textbooks & Core Curricu	20136001787	4,674.23	647.82	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
9/12/2022								
8/19/2022	189F - WL9M - FFH9	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	77.47	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/19/2022	14JH - MR9F - 9XNV	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	357.66	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/19/2022	191K - HTHD - F2VQ	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	46.78	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/19/2022	16X0 - HURL - CX6X	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	19.21	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/19/2022	18FD - TW03 - F1HT	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	302.69	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/19/2022	16X0 - HURL - G2H4	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	21.42	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/19/2022	1WT7 - XGAP - CXMN	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	68.80	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/19/2022	131V - 67RT - DR9H	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	30.26	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/19/2022	1W0D - R0XV - F3SL	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	97.17	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/20/2022	189F - X9XR - Q1JK	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	31.36	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/20/2022	16X0 - CM9V - M9YK	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	209.83	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/20/2022	189F - WL9M - M9VN	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	51.00	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/20/2022	131V - 67RT - 6W4X	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	21.74	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/20/2022	179K - 4NEG - NNGH	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	237.88	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/20/2022	181K - Y3JC - M9TH	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	78.27	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/20/2022	1117 - RTT3 - F3DC	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	57.21	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/20/2022	1WT7 - XGAP - MR9W	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	302.34	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/20/2022	1W0D - R0XV - NG2I	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	203.31	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/20/2022	1424 - 6YRW - C9K9	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	193.44	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/19/2022	111N - 4M9N - C077	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	389.78	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/19/2022	111K - C0WV - D3M9	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	74.93	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/19/2022	189F - WL9M - N9T8	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	556.23	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/20/2022	189F - X9XR - M9WJ	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	207.53	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/20/2022	13N2 - 373M - JY47	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	134.19	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/20/2022	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	408.49	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale	
8/20/2022	11VD - G0U7 - P7NL	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	172.76	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/20/2022	191K - J9JY - M9T3	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	108.14	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/20/2022	16CF - RVFH - Q3JM	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001782	4,323.86	13.95	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
9/12/2022								
8/16/2022	11NH - CXWN - D7AM	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	25.00	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	1W0D - HURL - T1XV	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	48.61	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	19PP - 69VH - A6N7	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	77.97	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	189F - YFCN - I1W9	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	19.29	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	189C - 131E - I1P9	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	254.97	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	1W3K - 11VG - 77TT	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	104.89	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	181K - 7171 - F3XG	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	408.98	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	181K - 7171 - 6W1D	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	35.84	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	1VNF - W0CD - CHIP	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	153.97	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	11F4 - R0VW - PKL9	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	193.20	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	16X0 - K2NK - 6MFX	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	23.22	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	181V - H7H7 - 3CWT	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	222.27	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	181K - Y1C7 - C9K9	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	130.35	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	17QM - P1LQ - F1JQ	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	8.69	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	181P - 12VH - 6M77	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	111.29	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	189F - Y1C7 - C9K9	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	193.44	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	1VNF - W0CD - 9H1D	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	210.69	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	181K - 7171 - D9M8	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	332.83	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	11R3 - CLNT - F4FD	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	204.06	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	11F4 - R0VW - 9T4W	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	571.54	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	189F - 69VH - F78X	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	26.25	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	16C6 - X0K4 - 4VRN	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	31.46	910 - Instructional Funds	2053 - Excel Academy Charter School - Healdale
8/16/2022	16X0 - JGK6 - 4TT3	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	142.08	910 - Instructional Funds	2053 - Excel Academy Charter School - Healdale
8/16/2022	16C0 - C9AL - 3W6G	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	125.05	910 - Instructional Funds	2053 - Excel Academy Charter School - Healdale
8/16/2022	1190 - 3THN - C99H	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	32.98	910 - Instructional Funds	2053 - Excel Academy Charter School - Healdale
8/16/2022	181P - M0J2 - T14D	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	13.76	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	181V - W0CD - 3H4D	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	408.61	910 - Instructional Funds	2053 - Excel Academy Charter School - Healdale
8/16/2022	189C - 131H - 1N46	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	120.09	910 - Instructional Funds	2053 - Excel Academy Charter School - Healdale
8/16/2022	16C6 - X0K4 - 11TV	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	31.17	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	1VNF - W0CD - FMFX	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	436.39	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	11VT - 99M3 - F7W6	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	28.10	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	1190 - 3THN - 19M1	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	95.90	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	11YN - TPC9 - 1H73	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	185.19	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/16/2022	117H - 64M0 - 6Y44	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001780	4,056.02	5.97	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
9/12/2022								
9/3/2022	300090322	5522 - KM Educational Consulting & Executive C	5100 - SpEd Consultants and Ven	20136001796	3,675.00	1,102.50	900 - Operations	2073 - Excel Academy Charter School - Healdale
8/21/2022	14JH - MR9F - 3F43	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001783	3,631.04	154.96	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/21/2022	16CF - RVFH - 8K1Y	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001783	3,631.04	18.76	910 - Instructional Funds	2053 - Excel Academy Charter School - Healdale
8/21/2022	181K - KR94 - 119H	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001783	3,631.04	152.54	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/21/2022	191K - J9JY - X9VH	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001783	3,631.04	106.49	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/21/2022	18FD - TW03 - Y4GK	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001783	3,631.04	12.65	910 - Instructional Funds	2053 - Excel Academy Charter School - Healdale
8/21/2022	1WT7 - XGAP - Y4K7	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001783	3,631.04	42.55	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/21/2022	117K - N0XV - Y63T	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001783	3,631.04	48.46	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/21/2022	189F - WL9M - Y7FC	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001783	3,631.04	193.78	910 - Instructional Funds	2073 - Excel Academy Charter School - Healdale
8/21/2022	111K - C0WV - W1D7	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001783	3,631.04	125.52	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/21/2022	117K - HTHD - Y0H8	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001783	3,631.04	12.65	910 - Instructional Funds	

Excel Academy (CA) - Regular Meeting of the Board of Directors - Agenda - Thursday October 13, 2022 at 10:00 AM

8/26/2022	454922	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	65.59	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/26/2022	454845	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	65.59	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
8/26/2022	454831	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	32.80	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
8/26/2022	454840	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	64.54	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/26/2022	454821	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	65.14	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/26/2022	454900	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	65.59	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
8/26/2022	454849	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	32.27	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/26/2022	454896	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	64.54	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/26/2022	454895	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	64.54	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/26/2022	454810	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	65.14	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
8/26/2022	454853	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	65.59	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
8/26/2022	454848	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	65.59	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
8/26/2022	454853	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	65.14	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/26/2022	454901	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	65.59	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
8/26/2022	454812	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	32.27	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/26/2022	454837	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	64.54	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
9/6/2022	457010	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	64.54	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
9/6/2022	456982	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	32.27	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
9/6/2022	457009	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	64.54	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/26/2022	454894	2129--Studies Weekly	4100--Textbooks & Core Curricu	10136003389	2,017.03	64.54	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
9/19/2022	8/11/2022	17473	2445--Beautiful Feet Books, Inc.	4100--Textbooks & Core Curricu	10136003371	238.33	204.90	910--Instructional Funds	2053--Excel Academy Charter School - Warner
8/25/2022	17900	2445--Beautiful Feet Books, Inc.	4100--Textbooks & Core Curricu	10136003371	238.33	23.43	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
9/19/2022	8/24/2022	36202	2484--Pandita Press	4100--Textbooks & Core Curricu	10136003364	206.96	51.49	910--Instructional Funds	2073--Excel Academy Charter School - Helendale
8/26/2022	36583	2484--Pandita Press	4100--Textbooks & Core Curricu	10136003364	206.96	51.99	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
8/26/2022	36582	2484--Pandita Press	4100--Textbooks & Core Curricu	10136003364	206.96	51.49	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/30/2022	36604	2484--Pandita Press	4100--Textbooks & Core Curricu	10136003364	206.96	51.99	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
9/19/2022	8/29/2022	5044	1265--Exploration Education	4100--Textbooks & Core Curricu	10136003385	191.81	191.81	910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/19/2022	8/13/2022	2999	1970--The Etiquette Factory	4100--Textbooks & Core Curricu	10136003354	129.00	129.00	910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/19/2022	8/22/2022	267047648	1322--Brave Writer, LLC	4100--Textbooks & Core Curricu	10136003370	129.00	129.00	910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/19/2022	8/26/2022	4026775704	1196--Savvas Learning Company LLC	4100--Textbooks & Core Curricu	10136003366	111.51	29.30	910--Instructional Funds	2053--Excel Academy Charter School - Warner
8/31/2022	4026786574	1196--Savvas Learning Company LLC	4100--Textbooks & Core Curricu	10136003366	111.51	82.21	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
9/19/2022	8/31/2022	INV-BELAU-402	5058--Blake eLearning Pty Ltd	4100--Textbooks & Core Curricu	10136003388	69.99	69.99	910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/19/2022	8/22/2022	4313078	1156--Barnes and Noble	4100--Textbooks & Core Curricu	10136003348	66.82	19.28	910--Instructional Funds	2073--Excel Academy Charter School - Helendale
8/22/2022	4313077	1156--Barnes and Noble	4100--Textbooks & Core Curricu	10136003348	66.82	47.54	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
9/19/2022	8/16/2022	200088136	5395--TeachersPayTeachers	4100--Textbooks & Core Curricu	10136003377	51.36	51.36	910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/19/2022	8/29/2022	HW156529	5298--Learning Without Tears	4100--Textbooks & Core Curricu	10136003372	20.25	20.25	910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/19/2022	8/18/2022	40749579	1290--Scholastic Inc.	4100--Textbooks & Core Curricu	10136003360	1.01	1.01	910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/19/2022	7/21/2022	132322	5801--Riley's Farm	5835--Field Trips	10136003381	885.00	615.00	910--Instructional Funds	2053--Excel Academy Charter School - Warner
			5801--Riley's Farm	5835--Field Trips	10136003381	885.00	270.00	910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/19/2022	8/23/2022	C230722	2538--Memoria Press	4100--Textbooks & Core Curricu	10136003369	795.57	136.98	910--Instructional Funds	2053--Excel Academy Charter School - Warner
8/25/2022	C230706	2538--Memoria Press	4100--Textbooks & Core Curricu	10136003369	795.57	65.15	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/25/2022	C230783	2538--Memoria Press	4100--Textbooks & Core Curricu	10136003369	795.57	76.97	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/29/2022	C230819	2538--Memoria Press	4100--Textbooks & Core Curricu	10136003369	795.57	308.35	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
9/19/2022	8/18/2022	114064	1303--Royal Fireworks Press	4100--Textbooks & Core Curricu	10136003384	627.00	275.00	910--Instructional Funds	2053--Excel Academy Charter School - Warner
8/25/2022	114337	1303--Royal Fireworks Press	4100--Textbooks & Core Curricu	10136003384	627.00	352.00	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
9/19/2022	8/8/2022	955646644	1180--Houghton Mifflin Harcourt Publishing Co.	4100--Textbooks & Core Curricu	10136003359	585.47	58.14	910--Instructional Funds	2053--Excel Academy Charter School - Warner
8/25/2022	955672795	1180--Houghton Mifflin Harcourt Publishing Co.	4100--Textbooks & Core Curricu	10136003359	585.47	175.36	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/26/2022	955675911	1180--Houghton Mifflin Harcourt Publishing Co.	4100--Textbooks & Core Curricu	10136003359	585.47	51.52	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
8/26/2022	955675609	1180--Houghton Mifflin Harcourt Publishing Co.	4100--Textbooks & Core Curricu	10136003359	585.47	96.02	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
8/25/2022	955671040	1180--Houghton Mifflin Harcourt Publishing Co.	4100--Textbooks & Core Curricu	10136003359	585.47	56.89	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
8/26/2022	955675610	1180--Houghton Mifflin Harcourt Publishing Co.	4100--Textbooks & Core Curricu	10136003359	585.47	96.02	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
8/29/2022	955677796	1180--Houghton Mifflin Harcourt Publishing Co.	4100--Textbooks & Core Curricu	10136003359	585.47	51.52	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
9/19/2022	8/17/2022	44466	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003363	536.37	150.81	910--Instructional Funds	2053--Excel Academy Charter School - Warner
8/22/2022	44828	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003363	536.37	67.08	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/26/2022	45192	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003363	536.37	43.08	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/26/2022	45194	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003363	536.37	43.08	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/25/2022	45053	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003363	536.37	55.08	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/29/2022	45284	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003363	536.37	67.08	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/29/2022	45266	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003363	536.37	43.08	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
8/29/2022	45279	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003363	536.37	67.08	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
9/19/2022	7/31/2022	9030	5162--Effectual Educational Consulting Service	5100--SpEd Consultants and Ven	10136003368	500.00	500.00	Assessment- DHH	907--SPED
9/19/2022	8/25/2022	IN-0000992705	1312--Little Passports	4100--Textbooks & Core Curricu	10136003355	480.16	309.67	910--Instructional Funds	2053--Excel Academy Charter School - Warner
8/29/2022	IN-0000992806	1312--Little Passports	4100--Textbooks & Core Curricu	10136003355	480.16	170.49	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
9/19/2022	8/15/2022	133247	1224--Oak Meadow Inc	4100--Textbooks & Core Curricu	10136003365	476.00	149.69	910--Instructional Funds	2053--Excel Academy Charter School - Warner
8/26/2022	134047	1224--Oak Meadow Inc	4100--Textbooks & Core Curricu	10136003365	476.00	138.91	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/26/2022	134037	1224--Oak Meadow Inc	4100--Textbooks & Core Curricu	10136003365	476.00	187.40	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
9/19/2022	8/18/2022	912055	5016--All About Learning Press, Inc	4100--Textbooks & Core Curricu	10136003352	453.19	126.15	910--Instructional Funds	2053--Excel Academy Charter School - Warner
8/26/2022	912531	5016--All About Learning Press, Inc	4100--Textbooks & Core Curricu	10136003352	453.19	84.87	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
8/29/2022	912532	5016--All About Learning Press, Inc	4100--Textbooks & Core Curricu	10136003352	453.19	242.17	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
9/19/2022	8/25/2022	8497	2275--Nancy Larson Publishers, Inc.	4100--Textbooks & Core Curricu	10136003349	399.67	399.67	910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/19/2022	8/25/2022	88-99542	2862--Bright Solutions for Dyslexia	4100--Textbooks & Core Curricu	10136003379	392.08	392.08	910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/19/2022	8/24/2022	1190518062	2056--LEGO Education	4310--Materials & Supplies	10136003367	387.79	387.79	910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/19/2022	8/24/2022	4.19922E+11	2114--Lakeshore Learning Materials	4310--Materials & Supplies	10136003358	375.26	342.42	910--Instructional Funds	2053--Excel Academy Charter School - Warner
8/29/2022	4.2591E-11	2114--Lakeshore Learning Materials	4310--Materials & Supplies	10136003358	375.26	32.84	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
9/19/2022	8/10/2022	4717	2699--Nicole The Math Lady, LLC	4100--Textbooks & Core Curricu	10136003353	368.99	52.99	910--Instructional Funds	2053--Excel Academy Charter School - Warner
8/26/2022	4821	2699--Nicole The Math Lady, LLC	4100--Textbooks & Core Curricu	10136003353	368.99	99.00	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
8/18/2022	4821	2699--Nicole The Math Lady, LLC	4100--Textbooks & Core Curricu	10136003353	368.99	59.00	910--Instructional Funds	2073--Excel Academy Charter School - Helendale	
8/25/2022	5049	2699--Nicole The Math Lady, LLC	4100--Textbooks & Core Curricu	10136003353	368.99	59.00	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
9/1/2022	5175	2699--Nicole The Math Lady, LLC	4100--Textbooks & Core Curricu	10136003353	368.99	99.00	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
9/19/2022	9/1/2022	0134884-IN	5756--School Services of California, Inc.	5300--Dues & Memberships	10136003343	340.00	238.00	900--Operations	2053--Excel Academy Charter School - Warner
			5756--School Services of California, Inc.	5300--Dues & Memberships	10136003343	340.00	102.00	900--Operations	2073--Excel Academy Charter School - Helendale
9/19/2022	8/25/2022	440045	1179--Home Science Tools	4100--Textbooks & Core Curricu	10136003374	338.99	143.47	910--Instructional Funds	2053--Excel Academy Charter School - Warner
8/25/2022	440044	1179--Home Science Tools	4310--Materials & Supplies	10136003374	338.99	101.42	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
8/26/2022	440457	1179--Home Science Tools	4310--Materials & Supplies	10136003374	338.99	94.10	910--Instructional Funds	2053--Excel Academy Charter School - Warner	
9/19/2022	8/24/2022	GS-381346	1206--Real Science 4 Kids(Gravitas Publications)	4100--Textbooks & Core Curricu	10136003356	33			

Excel Academy (CA) - Regular Meeting of the Board of Directors - Agenda - Thursday October 13, 2022 at 10:00 AM

8/30/2022	1VDK-FMAG-CRVD	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001802	4,908.20	51.67	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/30/2022	1HWX-XD06-D09K	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001802	4,908.20	7.44	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/30/2022	1LFF-LFG4-3C6R	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001802	4,908.20	31.21	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/30/2022	1VDK-FMAG-C43M	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001802	4,908.20	60.45	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/30/2022	1130M-HLCP-483L	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001802	4,908.20	7.65	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/30/2022	1CJR-90V6-GHMR	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001802	4,908.20	36.98	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/30/2022	1CMV-DVDC-6MAH	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001802	4,908.20	17.02	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/30/2022	19PP-62LH-902B	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001802	4,908.20	180.29	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/30/2022	1CMV-DVDC-49CM	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001802	4,908.20	243.52	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/30/2022	1MMX-TQ3F-1L3G	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001802	4,908.20	20.25	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/30/2022	1HWX-XD06-BK0K	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001802	4,908.20	21.97	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/30/2022	1C4H-VV4R-64J1	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001802	4,908.20	65.97	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/30/2022	1PWY-13YG-4WL3	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001802	4,908.20	17.38	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
9/19/2022								
8/25/2022	19M6-6P3W-M4XH	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	95.47	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/10/2022	11TK-X3FD-4HK7	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	81.21	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/18/2022	179K-4NGF-719F	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	58.72	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/18/2022	10K1-POKP-7V46	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	20.34	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/15/2022	13KF-69WV-6T4D	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	88.23	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/17/2022	1N6G-XTTM-62XW	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	14.52	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/18/2022	14JJ-MR8F-3THQ	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	20.89	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/25/2022	19M4-9P24-DL8H	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	11.06	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/25/2022	1WNL-9C3R-3TDV9	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	100.82	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/25/2022	1FCH-QKFN-FH1H	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	87.58	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/25/2022	17FK-1F4W-PK81	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	69.60	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/25/2022	1FCH-QKFN-6YHU	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	76.15	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/25/2022	19J - VYF4-N1KW	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	15.26	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/25/2022	1L2L-YFV-6M6	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	71.21	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/25/2022	1FV4-1TNU-7N1G	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	225.03	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/25/2022	10CM-VFCC-9QF6	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	234.69	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/25/2022	11K-02WV-87V	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	125.92	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	19YP-JV7G-L4DJ	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	626.85	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	18RD-PD4D-9FK6	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	56.33	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	19YP-VCPJ-VXGZ	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	116.97	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/25/2022	19NT-7V1P-N9JM	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	273.72	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	19K7-K43T-8E2K	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	106.25	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	1MJA-RY3J-1LTC	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	32.26	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	1076-QN7H-1PPR	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	479.94	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	19PP-M2M4-V2M1	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	338.23	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	114G-NK7N-R49W	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	105.63	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	19PH-XQWF-LFQ4	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	136.38	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	130K-QT1T-3TKW	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	8.48	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	19K7-K43T-MMCG	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	44.41	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	19K7-K43T-WG8M	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	42.38	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	19PH-XQWF-7W0C	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	75.46	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	114G-NK7N-N1GW	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	21.44	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	18M4-LW1J-WG6P	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	20.04	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	19M4-9P24-9M9L	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	30.16	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	19PH-XQWF-JPLD	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	107.99	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	130K-QT1T-1101	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	27.42	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	1M4J-RF1J-9T1J	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	40.55	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/27/2022	1393-LMK8-C1VC	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001799	4,142.50	44.56	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
9/19/2022								
8/28/2022	189C-HUNY-ML39	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	104.85	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/28/2022	106G-R4YD-VY26	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	5.45	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/28/2022	106G-R4YD-G0G6	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	76.06	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/28/2022	1M4J-RF1J-DN6A	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	37.82	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/28/2022	164D-MYMD-G1V1	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	32.74	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/28/2022	1M4J-RF1J-G9H9	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	29.43	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/28/2022	10XJ-YK1P-P4WR	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	50.32	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/28/2022	189C-HUNY-TM6M	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	206.63	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/28/2022	130K-QT1T-TF83	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	47.98	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	100G-Q26K-CJCL	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	28.85	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	107D-TPTF-1C6W	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	133.57	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	181L-VY3F-048L	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	59.24	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	137H-R0XV-13QL	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	48.55	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	173G-H4VN-4J9C	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	60.89	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	189H-H4VN-6932	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	117.32	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	1HWX-XD06-6Y3D	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	118.91	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	1VXG-FM8C-719H	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	95.02	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	1T4S-FPVR-67M4	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	274.19	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	163V-7JW7-76D3	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	16.29	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	1CCJ-RY87-7W49	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	7.63	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	18KD-X3FD-9Y1W	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	110.26	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	163V-7JW7-7J3H	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	25.31	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	175G-H4VN-6W67	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	17.36	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	173G-H4VN-3C24	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	31.92	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	116F-FPVR-6J6F	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	88.44	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	19M6-VQ77-8F1F	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	102.93	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	107D-TPTF-6R47	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	7.53	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	1CCJ-RY87-93PK	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	8.75	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	160D-IG7R-9W9X	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	19.83	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	116F-FPVR-3W9H	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	64.24	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	184R-43M8-14CN	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	95.02	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	16KW4-7T44-1V1X	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	176.36	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	173G-H4VN-17FJ	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001801	3,937.32	85.28	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
8/29/2022	19P1-PCDR-WW4H	1925 - Amazon Capital Services, Inc.	4310 - Materials &					

Excel Academy (CA) - Regular Meeting of the Board of Directors - Agenda - Thursday October 13, 2022 at 10:00 AM

9/3/2022	1M8P-KWXY-CNDJ	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	14.95	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1137-C7W6-HXWIT	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	98.78	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	17DK - YC9J - AMCH	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	25.00	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1VXG-D0R8-CVVF	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	112.75	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1N8F-9M3M-CFGR	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	42.49	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/4/2022	11PD-3DCK-DXDD	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	122.83	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/4/2022	1V9Y-KYVG-LYCL	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	182.06	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/4/2022	1C2A-VY0T-K4F8	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	5.18	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/3/2022	1YHD-AMQL-XFCG	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	192.55	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/4/2022	1V9Y-KYVG-RDDQ	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	77.93	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1N8F-K0WY-10L9	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	64.24	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1V49-7R3K-FXQ4	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	21.83	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/4/2022	1133-487F-FDQ9	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	43.32	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	189N-RT XJ-VQL7	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	111.39	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/3/2022	1H70-390D-WMM6	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	108.39	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1N8F-9M3M-TX08	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	145.49	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/4/2022	1QD4-1V6T-K7CL	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	48.78	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/4/2022	1J3R-KIVY-WWVF	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	8.69	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1N8F-9M3M-LC05	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	3.20	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/4/2022	1QMP-HFPR-P1T6	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	3.23	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1H4H-FM99-KFNF	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	87.71	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1H4H-FM99-4CTM	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	8.63	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1N8F-9M3M-VDTQ	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	90.91	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1H8W-NP93-R119	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	27.55	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1M8P-KWXY-JM02	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	108.73	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1YTK-D1G7-DX33	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	94.63	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/3/2022	1Y3X-6HCL-9WCT	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	281.96	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/4/2022	1YD4-GJCP-V94L	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	63.46	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1YDK-YC9J-X4CY	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	45.38	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1Y0C-CF8P-MHWIT	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	46.99	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1XC3-WTWR-76Y1	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	52.80	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1YTK-D1G7-4PFX	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	157.28	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1YTK-D1G7-LFCJ	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	111.35	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/4/2022	1YD4-GJCP-LVVV	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	105.23	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/4/2022	1Y3X-6HCL-GD84	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	15.07	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1N8W-J67C-V9C9	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	14.82	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/5/2022	1V49-7R3K-L6CG	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001805	3,040.13	63.54	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/19/2022	9/4/2022	1YCA-1TW3-D4AT	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	128.31	910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale
9/14/2022	1XND-TN7V-7MNV	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	20.65	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	1X07-3R0M-46WV	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	19.41	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	1YND-DW49-CT1J	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	16.30	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/8/2022	1YD0-1VNH-3QL4	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	112.25	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/6/2022	1V49-7R3K-V8V8	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	204.55	910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale	
9/6/2022	1C7H-779H-9C6V	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	33.45	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/6/2022	1NVD-QG69-4I93	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	6.51	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/6/2022	1LPO-M86G-7R1T	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	22.31	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/6/2022	1YFH-FL38-19L9	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	45.44	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/6/2022	1C8H-N7M9-3G66	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	356.44	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/6/2022	1XVQ-DX04-7H49	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	186.25	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/8/2022	1417-PM7G-7T7Y	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	3.20	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/6/2022	1H96-DUNN-1WNV	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	58.15	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	1LDM-Y46W-9H9P	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	18.23	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/8/2022	1YNT-DW49-CNLK	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	11.84	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/6/2022	114D-34W9-7C3D	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	150.84	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/8/2022	1YFP-WP8K-4C7A	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	146.02	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/6/2022	114D-34W9-1JXN	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	65.36	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/8/2022	14Y1-VK9G-9C9M	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	110.32	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/8/2022	14Y1-VK9G-7T99	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	26.93	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/8/2022	1YNT-DW49-7D9H	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	8.61	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/6/2022	1Y0C-CF8P-VG02	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	22.84	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/7/2022	1YFC-VQW1-VCKK	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001806	1,836.05	60.74	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/31/2022	1FNE-H703-DM3K	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	20.17	910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale	
8/31/2022	1F7W-Q2SM-4KX8	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	33.31	910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale	
8/31/2022	1D0F-41D6-HJ1L	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	41.66	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/31/2022	1P0M-DWVX-L343	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	34.04	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/31/2022	1M7X-WF8K-HJ1H	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	16.50	910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale	
8/31/2022	11JX-LLLC-KLL	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	7.49	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/31/2022	1D3F-41D6-6TVA	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	206.73	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/31/2022	14LX-K236-HC2J	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	142.41	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/31/2022	1FNE-H703-H1H4	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	39.49	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/31/2022	1M7X-WF8K-HFLF	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	5.66	910 - Instructional Funds	2073 - Excel Academy Charter School - Warner	
8/31/2022	1YVQ-DYXQ-998F	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	15.59	910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale	
8/31/2022	161T-POK4-3V7N	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	98.71	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/31/2022	1Y93-WP1G-HY19	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	15.17	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/31/2022	1FNE-H703-K9VF	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	12.60	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/31/2022	1N8W-4VC0-4AMP	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	35.59	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/31/2022	1FNE-H703-1D21	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	33.68	910 - Instructional Funds	2073 - Excel Academy Charter School - Warner	
8/31/2022	144P-V41P-FMLW	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	144.18	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/31/2022	11J3-61RV-9D9K	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	10.76	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/31/2022	161T-POK4-GRWV	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	33.68	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/31/2022	1X8N-PL87-ANJM	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	18.31	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/31/2022	1Y7W-Q2SM-HC36	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	14.00	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/31/2022	1Y7W-Q2SM-HM7X	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	63.52	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/31/2022	11J3-61RV-CYDF	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	97.86	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
8/31/2022	144P-V41P-NUR8	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756.31	20.74	910 - Instructional Funds	2073 - Excel Academy Charter School - Helendale	
8/31/2022	1YXP-GKUH-DHOT	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001803	1,756				

Excel Academy (CA) - Regular Meeting of the Board of Directors - Agenda - Thursday October 13, 2022 at 10:00 AM

9/25/2022	9/25/2022	5289-092522	5289--Larry Alvarado 5289--Professional Services -	5800--Professional Services - 5800--Professional Services -	600.00 300.00	300.00 300.00	Board Stipend - 09.01.22-09.30.22 Board Stipend - 09.01.22-09.30.22	900--Operations 900--Operations	2073--Excel Academy Charter School - Helendale 2053--Excel Academy Charter School - Warner	
9/25/2022	9/25/2022	5342-092522	5342--Michael Humphrey 5342--Michael Humphrey	5800--Professional Services - 5800--Professional Services -	600.00 600.00	300.00 300.00	Board Stipend - 09.01.22-09.30.22 Board Stipend - 09.01.22-09.30.22	900--Operations 900--Operations	2053--Excel Academy Charter School - Warner 2073--Excel Academy Charter School - Helendale	
9/25/2022	9/25/2022	5386-092522	5386--Steve Fraire 5386--Steve Fraire	5800--Professional Services - 5800--Professional Services -	600.00 600.00	300.00 300.00	Board Stipend - 09.01.22-09.30.22 Board Stipend - 09.01.22-09.30.22	900--Operations 900--Operations	2073--Excel Academy Charter School - Helendale 2053--Excel Academy Charter School - Warner	
9/25/2022	9/25/2022	5390-092522	5390--Susan Houle 5390--Susan Houle	5800--Professional Services - 5800--Professional Services -	600.00 600.00	300.00 300.00	Board Stipend - 09.01.22-09.30.22 Board Stipend - 09.01.22-09.30.22	900--Operations 900--Operations	2073--Excel Academy Charter School - Helendale 2053--Excel Academy Charter School - Warner	
9/25/2022	9/25/2022	5427-092522	5427--William Hall 5427--William Hall	5800--Professional Services - 5800--Professional Services -	600.00 600.00	300.00 300.00	Board Stipend - 09.01.22-09.30.22 Board Stipend - 09.01.22-09.30.22	900--Operations 900--Operations	2073--Excel Academy Charter School - Helendale 2053--Excel Academy Charter School - Warner	
9/26/2022	9/26/2022	Voided-5370-092622	5370--SchoolsFirst 5370--SchoolsFirst 5370--SchoolsFirst 5370--SchoolsFirst	9517--Voluntary 403b 9517--Voluntary 403b 9517--Voluntary 403b 9517--Voluntary 403b	Voided - 5354344875 Voided - 5354344875 Voided - 5354344875 Voided - 5354344875	-11,711.50 -11,711.50 -11,711.50 -11,711.50	-225.00 -1,275.00 -8,913.32 -1,298.18	4038/4578 - 09.26.22 Payroll Regular 4038/4578 - 09.26.22 Payroll Regular 4038/4578 - 09.26.22 Payroll Regular 4038/4578 - 09.26.22 Payroll Regular	000--General 000--General 000--General 000--General	2073--Excel Academy Charter School - Helendale 2053--Excel Academy Charter School - Warner 2053--Excel Academy Charter School - Warner 2073--Excel Academy Charter School - Helendale
9/26/2022	9/26/2022	5370-092622A	5370--SchoolsFirst 5370--SchoolsFirst 5370--SchoolsFirst	9517--Voluntary 403b 9517--Voluntary 403b 9517--Voluntary 403b	11,711.50 11,711.50 11,711.50	8,994.80 1,500.00 1,216.70	4038/4578 - 09.26.22 Payroll Regular 4038/4578 - 09.26.22 Payroll Regular 4038/4578 - 09.26.22 Payroll Regular	000--General 000--General 000--General	2053--Excel Academy Charter School - Warner 2053--Excel Academy Charter School - Warner 2073--Excel Academy Charter School - Helendale	
9/26/2022	9/26/2022	5370-092622	5370--SchoolsFirst 5370--SchoolsFirst 5370--SchoolsFirst 5370--SchoolsFirst	9517--Voluntary 403b 9517--Voluntary 403b 9517--Voluntary 403b 9517--Voluntary 403b	5354344875 5354344875 5354344875 5354344875	11,711.50 11,711.50 11,711.50 11,711.50	225.00 1,275.00 8,913.32 1,298.18	4038/4578 - 09.26.22 Payroll Regular 4038/4578 - 09.26.22 Payroll Regular 4038/4578 - 09.26.22 Payroll Regular 4038/4578 - 09.26.22 Payroll Regular	000--General 000--General 000--General 000--General	2073--Excel Academy Charter School - Helendale 2053--Excel Academy Charter School - Warner 2053--Excel Academy Charter School - Warner 2073--Excel Academy Charter School - Helendale
9/26/2022	9/26/2022	5795-092522	5795--BRMS - FSA 5795--BRMS - FSA 5795--BRMS - FSA 5795--BRMS - FSA 5795--BRMS - FSA	9516--Voluntary FSA 9516--Voluntary FSA 9516--Voluntary FSA 9516--Voluntary FSA 9516--Voluntary FSA	121.53 121.53 121.53 121.53 121.53	52.50 11.42 10.53 21.50 24.58	Rebecca Metyour Tabeth Gomez Lisa Murphy Lisa Murphy Lisa Murphy	FSA Spending - 09.19.22-09.25.22	2053--Excel Academy Charter School - Warner 2073--Excel Academy Charter School - Helendale 2053--Excel Academy Charter School - Warner 2073--Excel Academy Charter School - Helendale 2053--Excel Academy Charter School - Warner	
9/26/2022	9/16/2022	GG148448	v3171--Generation Genius, Inc.	4100--Textbooks & Core Curricu	10136003405	300.00	175.00		910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/26/2022	9/14/2022	GG147512	v3171--Generation Genius, Inc.	4100--Textbooks & Core Curricu	10136003405	300.00	125.00		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	9/3/2022	71600	5826--NDEO Science	4100--Textbooks & Core Curricu	10136003428	299.37	299.37		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/26/2022	1477	5882--First Knowledge, Inc.	4100--Textbooks & Core Curricu	10136003403	290.00	290.00		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/24/2022	4.19925E+11	2114--Lakeshore Learning Materials	4100--Textbooks & Core Curricu	10136003401	259.55	179.39		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/29/2022	4.28734E+11	2114--Lakeshore Learning Materials	4100--Textbooks & Core Curricu	10136003401	259.55	39.99		910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/26/2022	9/2/2022	4.57554E+11	2114--Lakeshore Learning Materials	410--Materials & Supplies	10136003401	259.55	42.26		910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/26/2022	9/10/2022	5381	2699--Nicole The Math Lady, LLC	4100--Textbooks & Core Curricu	10136003438	238.99	179.99		910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/26/2022	8/25/2022	5051	2699--Nicole The Math Lady, LLC	4100--Textbooks & Core Curricu	10136003438	238.99	59.00		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	9/12/2022	350036A	4310--Attainment Company Inc.	4100--Textbooks & Core Curricu	10136003410	226.37	226.37		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/24/2022	7028117093	1196--Savvas Learning Company LLC	4100--Textbooks & Core Curricu	10136003416	224.54	224.54		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/26/2022	36588	2484--Pandita Press	4100--Textbooks & Core Curricu	10136003400	223.95	51.49		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/30/2022	36605	2484--Pandita Press	4100--Textbooks & Core Curricu	10136003400	223.95	80.98		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/24/2022	36650	2484--Pandita Press	4100--Textbooks & Core Curricu	10136003400	223.95	39.99		910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/26/2022	8/26/2022	36584	2484--Pandita Press	4100--Textbooks & Core Curricu	10136003400	223.95	51.49		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/9/2022	GS-381140	1206--Real Science 4 Kids(Gravitas Publications	4100--Textbooks & Core Curricu	10136003449	217.08	60.93		910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/26/2022	8/30/2022	GS-381422	1206--Real Science 4 Kids(Gravitas Publications	4100--Textbooks & Core Curricu	10136003449	217.08	156.15		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/26/2022	185640	9999B--Institute for Multi-Sensory Education	4350--Other Supplies - Materia	10136003406	120.00	42.00		907--SFED	2073--Excel Academy Charter School - Helendale
9/26/2022	9/7/2022	9999B	9999B--Institute for Multi-Sensory Education	4350--Other Supplies - Materia	10136003406	120.00	78.00		907--SFED	2053--Excel Academy Charter School - Warner
9/26/2022	9/6/2022	18034	2445--Beautiful Feet Books, Inc.	4100--Textbooks & Core Curricu	10136003426	117.92	117.92		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	9/12/2022	912222	2460--Singapore Math Live	4100--Textbooks & Core Curricu	10136003411	115.00	115.00		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	9/17/2022	417	4224--Curiosity Chronicles	4100--Textbooks & Core Curricu	10136003419	86.00	86.00		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/25/2022	955672796	1180--Houghton Mifflin Harcourt Publishing Co.	4100--Textbooks & Core Curricu	10136003434	72.53	21.01		910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/26/2022	9/6/2022	95566526	1180--Houghton Mifflin Harcourt Publishing Co.	4100--Textbooks & Core Curricu	10136003434	72.53	51.52		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	9/9/2022	267131099	5817--Logos Calligraphy & Design	4100--Textbooks & Core Curricu	10136003414	62.50	62.50		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/24/2022	INV155915	5298--Learning Without Tears	4100--Textbooks & Core Curricu	10136003402	30.24	9.99		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	9/14/2022	INV158924	5298--Learning Without Tears	4100--Textbooks & Core Curricu	10136003402	30.24	20.25		910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/26/2022	9/1/2022	INV977982	5525--Ramey Solutions	4100--Textbooks & Core Curricu	10136003424	19.99	19.99		910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/26/2022	8/22/2022	44831	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003446	1,251.90	43.08		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/23/2022	44855	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003446	1,251.90	147.84		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/22/2022	44829	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003446	1,251.90	67.08		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/26/2022	45170	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003446	1,251.90	67.08		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	9/1/2022	45454	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003446	1,251.90	55.08		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	9/22/2022	45712	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003446	1,251.90	113.12		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	9/22/2022	45704	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003446	1,251.90	101.06		910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/26/2022	9/17/2022	45895	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003446	1,251.90	101.06		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	9/17/2022	45879	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003446	1,251.90	113.06		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	9/1/2022	45419	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003446	1,251.90	67.08		910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/26/2022	9/17/2022	45890	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003446	1,251.90	101.06		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	9/17/2022	45775	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003446	1,251.90	43.08		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	9/20/2022	46432	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003446	1,251.90	101.06		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	9/6/2022	45774	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003446	1,251.90	43.08		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/29/2022	45282	1211--Teaching Textbooks	4100--Textbooks & Core Curricu	10136003446	1,251.90	55.08		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/29/2022	134160	1224--Oak Meadow Inc	4100--Textbooks & Core Curricu	10136003442	1,215.22	423.29		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/26/2022	134008	1224--Oak Meadow Inc	4100--Textbooks & Core Curricu	10136003442	1,215.22	155.07		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	9/1/2022	134313	1224--Oak Meadow Inc	4100--Textbooks & Core Curricu	10136003442	1,215.22	144.30		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/24/2022	133890	1224--Oak Meadow Inc	4100--Textbooks & Core Curricu	10136003442	1,215.22	198.18		910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/26/2022	8/24/2022	133874	1224--Oak Meadow Inc	4100--Textbooks & Core Curricu	10136003442	1,215.22	211.95		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	9/15/2022	20220915-02	4201--The Home Scientist	4310--Materials & Supplies	10136003439	1,003.60	326.50		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	9/15/2022	20220915-04	4201--The Home Scientist	4310--Materials & Supplies	10136003439	1,003.60	250.50		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	9/15/2022	20220915-01	4201--The Home Scientist	4310--Materials & Supplies	10136003439	1,003.60	176.10		910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/26/2022	9/15/2022	20220915-03	4201--The Home Scientist	4310--Materials & Supplies	10136003439	1,003.60	250.50		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/22/2022	IN-4809	1339--Elemental Science (Elemental Science, II	4100--Textbooks & Core Curricu	10136003394	997.39	173.70		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/22/2022	IN-4797	1339--Elemental Science (Elemental Science, II	4100--Textbooks & Core Curricu	10136003394	997.39	96.58		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/22/2022	IN-4790	1339--Elemental Science (Elemental Science, II	4100--Textbooks & Core Curricu	10136003394	997.39	106.68		910--Instructional Funds	2053--Excel Academy Charter School - Warner
9/26/2022	8/22/2022	IN-4802	1339--Elemental Science (Elemental Science, II	4100--Textbooks & Core Curricu	10136003394	997.39	118.58		910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/26/2022	8/28/2022	IN-4899	1339--Elemental Science (Elemental Science, II	4100--Textbooks & Core Curricu	10136003394	997.39	73.70		910--Instructional Funds	2073--Excel Academy Charter School - Helendale
9/26/2022	8/29/2022	IN-4902	1339--Elemental Science (Elemental Science, II	4100--Textbooks & Core Curricu	10136003394	997.39				

Excel Academy (CA) - Regular Meeting of the Board of Directors - Agenda - Thursday October 13, 2022 at 10:00 AM

9/26/2022	8/15/2022	SI-157361	1978 - The Logic of English	4100 - Textbooks & Core Curricu	10136003448	851.56	113.02	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	8/10/2022	SI-156816	1978 - The Logic of English	4100 - Textbooks & Core Curricu	10136003448	851.56	54.73	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	8/19/2022	SI-158260	1978 - The Logic of English	4100 - Textbooks & Core Curricu	10136003448	851.56	54.73	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	8/29/2022	SI-159538	1978 - The Logic of English	4100 - Textbooks & Core Curricu	10136003448	851.56	230.04	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	8/29/2022	SI-159641	1978 - The Logic of English	4100 - Textbooks & Core Curricu	10136003448	851.56	116.90	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	9/9/2022	SI-161002	1978 - The Logic of English	4100 - Textbooks & Core Curricu	10136003448	851.56	26.92	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	9/22/2022	SI-160184	1978 - The Logic of English	4100 - Textbooks & Core Curricu	10136003448	851.56	116.77	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/17/2022	SI-160693	1978 - The Logic of English	4100 - Textbooks & Core Curricu	10136003448	851.56	138.45	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
9/26/2022	8/31/2022	38600	5353 - Partners in Special Education	5100 - SpEd Consultants and Ven	10136003409	715.00	715.00	Nursing	907 - SFED	2073 - Excel Academy Charter School -
9/26/2022	8/22/2022	912224	5016 - All About Learning Press, Inc	4100 - Textbooks & Core Curricu	10136003445	673.58	157.41	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/26/2022	912485	5016 - All About Learning Press, Inc	4100 - Textbooks & Core Curricu	10136003445	673.58	360.65	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	9/7/2022	912859	5016 - All About Learning Press, Inc	4100 - Textbooks & Core Curricu	10136003445	673.58	155.52	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
9/26/2022	8/30/2022	S242829	1208 - Singapore Math Inc	4100 - Textbooks & Core Curricu	10136003431	659.27	90.79	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	8/30/2022	S242830	1208 - Singapore Math Inc	4100 - Textbooks & Core Curricu	10136003431	659.27	90.79	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	8/30/2022	S242828	1208 - Singapore Math Inc	4100 - Textbooks & Core Curricu	10136003431	659.27	90.79	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	9/12/2022	S244533	1208 - Singapore Math Inc	4100 - Textbooks & Core Curricu	10136003431	659.27	170.00	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	9/7/2022	S245479	1208 - Singapore Math Inc	4100 - Textbooks & Core Curricu	10136003431	659.27	85.00	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/24/2022	S244028	1208 - Singapore Math Inc	4100 - Textbooks & Core Curricu	10136003431	659.27	60.57	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	9/11/2022	S244030	1208 - Singapore Math Inc	4100 - Textbooks & Core Curricu	10136003431	659.27	71.33	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
9/26/2022	8/31/2022	INV - 1055127	99991 - NZY LLC	4101 - Textbooks & Core Curricu	10136003423	640.46	96.07	907 - SFED	2073 - Excel Academy Charter School -	Helendale
			99991 - NZY LLC	4101 - Textbooks & Core Curricu	10136003423	640.46	544.39	907 - SFED	2053 - Excel Academy Charter School -	Warner
9/26/2022	8/22/2022	11750	1278 - Blackbird and Company	4100 - Textbooks & Core Curricu	10136003429	634.69	634.69	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
9/26/2022	8/23/2022	15882	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003395	518.02	23.99	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/23/2022	15904	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003395	518.02	39.49	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/23/2022	15899	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003395	518.02	95.02	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/23/2022	15871	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003395	518.02	116.99	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/23/2022	15902	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003395	518.02	67.82	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/29/2022	15975	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003395	518.02	97.72	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	8/23/2022	15973	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003395	518.02	56.33	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	8/29/2022	15989	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003395	518.02	43.68	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/23/2022	16036	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003395	518.02	34.99	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	9/13/2022	16101	1243 - JacKris Publishing, LLC	4100 - Textbooks & Core Curricu	10136003395	518.02	34.99	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
9/26/2022	8/24/2022	439430	1179 - Home Science Tools	4310 - Materials & Supplies	10136003425	476.18	180.80	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/31/2022	442072	1179 - Home Science Tools	4100 - Textbooks & Core Curricu	10136003425	476.18	295.38	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
9/26/2022	9/1/2022	594939	2536 - TalkBox Mom	4100 - Textbooks & Core Curricu	10136003413	467.64	113.14	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	9/8/2022	595857	2536 - TalkBox Mom	4100 - Textbooks & Core Curricu	10136003413	467.64	354.50	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
9/26/2022	8/25/2022	08252022-1	5110 - Code WizardHQ	4100 - Textbooks & Core Curricu	10136003421	447.00	447.00	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
9/26/2022	9/9/2022	2524-9428-4285	1210 - Starfall Educational Foundation	4100 - Textbooks & Core Curricu	10136003441	446.77	446.77	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
9/26/2022	9/7/2022	140-INV906	5888 - School Pathways, LLC	5830 - Non-Instructional Softwa	10136003427	435.00	130.50	900 - Operations	2073 - Excel Academy Charter School -	Helendale
			5888 - School Pathways, LLC	5830 - Non-Instructional Softwa	10136003427	435.00	304.50	900 - Operations	2053 - Excel Academy Charter School -	Warner
9/26/2022	8/27/2022	2142	3036 - BioBox Labs LLC	4100 - Textbooks & Core Curricu	10136003412	410.58	410.58	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
9/26/2022	9/8/2022	114723	1303 - Royal Fireworks Press	4100 - Textbooks & Core Curricu	10136003440	352.00	352.00	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
9/26/2022	8/19/2022	AJ26029438	1151 - Apple Inc	4401 - Non-Capitalized Equipmen	10136003390	344.18	5.41	900 - Operations	2073 - Excel Academy Charter School -	Helendale
	9/10/2022	AJ31143020	1151 - Apple Inc	4401 - Non-Capitalized Equipmen	10136003390	344.18	12.60	900 - Operations	2053 - Excel Academy Charter School -	Warner
			1151 - Apple Inc	4310 - Materials & Supplies	10136003390	344.18	326.17	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
9/26/2022	8/25/2022	8499	2275 - Nancy Larson Publishers, Inc.	4100 - Textbooks & Core Curricu	10136003443	341.79	341.79	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
9/26/2022	9/14/2022	ESDF91422	5444 - Helendale School District	9500 - Accounts Payable	10136003450	173,382.33	173,382.33	909 - Business services	2053 - Excel Academy Charter School -	Warner
9/26/2022	8/8/2022	6905	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	322.90	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/23/2022	7019	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	107.85	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/24/2022	7043	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	714.60	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	8/23/2022	7011	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	153.90	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	8/23/2022	7005	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	352.85	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	8/24/2022	7028	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	37.90	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/25/2022	7086	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	207.85	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	8/24/2022	7038	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	187.90	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/23/2022	7018	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	217.85	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/25/2022	7080	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	217.85	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/25/2022	7081	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	394.85	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	8/25/2022	7063	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	167.85	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	8/29/2022	7102	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	48.79	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/29/2022	7107	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	282.85	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/30/2022	7113	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	118.90	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	8/29/2022	7097	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	187.90	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	8/29/2022	7106	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	177.90	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	8/29/2022	7103	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	102.90	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/29/2022	7105	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	207.85	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/24/2022	7035	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	102.90	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/22/2022	7137	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	187.90	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	9/1/2022	7130	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	320.85	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/25/2022	7099	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	274.90	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	9/10/2022	7167	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	90.79	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	9/1/2022	7122	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	187.90	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/25/2022	7123	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	207.85	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	9/6/2022	7143	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	112.90	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	9/11/2022	7121	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	207.85	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/25/2022	7191	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	112.90	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/25/2022	7062	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	112.90	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	9/2/2022	7138	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	102.90	910 - Instructional Funds	2053 - Excel Academy Charter School -	Warner
	8/25/2022	7158	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	137.90	910 - Instructional Funds	2073 - Excel Academy Charter School -	Helendale
	9/2/2022	7136	1260 - McRuffy Press, LLC	4100 - Textbooks & Core Curricu	10136003397	7,469.94	187.9			

Excel Academy (CA) - Regular Meeting of the Board of Directors - Agenda - Thursday October 13, 2022 at 10:00 AM

9/10/2022	12QW-WHTP-JFTF	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	63.70	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/10/2022	12QW-WHTP-JFTF	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	6.40	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/10/2022	1J MJ-JF67-KCAF	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	7.95	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	12LM-Y6W6-HWVX	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	19.34	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	12QW-WHTP-W1WV	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	6.49	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	1FXL-TK36-1WX7	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	43.49	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	1H79-YMP3-HCX6	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	140.06	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	11H7-NDG3-V37N	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	19.35	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	16L3-GQXR-KTK3	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	96.36	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	11G6-BZJT-DDMG	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	49.77	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	1H7F-DW49-V17J	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	14.10	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/8/2022	16WV-CVJF-I7RD	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	11.37	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/8/2022	11H7-DW49-W8L4	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	6.37	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/8/2022	1MWV-PXJ3-5679	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	6.45	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	13JJ-JV3D-KDPX	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	129.66	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/11/2022	1DK6-3F8X-4KQ3	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	12.02	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/11/2022	1D6A-1N13-13WC	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	19.35	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/8/2022	1T1T-7TFC-1HNF	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	26.05	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	11T3-4VW4-7987	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	44.99	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	16L3-GQXR-8B4K	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	27.73	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/11/2022	1FXL-TK36-WPYK	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	38.56	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/11/2022	18T1-6RQ3-7M8H	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	19.35	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/10/2022	19CM-WQF4-R1NP	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	6.40	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	11FP-WPKK-G4H7	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	6.69	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/10/2022	11H7-NDG3-4H7H	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	36.17	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	1YV7-DW49-KC01	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	41.33	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/8/2022	1YV7-H2M9-HF8C	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	6.41	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/8/2022	13JJ-JV3D-1QY6	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	110.17	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/8/2022	1PFX-T9F3-CA2C	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	16.89	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/10/2022	1H79-YMP3-G71A	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	19.35	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/10/2022	12QW-WHTP-9F1V	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	8.56	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	1ML9-KZF4-C1RD	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	78.65	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	1PFX-PN62-47H1	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	38.54	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	196K-CHNR-MFYM	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	9.28	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/8/2022	14JR-GNMX-7QKP	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	30.11	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	16L3-GQXR-8B4K	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	31.09	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/11/2022	1LUX-YC4L-Q3NR	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	92.38	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	196K-CHNR-T7W9	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	70.20	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/11/2022	1MKS-4D6E-3M9H	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	70.32	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/11/2022	1M1G-TT07-DG36	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	9.68	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/11/2022	1L4T-DK1D-4H9H	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	10.70	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/11/2022	1CNP-LTGW-7HCY	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	144.61	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/9/2022	1ML9-KZF4-C1YJ	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001818	2,061.83	96.87	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	1MBL-V9F6-PR6Q	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	80.34	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	1NNU-VP74-9V71	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	12.80	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	1NNU-VP74-9F51	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	22.94	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/16/2022	1JTM-XGKM-DXL4	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	44.86	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	16GU-NPDX-LKT7	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	11.23	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	1M1G-TT07-DG36	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	27.65	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/15/2022	1KQ9-DAVG-YD0T	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	17.30	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	1PFX-6XFL-96X4	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	16.15	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	1RYL-TT07-F3K9	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	114.97	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	13L1-8PWT-43PJ	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	5.70	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	1GPE-4C4T-MLT1	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	14.66	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	1KYL-TT07-F3K9	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	31.31	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	1N69-GHNN-4R9Q	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	135.20	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	1KYL-TT07-F3K9	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	394.81	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	1KQ9-DAVG-771J	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	132.68	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/15/2022	1CCK-MLJT-44T1	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	37.69	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/15/2022	1CQV-HKJ7-3F16	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	149.88	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/15/2022	1YXD-Y4M9-YVCV	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	78.88	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/15/2022	1L33-KQTT-PPQ3	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	38.70	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	19PT-MK6X-4JK1	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	37.77	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	1H9J-YY3R-4N41	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	2.71	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/16/2022	1N7Y-6WML-FX71	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	57.58	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	1TCT-VYCH-W6J1	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	103.84	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	1DPK-MT4N-CPPL	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	6.31	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	17LW-7WR8-6L6W	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	15.63	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/14/2022	18PK-MT4N-K61W	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	11.10	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/15/2022	11XD-Y4M9-Q4G6	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	53.04	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/15/2022	1DPK-MT4N-KF86	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	63.49	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/15/2022	1M6G-RG61-OLX4	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001820	1,637.31	28.45	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner	
9/26/2022	8/15/2022	927451	1148 - Institute for Excellence in Writing	4100 - Textbooks & Core Curricu	20136001828	601.20	64.65	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
9/26/2022	8/31/2022	909330	1148 - Institute for Excellence in Writing	4100 - Textbooks & Core Curricu	20136001828	601.20	536.55	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
9/26/2022	8/10/2022	14DR-YYXW-3K19	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001815	539.08	1.84	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
9/26/2022	8/14/2022	13DT-HDK7-W8F7	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001815	539.08	1.74	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
9/26/2022	8/14/2022	1M9V-KCV9-V48V	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001815	539.08	1.70	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
9/26/2022	8/29/2022	1KPI-POGR-V3V1	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001815	539.08	9.73	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
9/26/2022	8/26/2022	1PFX-VQJ9-V1J1	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001815	539.08	4.72	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
9/26/2022	8/28/2022	164D-MVMO-9L6G	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001815	539.08	3.39	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
9/26/2022	8/21/2022	1H7P-N3VW-XQ31	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001815	539.08	1.67	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
9/26/2022	8/31/2022	1KQF-41D6-S1D3	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001815	539.08	13.78	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
9/26/2022	8/28/2022	1KPI-POGR-MRQK	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001815	539.08	6.74	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
9/26/2022	8/30/2022	1CJR-9QV6-DRW4	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001815	539.08	1.01	910 - Instructional Funds	2053 - Excel Academy Charter School - Warner
9/26/2022	8/21/2022	1NLT-PVFD-8QWD	1925 - Amazon Capital Services, Inc.	4310 - Materials & Supplies	20136001815	539.08	1.45	910	

9/27/2022	8/31/2022	208427	5898--FileCenter	5830--Non-Instructional Softwa	10136003452	1,099.60	524.90	909--Business services	2053--Excel Academy Charter School - Warner
	8/31/2022	212167	5898--FileCenter	5830--Non-Instructional Softwa	10136003452	1,099.60	224.95	909--Business services	2073--Excel Academy Charter School - Helendale
			5898--FileCenter	5830--Non-Instructional Softwa	10136003452	1,099.60	244.83	909--Business services	2053--Excel Academy Charter School - Warner
			5898--FileCenter	5830--Non-Instructional Softwa	10136003452	1,099.60	104.92	909--Business services	2073--Excel Academy Charter School - Helendale
9/27/2022	9/24/2022	5121-102422	5121--Cox Business	5910--Telephone	10136003451	714.55	500.19	900--Operations	2053--Excel Academy Charter School - Warner
			5121--Cox Business	5910--Telephone	10136003451	714.55	214.36	900--Operations	2073--Excel Academy Charter School - Helendale
9/28/2022	9/28/2022	5050-093022	5050--Berkshire Hathaway Homestate Compani	3990--PY Benefit Adjustments		5,226.29	3,794.22	mp - Chargeable Wages for MPR ending 09.30.22	2053--Excel Academy Charter School - Warner
			5050--Berkshire Hathaway Homestate Compani	3990--PY Benefit Adjustments		5,226.29	1,432.07	mp - Chargeable Wages for MPR ending 09.30.22	2073--Excel Academy Charter School - Helendale
9/29/2022	9/27/2022	5367-092722	5367--San Bernardino Superintendent Of Schoc	9525--STRS	30042	57,767.31	14,107.72		2073--Excel Academy Charter School - Helendale
			5367--San Bernardino Superintendent Of Schoc	9525--STRS	30042	57,767.31	43,699.99		2073--Excel Academy Charter School - Helendale
9/30/2022	9/30/2022	5229-100122 Rent	5229--The Irvine Co/One Technology	5610--Facility Rents & Leases		6,555.31	4,588.72	10.01.22-10.31.22 Rent	2053--Excel Academy Charter School - Warner
			5229--The Irvine Co/One Technology	5610--Facility Rents & Leases		6,555.31	1,966.59	10.01.22-10.31.22 Rent	2073--Excel Academy Charter School - Helendale
Total for CHASE 9313						905,671.49	905,671.49		

Coversheet

Consent - Education Student/Services

Section: XII. Consent
Item: B. Consent - Education Student/Services
Purpose:
Submitted by:
Related Material: EA Non-School Event Agreement (1).pdf
EACS Comprehensive School Safety Plan 22_23 _ EDU.pdf
EACS Handbook-22_23 (2).pdf
EACS BUS - Consent Items 10.13.22.pdf

BACKGROUND:

Item: Approval of Excel Academy Charter School Handbook Amendments

Background: Excel Academy is amending the verbiage regarding Progress Improvement Notifications to a softer approach for parents:

"Excel Academy cares deeply about supporting all students in their academic path, and issues Progress Improvement Notifications (PINs) when a student is out of compliance. A PIN serves as a follow-up to address any areas where your student may need additional support."



Excel Students Were Made to be Excellent!

September 15, 2022

Dear _____,

The High School Department is so glad that you have the opportunity to attend an outside school event. We would like to take this time to remind you that this is a privilege, and you have been approved to attend this event based upon your current GPA and overall behavior.

Excel Academy strives to promote excellence in all areas of students' lives from academics through social events. As such, it is important to remember that as an active student of Excel Academy, you are a representative of all that makes our school shine. Your continued appropriate behavior is expected even at this non-Excel Academy event.

We hope that you have a wonderful time!

Read and sign below that you and your parents/guardians have read and agree to the terms and conditions of attending an approved non-Excel Academy event.

As a participant and guest at this event, I agree to maintain Excel Academy's policies for appropriate behavior. This includes but is not limited to remaining tobacco, drug, and alcohol free. Should I be found to be participating in any unacceptable behaviors that are not condoned by Excel Academy or the other school's policies, this may result in suspension, expulsion, or ineligibility to participate in extracurricular activities and will be denoted via a Behavioral Improvement Notification.

Excel Academy Student's Signature/Date

Excel Academy Parent's Signature/Date



COMPREHENSIVE SCHOOL

SAFETY PLAN

2022/2023

Main Excel Academy Office Line: 949-387-7822

Administration

Heidi Gasca, Executive Director

Board of Directors

William Hall, Board President

Michael Humphrey, Board Vice President

Susan Houle, Board Clerk

Steve Fraire, Board Member

Larry Alvarado, Board Member

EVALUATION OF PROGRESS AND REVISION OF **COMPREHENSIVE SAFETY PLAN**

Part 1 and 2 Comprehensive Safety Plan Draft 0119

The Comprehensive School Safety Plan (Plan) is established to ensure the health and safety of pupils and staff. The Plan shall be evaluated and amended, as needed, by the Board of Directors no less than once a year to ensure that the Plan is properly implemented. (Education Code Section 35294.2[e]47605(F)(i)-(ii)). The Plan will be reviewed and updated by March 1 of each year.

The Plan is in compliance with Education Code Sections 44237(A) and (H), inclusive of paragraph (2) of subdivision (a) of Section 32282. An updated file of all safety-related plans and materials shall be readily available for inspection by the public. A copy of the Plan will be kept in each school office.

The due date for the updated Plan for the 2021/2022 School Year is March 1st, 2022.

CONTENTS

[Section I: School Plan Purpose](#)

[Criminal Background Check](#)

[Section II: School Policies](#)

[A. Child Abuse Reporting](#)

[B. Routine & Emergency Disaster Procedures](#)

[Professional Development/Staff Meetings](#)

[Guidelines for Student and Staff Dismissal](#)

[Fire](#)

[Relocation/Evacuation](#)

[Bomb Threat](#)

[Earthquake](#)

[Flood](#)

[Power Failure/Blackout](#)

[Intruders/Solicitors/Weapons/Assault/Hostage](#)

[Explosion](#)

[Main Office](#)

[Learning Period Meetings](#)

[Vendor Hubs](#)

[Field Trips & Overnight/Drop-Off Field Trips](#)

[Additional Resources](#)

[C. Suspension/Expulsion Policies and Procedures](#)

[I. Grounds for Suspension and Expulsion of Students](#)

[II. Enumerated Offenses](#)

[III. Suspension Procedure](#)

[IV. Authority to Expel](#)

[V. Expulsion Procedures](#)

[VI. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses:](#)

[VII. Record of Hearing](#)

[VIII. Presentation of Evidence](#)

[IX. Written Notice to Expel](#)

[X. Disciplinary Records](#)

[XI. No Right to Appeal](#)

[XII. Expelled Pupils/Alternative Education](#)

[XIII. Rehabilitation Plans](#)

[XIV. Readmission](#)

[XV. Notice to Teachers](#)

[XVI. Involuntary Removal for Truancy](#)

[XVII. Special Procedures for the Consideration of Suspension and Expulsion or Involuntary Removal of Students with Disabilities](#)

[D. Procedures to Notify Teachers of Dangerous Pupils](#)

[E. Discrimination and Harassment](#)

[Students](#)

[Parents/Guardians](#)

[Staff](#)

[Bullying](#)

[Cyber-Bullying](#)

[Bullying Prevention, Intervention and Reporting](#)

[Sexual Harassment](#)

[Hate Crime Reporting](#)

[F. Schoolwide Dress Code](#)

[Section 4: Human Resources](#)

[Bloodborne Pathogens \(BBP\)](#)

[H. A Safe and Orderly Environment Conducive to Learning at the School](#)

[Appendices](#)

[Appendix A: Emergency Contact Information in Paycom](#)

[Appendix B: Field Trip Permission Slip and Waiver](#)

[Appendix C: Incident Report](#)

[Appendix D: Board-Approved Charter Field Trip Policy and Guidelines](#)

[Appendix E: Excel Academy Field Trip Policy and Procedures](#)

[Appendix F: Newport Beach Executive Suites Office Evacuation Map](#)

[Appendix G: Child Abuse Report Form](#)

[Appendix H: Excerpt from CCCS Employee Handbook: "Section I: Nondiscrimination Policies"](#)

[Appendix I: Civility Policy](#)

[Appendix J: Excerpt from the CCCS Employee Handbook: "Section III: Standards of Conduct"](#)

[Appendix L: "Volunteer Vehicle Usage-Transporting Students" form](#)

[Appendix M: CAASPP Testing Security Form](#)

[Appendix N: Triage Guidelines](#)

[Appendix O: Suicide Prevention](#)

[Appendix P: Excel Academy Office Contact Information](#)

[Appendix Q: Emergency Contact Phone Numbers](#)

Section I: Program Plan Purpose

Purpose

The purpose of this Plan is to provide specific guidelines and procedures for Teachers, Administration, Staff, Parents, Students, and Providers. It is the school's goal that readers will be prepared to respond to the variety of emergency situations that could arise in or around school functions and events.

Objective

Excel Academy recognizes that students and staff have the right to a safe, secure, and respectful environment where they are free from physical and psychological harm. The school is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student and employee conduct.

Nondiscrimination and Fair Treatment of Pupils

Excel Academy realizes that a major source of conflict in many schools is the problem of bias and unfair treatment of students based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. Our school strives to convey the attitude that all children can achieve academically and behave appropriately, while at the same time appreciating individual differences. Excel Academy strives to communicate to students and the greater community that all students are valued and respected.

Conduct

Excel Academy believes that all students have the right to be educated in a positive learning environment free from disruptions. At program activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the event.

Behavior is considered appropriate when students are diligent in study, responsible with program property, courteous and respectful towards teachers, staff, volunteers, and other students. Every effort is made to ensure students are aware of the expected behaviors at a program-organized event.

The Executive Director or designee shall ensure that each program develops standards of conduct and discipline consistent with board policies and administrative regulations.

Parents/guardians and students may be provided information about early warning signs of harassing/intimidating behaviors, such as bullying, as well as prevention and intervention strategies.

Plan Elements

The Excel Academy School Plan contains the following elements:

- Emergency Preparedness
 - Professional Development/Staff Meetings
 - Learning Period Meetings
 - Testing site safety and contact procedures
 - Field trip safety and contact procedures
 - Professional Development/Staff Meetings
 - School office evacuation procedures
- Human Resources
 - Mandated Reporter
 - Sexual Harassment
 - Bloodborne Pathogens
 - Active Shooter
- Expectations of Conduct
 - Students
 - Parents/Guardians
 - Staff

The school Plan shall be evaluated annually and re-published in March of each year. A copy of the School Plan will be available for review at the Excel Academy school office and online at excelacademy.education.

Criminal Background Check

All candidates for employment shall submit to a criminal background check in compliance with Education Code Section 44237 prior to employment. Criminal background checks cannot be carried over from the candidate's prior employer. Failure to submit to a criminal background check will result in the candidate's application for that position being withdrawn from further consideration.

Section II: Program Policies

A. Child Abuse Reporting

In compliance with EC Section 32282, this section will identify the proper Child Abuse reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code.

Duty to Report

In conformance with the requirements of Penal Code 11165.7, any district employee who has knowledge of or observes a child in their professional capacity or within the scope of their employment, whom they know or reasonably suspects has been a victim of child abuse, shall report the known or suspected instance of child abuse to the Sheriff and/or child protective agency immediately or as soon as practically possible by telephone, and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. The mandated reporting duties are required of the individual and cannot be delegated to another individual except under circumstances set forth in Penal Code 11166.

For the purposes of this reporting procedure and the Penal Code 11166.1, "reasonable suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like situation, drawing when appropriate on their training and experience, to suspect child abuse.

Definitions:

1. "Child Abuse" includes the following:
 - a. A physical injury inflicted by other than accidental means on a child by another person
 - b. Sexual abuse of a child
 - c. Willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody
 - d. Unlawful corporal punishment or injury resulting in a traumatic condition
 - e. Neglect of a child or abuse in out-of-home care
2. "Mandated Reporters" are those people defined by law as "child care custodians," "health practitioners," "child visitation monitors," and "employees of a child protective agency." Mandated reporters include virtually all Excel Academy employees. The following Excel Academy personnel are required to report:
 - a. Teachers, administrators, supervisors of child welfare and attendance, certificated pupil personnel employees, and those instructional aides or other classified employees trained in child abuse reporting

3. "Child Protective Agencies" are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation
4. Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the Executive Director, or the director's designee as soon as possible after the initial verbal report by telephone.

The Executive Director so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with California State law and regulations. At the mandated reporter's request, the Executive Director may assist in completing and filing of these forms.

If the mandated reporter does not disclose their identity to the Executive Director, they shall provide or mail a copy of the written report to the main office without their signature or name.

Legal Responsibility and Liability:

1. Mandated reporters have absolute immunity. Excel Academy employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.
2. If a mandated reporter fails to report an instance of child abuse, which they know to exist or reasonably know to exist, they are guilty of a misdemeanor punishable by confinement in jail for up to six months, a fine of up to \$1,000, or both. The mandated reporter may also be held civilly liable for damages resulting from any injury to the child after a failure to report.
3. When two or more persons who are required to report have joint knowledge of a suspected instance of child abuse, and when they so agree, the telephone report may be made by either of them, and a single report made and signed by that person. However, if any person who knows that the designated person failed to make the report, that person then has a duty to do so.

Child Protective Services Hotlines

1. Orange county: 714-940-1000 -or- 800-207-4464
2. Los Angeles county: 800-540-4000 (within CA), 213-639-4500 (outside CA), 800-272-6699 TDD
3. Riverside county: 800-442-4918 -or- 877-922-4453
4. Ventura county: 805-654-3200
5. Kern county: 661-631-6011 -or- 760-375-6049
6. San Bernardino county: 909-384-9233 -or- 800-827-8724
7. San Diego county: 858-560-2191 -or- 800-344-6000
8. Imperial county: 760-337-7750

Sheriff's Offices Contact Information

1. Orange county
 - o Phone: 714-647-7000

- o Website: <http://www.ocsd.org>
- 2. Los Angeles county
 - o Phone: 323-267-4800
 - o Website: <http://www.lasd.org>
- 3. Riverside county
 - o Phone: 951-955-2400
 - o Website: <http://www.riversidesheriff.org>
- 4. Kern county
 - o Phone: 661-391-7500
 - o Website: <http://www.kernsheriff.com>
- 5. Ventura county
 - o Phone: 805-654-9511
 - o Website: <http://www.vcsd.org>
- 6. San Bernardino county
 - o Phone: 909-387-3400
 - o Website: <http://www.sbcounty.gov/sheriff>
- 7. San Diego county
 - o Phone: 858-974-2240
 - o Website: <http://www.sdsheriff.net>
- 8. Imperial county
 - o Phone: 442-265-2001
 - o Website: <http://www.icsso.org>

Within 36 hours, a written report must be sent, faxed or submitted electronically. The written report must be completed on a state form called 8572, which will be downloaded at

http://ag.ca.gov/childabuse/pdf/ss_8572.pdf. ([Appendix G: Child Abuse Report Form](#))

Child Abuse Training Requirement:

- Per AB 1432, all Excel Academy employees must annually complete the Mandated Reporter Training course within the first six weeks of school or by the sixth week of employment.
- This course is fully compliant with California Assembly Bill 1432 and is available online through SafeSchools, the school's online training and tracking system designed specifically for education agency employees.
- The SafeSchools learning management system will generate the required reports for proof of completion. Employees must retain a copy of the training certificate.
- Staff must access online training courses at:
 - o <http://www.mandatedreporterca.com/> -or-
 - o <http://cccs.ca.safeschools.com/login>
 - Mandated reporter training courses will be assigned through the SafeSchools interface.

B. Routine & Emergency Disaster Procedures

Excel Academy is an independent study program where students are schooled in the home and through independent providers in the community. Typically, students are under the direct supervision of their parent/guardian. However, there are instances when Excel Academy sponsors events such as field trips and state testing, when it is important to have a clear emergency preparedness plan.

In such instances, it is necessary to be prepared to respond to a vast array of emergency situations. The program's procedures for evacuation and emergency preparedness are outlined in the following section for testing sites, the school office, staff meetings, and field trips. The roles of the responsible parties, training, and resources necessary to perform those responsibilities, are defined for each site where school operations are conducted.

Furthermore, it is important to clearly define the responsibilities of the school and parent/guardian in the event of an emergency or disaster. It is also necessary to define the school's dismissal procedures in the event of a key policy violation or violations.

Required Training and Resources for All Employees

- Active Shooter
- Complete Safe Schools Training - First Aid
- Emergency Apps downloaded on phone
 - Red Cross First Aid
- Maintain current personal emergency contact information with Excel Academy in Paycom
- Report safety concerns to Executive Director immediately
- Support Executive Director as needed
- Follow the emergency plans as directed by the venue

Professional Development/Staff Meetings

Biannual staff meetings are conducted l.

Guidelines for Student and Staff Dismissal

Student Dismissal

Is this for Field Trips?

In the event that a state of emergency is declared that does not pose an immediate threat to the school, all students will be required to remain onsite, or at an alternate location, designated by law enforcement under the supervision of the Executive Director, director's designee, or other school staff assigned by the Executive Director or designee. Students not already attended by a parent/guardian will not be permitted to leave until:

1. Regular dismissal time, and only if it is considered safe to do so.
2. An authorized adult with a photo ID, who is identified as the designated pick-up, arrives to retrieve the student.
3. In the event of a natural or man-made disaster that prevents parents and other designated adults from picking up students, students will remain under the supervision of school staff.

Staff Dismissal

In the event that a state of emergency is declared that does not pose an immediate threat to students all school employees will remain on site and carry out their assignments until officially dismissed by the Executive Director or director's designee, or relieved by fire or law enforcement.

Executive Director Responsibilities

The Executive Director of Excel Academy is responsible for overall policy, direction and coordination of the emergency response effort during the incident. The Executive Director is also responsible for interacting with responding state/government agencies. The Executive Director will:

- Ensure that all staff are trained in the use of the safety plan.
- Direct the school's personnel during a disaster including:
 - Teacher of Records, Administrative Staff, Support Staff, Providers
- Serve as the spokesperson for the program to the media after a disaster.
- Direct all staff to become familiar with the implementation of the plan.

Responsibilities

- Assess emergency, threat and impact to students, staff, school property and surrounding community; The Executive Director will contact the Sheriff's Department and Highway Patrol to determine whether an evacuation of students and staff from a school is advised.
- Authorize any release of public information.
- Release Teacher of Records and Providers as appropriate.
- Remain in charge of the program until redirected or released by the CEO of the school or relieved by the Fire or Law Enforcement Incident Commander.
- Designate a person who will assist in a disaster situation in their absence.
- Work in coordination with the Red Cross if the school is designated an evacuation center.

- The Executive Director or their designee will monitor the emergency communication system and immediately notify the CEO in the event of a chemical spill on the roads or railway system within the vicinity.

Fire

Building Fire

- Evacuate the building as soon as possible. The safety of all persons and students must take precedence over personal effects.
- Call 911
- Contact the Executive Director or designee
- Do not re-enter the building until directed by law enforcement and/or fire department personnel.

Student Catching Fire

- Instruct student to **Stop, Drop** and **Roll**, if their clothing catches on fire (Never instruct a student to run when clothes are on fire) and will use a blanket, jacket or other available material - Starting at the head of the victim, drag the blanket toward the feet, moving the flame away from the face
- Contact the Executive Director or designee

Testing Site

If an employee is at a testing site the Assessment Lead or senior Excel Academy employee will:

1. Begin orderly evacuation immediately
2. Lead students to the designated evacuation area away from fire lanes
3. Take roll once in the evacuation area
4. Report any missing students to the Assessment Lead or senior Excel Academy employee immediately
5. Remain with students until given alternative instructions

Relocation/Evacuation

Relocation/Evacuation from the School Office

In the event that an emergency occurs, all employees are to evacuate the building by following the procedures below. For an evacuation map, please see Appendix *F*.

1. All employees must immediately stop whatever they are doing and quickly and safely exit the building, if possible.
2. It is the responsibility of the most senior staff member present at the time of the emergency to see that all employees leave the building promptly and safely.
3. All employees must exit the building by way of the nearest exit or stairwell to the outside.
 1. If the nearest stairwell is blocked by smoke, use the other stairwell. DO NOT USE THE ELEVATOR. Excel Academy will make every attempt to

create prior arrangements with staff and individuals with disabilities as needed to assist them in the event of an evacuation.

2. If the nearest doorway or exit is blocked, and if the emergency calls for immediate evacuation, utilize the window breaker to clear a safe path to the outside.
1. Follow the exit plans and get to the secure designated meeting area.
2. Once outside the building, the designee will:
 1. Confirm that the fire department has been called (911)
 2. All employees must immediately congregate in the designated meeting area and the senior employee will confirm that all employees and visitors are out of the building and accounted for.
 3. Designate someone to meet the fire department to provide additional information if necessary.
1. Staff members will be assessed to determine if additional medical attention is required and appropriate action will be taken.
2. Do not re-enter until the building is declared safe by the Fire Department and you are informed to do so by the Executive Director or designee.

Relocation/Evacuation from a public meeting space or business

1. Follow the evacuation procedure posted at the meeting space or business location.
2. Follow staff member instructions.
3. Excel Academy employees, supervise the evacuation of students and parents
4. Ensure that all parents and/or students are accounted for.
5. Contact 911 as soon as it is safe to do so.
6. Contact a school administrator to inform them of the situation.

Bomb Threat

Excel Academy Administrative staff or teachers may be notified of bomb threats via different mediums, e.g., telephonic, written, email, etc. In the event of a bomb threat, the administration will assess the location of the bomb threat and how many TORs, staff and students may be in or near the area of the threat.

If Administration, TORs, or support staff are the person(s) receiving the message of a bomb threat by phone they must try to maintain contact with the caller and ask for the location of the bomb, the time it is expected to detonate, the reason for the bomb, etc. In the event that a staff member or TOR receives a bomb threat, they must immediately notify:

- The Executive Director
- The Sheriff's Department
- The Fire Department

Bioterrorism/Hazardous Materials/Chemical Accident

Biological agents are organisms or toxins that can kill or incapacitate people. A biological attack is the deliberate release of germs or other biological substances that can make you sick.

There are three basic groups of biological agents that could likely be used as weapons: bacteria, viruses, and toxins. Biological agents can be dispersed by spraying them into the air, person-to-person contact, infecting animals that carry the disease to humans, and by contaminating food and water.

A biological attack may or may not be immediately obvious. In most cases local health care workers will report a pattern of unusual illness or there will be a wave of sick people seeking emergency medical attention. The public would be alerted through an emergency radio or TV broadcast, or some other signal used in your community, such as a telephone call or a home visit from an emergency response worker.

During a Biological Threat

The first evidence of an attack may be when you notice symptoms of the disease caused by exposure to an agent. In the event of a biological attack, public health officials may not immediately be able to provide information on what you must do. It will take time to determine exactly what the illness is, how it must be treated, and who is in danger.

Follow these guidelines during a biological threat:

- Watch TV, listen to the radio, or check the Internet for official news and information including signs and symptoms of the disease, areas in danger, if medications or vaccinations are being distributed, and where you must seek medical attention if you become ill.
- If you become aware of an unusual and suspicious substance, quickly get away.
- Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing.
- Depending on the situation, wear a face mask to reduce inhaling or spreading germs.
- If you have been exposed to a biological agent, Follow official instructions for disposal of contaminated items.
- Wash yourself with soap and water and put on clean clothes.
- Contact authorities and seek medical assistance.
- You may be advised to stay away from others or even quarantined.
- If your symptoms match those described and you are in the group considered at risk, immediately seek emergency medical attention.
- Follow instructions of doctors and other public health officials, expect to receive medical evaluation if necessary

- In a declared biological emergency or developing epidemic avoid crowds
- Wash your hands with soap and water frequently.
- Do not share food or utensils.

After a Biological Threat

Pay close attention to all official warnings and instructions on how to proceed. The delivery of medical services for a biological event may be handled differently to respond to increased demand.

The basic public health procedures and medical protocols for handling exposure to biological agents are the same as for any infectious disease. It is important for you to pay attention to official instructions via radio, television, and emergency alert systems.

Visit the **Centers for Disease Control and Prevention** for a complete list of potential agents/diseases and appropriate treatments.

Chemical Emergencies

Chemical agents are poisonous vapors, aerosols, liquids and solids that have toxic effects on people, animals or plants. While potentially lethal, chemical agents are difficult to deliver in lethal concentrations because they dissipate rapidly outdoors and are difficult to produce.

Before a Chemical Emergency

A chemical attack could come without warning. Signs of a chemical release include people having difficulty breathing, eye irritation, loss of coordination, nausea, or burning in the nose, throat and lungs. The presence of many dead insects or birds may indicate a chemical agent release.

During a Chemical Emergency

In the event that Excel Academy employees find themselves located within one mile of where an accident involving containing large quantities of toxic (or unknown) agents has occurred, follow the below procedures:

- Take immediate action to get yourself and students/parents away.
- Get out of the building without passing through the contaminated area, if possible.
- If you can't get out of the building or find clean air without passing through the affected area, move as far away as possible and **shelter-in-place**.
- Contact 911 as soon as it is safe to do so.
- Contact a school administrator to inform them of the situation.

If you are instructed to remain in your home or office building, you must:

- Close doors and windows and turn off all ventilation, including furnaces, air conditioners, vents, and fans.
- Seek shelter in an internal room with your disaster supplies kit.
- Seal the room with duct tape and plastic sheeting.
- Look for further information from the local authority.

If you are caught in or near a contaminated area outdoors:

- Quickly decide what is the fastest way to find clean air:
 - Move away immediately, in a direction upwind of the source.
 - Find the closest building to **shelter-in-place**.

After a Chemical Emergency

Do not leave the safety of a shelter to go outdoors to help others until authorities announce it is safe to do so.

A person affected by a chemical agent requires immediate medical attention from a professional. If medical help is not immediately available, decontaminate yourself and assist in decontaminating others.

Decontamination guidelines are as follows:

- Use extreme caution when helping others who have been exposed to chemical agents.
- Remove all clothing and other items in contact with the body.
 - Cut off clothing normally removed over the head to avoid contact with the eyes, nose and mouth.
 - Put contaminated clothing and items into a plastic bag and seal it.
 - Remove eyeglasses or contact lenses. Put glasses in a pan of household bleach to decontaminate them and then rinse and dry.
- Wash hands with soap and water.
- Flush eyes with water.
- Gently wash face and hair with soap and water before thoroughly rinsing with water.
- Proceed to a medical facility for screening and professional treatment.

This information is primarily drawn from Ready.gov. For more information on preparing for a power outage, please visit: <https://www.ready.gov/bioterrorism> or <https://www.ready.gov/chemical>.

Earthquake

Earthquake Procedures Indoors

In the event that an earthquake occurs in a location where a TOR, parent and student may be meeting inside, the following actions shall be taken:

1. School employees shall implement the Drop, Cover, and Hold action. Each student shall:
 - a. **Drop** to the ground. For those students who are physically unable to drop to the ground, they must remain seated and cover their heads with their arms and hands
 - b. **Cover** under or near desks, tables, or chairs in a kneeling position with their backs to the windows
 - c. **Hold** onto table or chair legs
 - d. Remain in the drop position until ground movement ends.
2. Assess the situation, looking for:
 - a. Severe structural damage
 - b. Fire
 - c. Toxic spill
 - d. Student injuries. (Render first aid if necessary)
3. Evacuate the building as soon as possible
4. Follow all instructions from law enforcement

If at a testing site:

1. Remain in drop position until ground movement ends
2. Assessment Lead or designee will direct employees to evacuate
3. Proctors will take proctor binders (containing student information)
4. Proctors will lead students to the designated evacuation area
5. Proctors will take roll once in the evacuation area
6. Any missing students will be immediately reported to the Assessment Lead or designee
7. Remain with students until given alternative instructions

Earthquake Procedures Outdoors

In the event that an earthquake occurs in a location where employee(s), parent(s) and student(s) may be meeting outside, the following actions shall be taken:

1. Move away from overhead hazards such as power lines, trees, and buildings.
2. Drop to the ground in the kneeling position and cover the back of your neck with your hands.
3. Do not enter any buildings until it is safe to do so.
4. Teachers and students shall stay in the open until the earthquake is over, or until further directions are given.
5. Once the earthquake has stopped, proceed to the evacuation assembly area designated by the building manager or law enforcement.

6. The teacher will check roll, report any missing students, and remain with the students unless given an alternative assignment.
7. Follow all instructions from law enforcement

Flood

Flash floods are to be expected in desert regions. In the event that flooding is likely, the Executive Director will instruct the Teacher of Records to cancel meetings that day. In preparation for flooding, families and staff must review the following safety tips.

Basic Safety Tips (source: Ready.gov)

1. Avoid walking or driving through flood waters.
2. Do not drive over bridges that are over fast-moving floodwaters. Floodwaters can scour foundation material from around the footings and make the bridge unstable.
3. Just 6 inches of moving water can knock you down, and one foot of moving water can sweep your vehicle away.
4. If there is a chance of flash flooding, move immediately to higher ground.
5. If floodwaters rise around your car but the water is not moving, abandon the car and move to higher ground. Do not leave the car and enter moving water.

Flood Watch = Be Aware

Conditions are right for flooding to occur in your area.

1. Turn on your TV/radio. You will receive the latest weather updates and emergency instructions.
2. Know where to go. You may need to reach higher ground quickly and on foot.
3. Build or restock your emergency preparedness kit. Include a flashlight, batteries, cash, and first aid supplies.

Flood Warning = Take Action

Flooding is either happening or will happen shortly.

1. Move immediately to higher ground or stay on high ground.
2. Evacuate if directed.
3. Avoid walking or driving through flood waters. Just 6 inches of moving water can knock you down and one foot of moving water can sweep your vehicle away.

After a Flood

1. Return to your home/office only when authorities say it is safe.
2. Be aware of areas where flood waters have receded and watch out for debris. Floodwaters often erode roads and walkways.
3. Do not attempt to drive through areas that are still flooded.
4. Avoid standing water as it may be electrically charged from underground or downed power lines.

Power Failure/Blackout

Extended power outages may impact the whole community and the economy. A power outage is when the electrical power goes out unexpectedly. A power outage may:

1. Disrupt communications, water, and transportation.
2. Close retail businesses, grocery stores, gas stations, ATMs, banks, and other services.
3. Cause food spoilage and water contamination.
4. Prevent use of medical devices.

In Preparation for a Power Outage:

1. Take an inventory of the items you need that rely on electricity.
2. Plan for batteries and other alternatives to meet your needs when the power goes out.
3. Sign up for local alerts and warning systems. Monitor weather reports.
4. Keep mobile phones and other electric equipment charged and gas tanks full.

During a Power Outage:

1. Maintain food supplies that do not require refrigeration.
2. Turn off or disconnect appliances, equipment, or electronics. Power may return with momentary “surges” or “spikes” that can cause damage.

Be Safe AFTER

1. When in doubt, throw it out! Throw away any food that has been exposed to temperatures 40 degrees or higher for two hours or more, or that has an unusual odor, color, or texture.

This information is primarily drawn from Ready.gov. For more information on preparing for a power outage, please visit: <https://www.ready.gov/power-outages>

Intruders/Solicitors/Weapons/Assault/Hostage

School Director and Human Resources

1. Maintain current staff emergency contact information in HR/Payroll System
2. Develop site emergency plans and protocol as well as communicate plans to staff

3. If facilities owned by Excel Academy, clearly post a site map indicating various evacuation routes and exits within the facility, fire extinguishers, location of the site alarm, and pre-designated refuge or safe areas outside
4. Provide a first aid kit including flashlights and a window breaker
5. Provide safety training as needed

Designee

1. The most senior staff member present at the time of the emergency
2. Uphold the evacuation and Plan
3. Bring first aid kit

All Additional Office Staff

1. Maintain a current personal emergency contact with Excel Academy in Paycom
2. Responsible for following the emergency and Plan during an incident

If at a testing site, public meeting place, or vendor location:

Executive Director or director's designee

1. Maintain a current list of all employees in attendance
2. Responsible for supporting the venue's direction and coordination of emergency response effort during an incident
3. Obtain Site Emergency Plans, if possible
4. Obtain Site Emergency Evacuation Map, if possible
5. Establish an evacuation area and exits and clearly mark these on the site map
6. Ensure first aid kits are available

The intention of this policy is to provide guidance in the event of an armed intruder or active shooter in the workplace or onsite, to outline the training in place for staff and to comply with applicable regulations of the Occupational Safety and Health Administration (OSHA).

Excel Academy provides the staff an active shooter training via SafeSchools. All staff that serve at a school sponsored event or at the school office are required to complete the recorded training and quiz.

For the purposes of this policy, an active shooter is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people at a school sponsored event or premises. In most cases active shooters use other weapons and/or improvised explosive devices to cause harm to additional victims and act as an impediment to police and emergency responders. These improvised explosive devices may detonate immediately, have a delayed detonation fuse, or detonate on contact.

If an armed assault occurs on or near a public meeting place, testing site, or vendor location, program personnel who observed the assault must notify the assessment lead and call 9-1-1 as soon as safely possible.

Assessment Lead will:

1. Initiate the appropriate response actions, which may include Shelter-in-Place, Lockdown, On-Campus Evacuation or Off-Campus Evacuation
2. Call 9-1-1 and provide the exact location, description and nature of the incident. If the TSC cannot remain on the phone, a designated person must remain on the phone line with the 9-1-1 dispatcher until law enforcement personnel arrive on the scene

If it is safe to do so, proctors must attempt to isolate and secure the students away from the perpetrator(s). Notify the Executive Director or designee.

School employees or test site proctors will:

1. Take steps to calm and control students
2. Keep students in secured areas until local authorities arrive and are able to neutralize the perpetrator(s)
3. Stay inside testing rooms
4. Instruct students to lie flat on the floor, move away from the doors or windows and remain quiet
5. Turn off lights, lock doors and close any shades or blinds
6. The goal is to hide and make your room look vacant
7. Silence cell phones
8. Remain in the testing room, or secured area, until further instructions are provided by the AL or law enforcement

Procedure (All Locations):

1. Evacuate- If there is an accessible escape path, attempt to evacuate the premises following these recommendations:
 - a. Have an escape route and plan in mind
 - b. Evacuate regardless of whether others agree to follow
 - c. Leave belongings behind
 - d. Help others escape, if possible
 - e. Prevent individuals from entering an area where the active shooter may be
 - f. Keep hands visible
 - g. Follow the instructions given by any law enforcement
 - h. Do not attempt to move wounded people
 - i. Call 911 when safe. Provide the following to the 911 dispatcher:
 - i. Description of the suspect
 - ii. Number and types of weapons
 - iii. Suspect's direction of travel
 - iv. Location and condition of victims
2. Hide- If evacuation is not possible, find a place to hide where the active shooter is less likely to find oneself with these recommendations:
 - a. Be inconspicuous
 - b. Be outside of the active shooter's field of view

- c. Provide physical protection if shots are fired (e.g. locating into a bathroom and locking the door, staying as low to the floor as possible and remaining quiet and motionless)
 - d. Do not trap oneself or restrict options for movement
 - e. To prevent an active shooter from entering a hiding place:
 - i. Lock the door
 - ii. Blockade the door with heavy furniture (use caution and not restrict options for movement if possible)
 - f. If the active shooter is nearby:
 - i. Lock the door
 - ii. Silence cell phones
 - iii. Turn off any source of noise (i.e. radios, televisions, etc.)
 - iv. Hide behind large items (i.e. cabinets, desks, etc.)
 - v. Remain quiet and motionless
3. Self Defense- If it is not possible to evacuate or hide, then consider self-defense with these recommendations:
- a. Remain calm
 - b. Dial 911 to alert police to the active shooter's location; if unable to speak, leave the line open and allow the 911 dispatcher to listen
 - c. Take action against the active shooter **only** when it is believed one's life is in imminent danger; attempt to disrupt and/or incapacitate the active shooter as follows:
 - i. Act as aggressively as possible toward the active shooter
 - ii. Throw items and improvised weapons
 - iii. Yell
 - iv. Commit oneself to defensive physical action

Lockdown Sample Situations

1. The school has been informed that a crime has been committed near the school and the criminal has not been apprehended. There is no specific reason to believe that the criminal will come to the school.
2. The Sheriff's Department has informed the school that an armed and dangerous person is in the vicinity of the school and all precautions must be taken.
3. The school has received a direct credible threat that someone intends to do harm to one or more persons at the school.
4. Information has been received by the school that a non-custodial parent is coming to try to take a student away from the test site
5. A person not having legitimate business has been seen loitering in the vicinity of the school, please first try and relocate to a safer location and contact authorities. Try to avoid contact with the individual.

Testing Site Lockdown

The decision to call for a *Lockdown* will be made by the designee responsible for the site or the TOR.

The assigned designee shall:

1. Notify all other staff of the need for a campus lockdown, as soon as the decision has been made
2. As soon as possible after an emergency:
 - a. Inform the staff of the reasons for the lockdown
 - b. Contact Executive Director or designee
 - c. Provide parents and other community members who ask for the reason for the lockdown, either in person or by phone, will be given the reason as specifically as possible under the circumstances.
 - d. Not provide the names of any students or parents involved (i.e.. custody conflicts) to maintain confidentiality
 - e. Use discretion in determining how much information will be given to the students, based on their ages and maturity
 - f. Instruct proctors to provide information to the students in a calm and reassuring manner

Lockdown Procedures

The assigned designee will:

1. Notify the Sheriff's Department
2. Notify the Executive Director or designee of the *Lockdown* as soon as possible
3. Assign an employee to monitor the main entrance(s) to allow legitimate visitors to enter
4. Notify the proctors in the fastest possible manner that a *Lockdown* has been called
5. Notify parents of the lockdown status
6. Will set up a 10 minute break release schedule (situation allowing), if the *Lockdown* continues during teachers break or lunch period
7. Delay dismissal until it is safe for students to exit
8. Will inform all staff that the *Lockdown* has ended, once it has been determined that the dangerous situation no longer exists

Proctors will:

1. Keep all students indoors under their supervision for the duration of the *Lockdown*
2. Lock classroom doors, if directed by the Excel Academy assigned Lead, designee, or senior employee
3. Contact the Excel Academy assigned Lead, designee, or senior employee to determine if the situation allows for students to leave the room to go to the bathroom
4. Escort any student who goes to the bathroom

5. Will not dismiss students at dismissal time until receiving direction to do so by the Excel Academy assigned Lead, designee, or senior employee
6. Escort their students to the site parent pick-up location

Excel Academy employee will: Notify the Executive Director or designee

Explosion

In the event an explosion occurs in a location where an Excel Academy employee is present or may be meeting with parents and/or students, the following actions will be taken in the event of an explosion:

During an Explosion:

1. Get under a sturdy table or desk if things are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways.
2. Do not use elevators.
3. Stay low if there is smoke. Do not stop to retrieve personal possessions or make phone calls.
4. **Check for fire** and other hazards.
5. If you are able to move and evacuate the area to a safe location, relocate students and parents who can be safely moved.
6. Once you are out, do not stand in front of windows, glass doors or other potentially hazardous areas.
7. If you are trapped in debris, use a flashlight, whistle or tap on pipes to signal your location to rescuers.
8. Shout only as a last resort to avoid inhaling dangerous dust.
9. Cover your nose and mouth with anything you have on hand.
10. Once you reach a safe area, contact 911 to report the emergency.
11. Contact a school administrator to inform them of the situation.

After an Explosion:

1. There may be significant numbers of casualties or damage to buildings and infrastructure.
2. Heavy law enforcement involvement at local, state and federal levels.
3. Health and mental health resources in the affected communities can be strained to their limits, maybe even overwhelmed.
4. Extensive media coverage, strong public fear and international implications and consequences.
5. Workplaces and schools may be closed, and there may be restrictions on domestic and international travel.
6. You and your family or household may have to evacuate an area, avoiding roads blocked for your safety.
7. Clean-up may take many months.

TOR's Responsibilities:

1. Investigate and sound the fire alarm if appropriate.
2. Call 911 and report the situation.
3. Notify the school Executive Director, designee or other appropriate school official.
4. Students and staff must not return until the fire department officials declare the area safe.
5. The "Drop & Cover" command will be given immediately in the event of an explosion. If the explosion occurs within the building or threatens the building, the teachers will evacuate students from the building.

This information is primarily drawn from Ready.gov. For more information on preparing for a power outage, please visit: <https://www.ready.gov/explosions>

Gas/Fumes

1. If you smell gas or unfamiliar chemicals/fumes, evacuate the location immediately.
2. Take students, parents, and other employees with you. If you are the most senior employee, take roll of everyone present.
3. Call 911 and report the emergency
4. Notify the Executive Director, designee or other appropriate school official

Main Office

The main Excel Academy office is located in a rented facility that does not have an emergency plan (Appendix P: Sites Utilized by Excel Academy-Contact Information). Based on a site map, the school developed an emergency evacuation plan (Appendix F: Excel Academy Office Evacuation Map). The staff and any additional individuals in attendance will follow the protocol for emergency evacuations and safety as per the following guidelines. In an effort to promote the safety of the staff, the development of clear roles of responsibility, collection of emergency staff information, and maintenance of a first aid kits is outlined as follows:

Response to Public Relief Agencies Using Excel Academy Facilities

In the event that a Public Relief Agency, such as the Red Cross, requests to use Excel Academy's Main Office, an emergency Board meeting will be convened to articulate a response. In the event that the request is approved, all staff members at the Excel Academy Office shall:

1. Notify the office park owner and neighboring businesses.
2. Trust the Relief Agency members and external emergency responders who have been trained to deal with crises. Trust will help calm the situation and minimize chaos that may occur during a crisis.

3. Give the agency full access to the facility.
4. Provide assistance to the agency under the agency's guidance.

Learning Period Meetings

The purpose of the Learning Period Meeting (LPM) is for the credentialed teacher to meet with the student to provide educational support, document learning, and to complete other administrative tasks every twenty school days. These meetings occur in public locations, such as a library. Parent/Guardians are expected to be present during the LPM..

If, during an LPM, an incident arises that poses a safety threat to the student the parent/guardian would be responsible for deciding the appropriate course of action for their child. In the event the parent was not present or incapable, please follow the procedures detailed above.

Testing Sites

Excel Academy conducts testing at various sites. Because these venues are not owned by Excel Academy, the Assessment Lead will make an effort to obtain the site plans from the venue and bring awareness to the staff of all site-specific emergency plans. Developing clear roles of responsibility, providing emergency student information to staff, and maintaining first aid training and kits is outlined as follows:

Assessment Lead (AL) Responsibilities

1. *Adult and Pediatric First Aid/CPR/AED Certified*
2. *Complete Safe Schools Training - School Intruders, Active Shooter, Safety Basics for Security Staff & Medication Administration: Epinephrine Auto-Injectors*
3. Responsible for overall direction and coordination of emergency response effort during an incident
4. Obtain Site Emergency Plans
5. Provided copy of Testing Site section of Plan
6. Obtain Site Emergency Evacuation Map
7. Designate an evacuation area and exits and clearly mark on site map
8. Provide staff with ID/lanyards
9. Maintain a current list of all proctors and students on site
10. Provide site specific safety training for proctors, and ensure all staff is aware of site exits
11. Complete *Incident Report* as needed for any medical concerns: minor cut, illness, allergic reaction, nosebleed, emotional upset, etc.
12. Establish designated evacuation area(s) and exits and clearly mark on site map

Assessment Site Designee

1. *Adult and Pediatric First Aid/CPR/AED Certified*
2. *Complete Safe Schools Training - School Intruders, Active Shooter, Safety Basics for Security Staff & Medication Administration: Epinephrine Auto-Injectors*

3. Responsible for ensuring the site is safe
4. Provided copy of Testing Site section of Plan
5. Support Assessment Lead as needed
6. Complete [Incident Report](#) as needed for any medical concerns: any serious medical concerns: illness, allergic reaction, severe emotional upset, etc.

Staff/Teacher of Record/Proctor Responsibilities

1. Proctors wear ID/lanyard at all times at test site
2. Proctors wear Excel Academy shirts
3. Attend staff safety and compliance training
4. Provided copy of Testing Site section of Plan
- 5.
6. Report safety concerns to the Assessment Lead, designee, and/or senior Excel Academy proctor immediately regarding any medical concerns: illness, allergic reaction, severe emotional upset, etc.

Student Information

1. Copies of the [CAASPP Site Security forms](#) are kept on file at each testing location
2. Sign in Sheets with Parent Signatures for Sign-In and Pick-Up (Photo ID Required for student release)
3. CAASPP Site Security forms contain student specific allergy and medical alerts

Site Supplies

First Aid

1. CPR/AED Responder - Pack (contains one-way valve face shield)
2. First Aid Kit
3. Gloves (latex free) - Box

Emergency Preparedness

1. Maintain emergency food and water

Student Information

1. Assessment Lead Manual - Safety protocol and procedures listed, testing protocol, CAASPP test site security form
- 2.

Parent/Guardian Responsibilities

Parents and legal guardians of students will be required to complete when applicable:

1. Complete and return a CAASPP Site Security form
2. Field trip permission slips

In case of a declared emergency, students will be released only to persons designated on the applicable form. Parents/guardians are responsible for ensuring that information on all forms is current at all times. ([Appendix A: Emergency Contact information in](#)

Paycom, Appendix M: CAASPP Site Security form, Appendix B: Excel Academy Field Trip Permission Slip and Waiver)

Field Trips & Overnight/Drop-Off Field Trips

Excel Academy hosts field trips at various venues. Because these venues are public locations, the staff, students, and families in attendance will follow the protocol for emergency evacuations and safety as per the venue guidelines. Excel Academy field trips require parent participation and therefore all students must be in the care of a parent/guardian.

This policy also outlines school guidelines for field trips where students are dropped off by their parents.

Field Trip Coordinator

1. Train ToRs and ensure they follow all responsibilities as outlined in the field trip policy and in the bullets listed below.
2. Maintain a current list of all chaperones and students on site
3. Identify the method of communication between Field Trip Coordinator and chaperones in the event of unforeseen events(assign designee if not present)
4. Provide necessary safety trainings if applicable
5. SafeSchools Training - First Aid
6. Emergency Apps downloaded on phone/iPad
 - a. Red Cross First Aid
7. Collect all Field Trip Permission Slip and Waivers from students in attendance
8. Inform parents of the Field Trip Coordinator and chaperone contact information for safety concerns that occur during the trip (assign designee if not present)
9. Support the venue's direction and coordination of emergency response effort during an incident
10. Contact the Executive Director or designee in the event of an emergency
11. Complete Incident Report as needed for escalated medical concerns: serious illness, allergic reaction, severe emotional upset, etc. (Appendix K -Incident Report)
12. Bring first aid kit to field trip when present
13. Communicate expectations, procedures, and what to bring for parents
14. Communicate expectations, procedures, and what to bring for chaperones
15. Designate roles and responsibilities amongst the chaperones
16. Provide chaperones:
 - a. Lists of students in attendance
 - b. Signs for chaperones
 - c. Evacuation procedures for the site
17. First aid kits should be available on each field trip
18. Investigate and communicate site evacuation procedures
19. Follow-up with chaperones after the field trip

Field Trip Coordinator will be expected to:

1. Clearly communicate expectations to parents, students, and chaperones in advance.
2. Provide and collect all necessary information.
3. Be available the day of the trip to answer questions and troubleshoot. Have all duties covered, so that they are available when needed.

Teacher of Record Chaperone Responsibilities:

1. Be on time and prepared to monitor participants Report safety concerns to Field Trip Coordinator and designee immediately
2. Support Field Trip Coordinator as needed
3. Support the venue's direction and coordination of emergency response effort during an incident
4. Inform Field Trip Coordinator of any escalated medical concerns: serious illness, allergic reaction, severe emotional upset, etc. Ensure that the student is provided with the appropriate care and/or medical attention if necessary.

Parent/Guardian Responsibilities:

Prior to the field trip, an email will be sent to each parent (chaperones will be cc'd on this email) outlining the expectations and procedures for the field trip, including details about the meeting location, where to park, what to bring (permission slip filled out ahead of time), and student behavior expectations.

Parents are required to notify the applicable Excel Academy staff member of the field trip ahead of time regarding a student's special needs as outlined in an IEP or 504 plan. All students that would be under the direct care of Excel Academy staff under a state of emergency would remain under the supervision of school staff. Students would be released to the designated parent/guardian upon direction of the Executive Director or designee.

Parents and legal guardians of students will be required to complete when applicable:

1. Field trip permission slips and liability waiver forms

Parents will be expected to:

1. Arrive on time
2. Review all provided information and explain student behavior expectations to their student(s)
3. Follow details about the field trip outlined by the Field Trip Coordinator
4. Remain in attendance to supervise their own students

Student will be expected to:

1. Follow guidelines set by the Field Trip Coordinator
2. Stay with the assigned chaperone/group
3. Follow behavior expectations

Chaperone:

To be prepared and provided to the chaperones at the beginning of the trip:

1. List of students in their group, including:
 - a. Parent's name and number (cell)
 - b. Any IEP, allergy, behaviors
 - c. Back-up number
 - d. Name of student's TOR
 - e. Emergency contact - ensure pick up person is included
 - f. Chaperone will collect any missing information from the parents at the time of drop off
2. A sign for helping parents locate the assigned group
 - a. Sign could include group name/color/letters of the alphabet, chaperone name, Excel Academy logo
3. Equipping the chaperone with any tools needed for meeting the students needs, and made aware if another chaperone or parent is coming along during the trip
4. The school and vendor's emergency evacuation procedures
5. Have Field Trip Coordinator's cell phone programmed into their cell phone
6. All chaperones on a group text in case of an emergency or evacuation
7. Made aware of the check in and out procedures and their role in the process

Chaperone will be expected to:

1. Arrive on time (to be determined by the Field Trip Coordinator)
2. Wear Excel Academy apparel
3. When a parent arrives, they will check the list and ensure all the student information and parent contact information is current
4. Answer cell phones & texts--a texting group or tool will be used

Additional Resources

- Children and Youth Preparedness Social Media Toolkit:
<https://www.ready.gov/youth-toolkit>
- Preparing Makes Sense for People with Disabilities, Others with Access and Functional Needs, and the Whole Community:
https://www.fema.gov/media-library-data/1440775327070-3e00ff335d637a63551092a24d585301/SpecialNeeds_LargePrint_v3.pdf

- **Individuals with Disabilities:**
<https://www.ready.gov/individuals-access-functional-needs>

C. Suspension/Expulsion Policies and Procedures

Governing Law: The procedures by which pupils can be suspended or expelled from the charter school for disciplinary reasons or otherwise involuntarily removed from the charter school for any reason. These procedures, at a minimum, shall include an explanation of how the charter school will comply with federal and state constitutional procedural and substantive due process requirements that is consistent with all of the following:

(i) For suspensions of fewer than 10 days, provide oral or written notice of the charges against the pupil and, if the pupil denies the charges, an explanation of the evidence that supports the charges and an opportunity for the pupil to present their side of the story.

(ii) For suspensions of 10 days or more and all other expulsions for disciplinary reasons, both of the following:

(I) Provide timely, written notice of the charges against the pupil and an explanation of the pupil's basic rights.

(II) Provide a hearing adjudicated by a neutral officer within a reasonable number of days at which the pupil has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil has the right to bring legal counsel or an advocate.

(iii) Contain a clear statement that no pupil shall be involuntarily removed by the charter school for any reason unless the parent or guardian of the pupil has been provided written notice of intent to remove the pupil no less than five schooldays before the effective date of the action. The written notice shall be in the native language of the pupil or the pupil's parent or guardian or, if the pupil is a foster child or youth or a homeless child or youth, the pupil's educational rights holder, and shall inform him or her of the right to initiate the procedures specified in clause (ii) before the effective date of the action. If the pupil's parent, guardian, or educational rights holder initiates the procedures specified in clause (ii), the pupil shall remain enrolled and shall not be removed until the charter school issues a final decision. For purposes of this clause, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions specified in clauses (i) and (ii). – California Education Code Section 47605(b)(5)(J)

Policy:

This Pupil Suspension and Expulsion Policy has been established in order to promote learning, provide for the safety of students, staff, and visitors to Excel Academy and serve the best interests of students and their parents or guardians. In creating this policy, the Charter School reviewed Education Code Section 48900 *et seq.*, which describes the non-charter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* The Charter School is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the Policy is violated, it may be necessary to suspend or expel a student from regular instruction. This policy shall serve as Excel Academy's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. Excel Academy staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations. Excel Academy will develop a procedure for the periodic review and amendment of this Policy and, in particular, the lists of offenses for suspension or expulsion.

Excel Academy administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline and involuntary disenrollment policies and procedures. The notice shall state that this Policy and Procedures are available on request.

Corporal punishment shall not be used as a disciplinary measure against any student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom Excel Academy has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures. Excel Academy will follow all applicable federal and state laws including but not limited to the California Education

Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom Excel Academy has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five schooldays before the effective date of the action. The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder, and shall inform them of the basis for which the pupil is being involuntarily removed and their right to request a hearing to challenge the involuntary removal. If a parent, guardian, or educational rights holder requests a hearing, the Charter School shall utilize the same hearing procedures specified below for expulsions, before the effective date of the action to involuntarily remove the student. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include removals for misconduct which may be grounds for suspension or expulsion as enumerated below.

Outline of Responsibilities that May Result in Involuntary Removal

[Attendance:](#)

The credentialed teacher of record awards attendance in accordance with applicable law and based on two criteria:

1. The overall amount of learning completed/attained and
2. That some learning occurred on each date of attendance. As indicated in the Governing Board independent study policy, once a student has three missed assignments during a given learning period, the student is no longer in good standing. For purposes of attendance, three assignments are defined as 30% of the assigned learning for the given learning period. The student must complete at least 70% of the learning for that period and must be able to demonstrate that learning to the teacher of record in order to remain in good standing. The credentialed teacher of record uses their professional determination to assign the percent of learning that occurred. Additionally, the student must bring a work sample that aligns to their learning in each of the courses in which the student is enrolled.

Additionally, the student and parent/guardian must attend all scheduled learning period meetings. Missing a meeting results in zero attendance being awarded and a second meeting must be scheduled within five days to evaluate if attendance may be claimed.

I. Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity; or school attendance occurring at any time including, but not limited to (a) while on school grounds; (b) while going to or coming from school; (c) during the lunch period, whether on or off the school campus; (d) during, or while going to or coming from a school-sponsored activity.

II. Enumerated Offenses

1. Discretionary Suspension Offenses

1. Students may be suspended for any of the following acts when it is determined the pupil:
 - a. Caused, attempted to cause, or threatened to cause physical injury to another person.
 - b. Willfully used force or violence upon the person of another, except self-defense.
 - c. Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
 - d. Unlawfully offered, arranged, or negotiated to sell a controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage, or intoxicant.
 - e. Committed or attempted to commit robbery or extortion.
 - f. Caused or attempted to cause damage to school property or private property, which includes, but is not limited to, electronic files and databases.
 - g. Stole or attempted to steal school property or private property, which includes, but is not limited to, electronic files and databases.
 - h. Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, vaping, e-cigarettes and betel. This section does not prohibit the use of their own prescription products by a pupil.
 - i. Committed an obscene act or engaged in habitual profanity or vulgarity.
 - j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
 - k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or

other school personnel engaged in the performance of their duties. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- l. Knowingly received stolen school property or private property, which includes, but is not limited to, electronic files and databases.
- m. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness and/or retaliating against that pupil for being a witness.
- o. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- q. Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear of their own safety or for their immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or their immediate family.
- r. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- s. Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
 - t. Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
 - u. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
2. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has been reasonably predicted to have the effect of one or more of the following:
- a. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of their age, or for a person of their age with exceptional needs) or students in fear of harm to that student's or those students' person or property. ii. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
 - b. Causing a reasonable student to experience substantial interference with their academic performance.
 - c. Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
3. "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- a. A message, text, sound, video, or image.
 - b. A post on a social network Internet Web site including, but not limited to:
 - i. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - ii. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the

- purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- iii. Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (I) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - iv. An act of cyber sexual bullying.
 - v. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a)-(b).
 - vi. Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence

For a pupil subject to discipline under this section, the Executive Director may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior.

2. Non-Discretionary Suspension Offenses:

Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

1. Possessing, selling, or otherwise furnishing any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code section 11053 *et seq.*
4. Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in Education Code 48900(n).

3. Discretionary Expellable Offenses:

Students may be recommended for expulsion for any of the following acts when it is determined the pupil:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Willfully used force or violence upon the person of another, except self- defense.
- c. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell a controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property, which includes, but is not limited to, electronic files and databases.
- g. Stole or attempted to steal school property or private property, which includes, but is not limited to, electronic files and databases.
- h. Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, vaping devices, electronic cigarettes, pills and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k. Knowingly received stolen school property or private property, which includes, but is not limited to, electronic files and databases.
- l. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness and/or retaliating against that pupil for being a witness.
- n. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

- o. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- p. Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for their own safety or for their immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or their immediate family.
- q. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- r. Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- s. Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - a. A message, text, sound, video, or image.
 - b. A post on a social network Internet Web site including, but not limited to:

- i. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - ii. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - iii. Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - c. An act of cyber sexual bullying.
 - i. For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or will be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - ii. For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
 - iii. Notwithstanding the subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - d. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a)-(b).

- e. Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.

4. Non-Discretionary Expellable Offenses:

Students must be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the pupil:

- a. Possessing, selling, or otherwise furnishing any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.
- b. Brandishing a knife at another person.
- c. Unlawfully selling a controlled substance listed in Health and Safety Code section 11053 *et seq.*
- d. Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in Education Code 48900(n).

If it is determined by the Board of Directors that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the pupil shall be provided due process rights of notice and a hearing as required in this policy.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such a term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

III. Suspension Procedure

Suspensions shall be initiated according to the following procedures:

Conference

Suspension shall be preceded, if possible, by a conference conducted by the Executive Director or designee with the student and their parent and whenever practical, the teacher, supervisor or Excel Academy employee who referred the student to the Executive Director or designee.

The conference may be omitted if the Executive Director or designee determines that an emergency situation exists. An "emergency situation" is one that involves a clear and present danger to the lives, safety, or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against them, and shall be given the opportunity to present their version and evidence in their defense, in accordance with Education Code Section 47605(b)(5)(J)(i).

This conference shall be held within (2) two school days unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with Excel Academy officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date and time the student may return to school following suspension. This notice shall state the specific offense committed by the student and include notice of any due process rights regarding suspension or expulsion. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

Suspension Time Limits/Recommendation for Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. The total number of days of suspension shall not exceed twenty (20) school days per year. Upon a recommendation of expulsion by the Executive Director or designee, the pupil and the pupil's parent/guardian or representative will be invited to a conference to determine if the suspension for the pupil must be extended pending an expulsion hearing. In such instances when the Charter School has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the pupil's parents, unless the pupil and the pupil's parents fail to attend the conference.

This determination will be made by the Executive Director or designee upon either of the following: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

IV. Authority to Expel

As required by Education Code Section 47605(b)(5)(J)(ii), students recommended for expulsion are entitled to a hearing adjudicated by a neutral officer to determine whether the student will be expelled. The procedures herein provide for such a hearing and the notice of said hearing, as required by law.

A student may be expelled by the neutral and impartial Charter School Board of Directors following a hearing before it. The Board of Directors may be presided over by a designated neutral hearing chairperson. The Board of Directors may make the final determination whether or not to expel the student.

V. Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student will be expelled. Unless postponed for good cause, the hearing may be held within thirty (30) school days after the Executive Director or designee determines that the pupil has committed an expellable offense.

The hearing may be held in closed session (complying with all pupil confidentiality rules under FERPA) unless the pupil makes a written request for a public hearing in open session three (3) days prior to the date of the scheduled hearing.

Written notice of the hearing may be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it may be deemed served upon the pupil. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of the Charter School's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the Charter School to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student and/or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

VI. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses:

1. The Charter School may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations that shall be examined only by the Charter School or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.
2. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of their right to (a) receive five days' notice of their scheduled testimony, (b) have up to two (2) adult support persons of their choosing present in the hearing at the time they testify, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
3. Excel Academy must also provide the victim a room separate from the hearing room for the complaining witnesses use prior to and during breaks in testimony.
4. At the discretion of the entity conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which they may leave the hearing room.

5. The entity conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
6. The entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours they are normally in school, if there is no good cause to take the testimony during other hours.
7. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the entity presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany the witness stand.
8. If one or both of the support persons is also a witness, Excel Academy must present evidence that the witness's presence is both desired by the witness and will be helpful to the Charter School. The entity presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising their discretion to remove a person from the hearing whom they believe is prompting, swaying, or influencing the witness.
9. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
10. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in public at the request of the pupil being expelled, the complaining witness shall have the right to have their testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.
11. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the entity conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances will be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

VII. Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings will be made.

VIII. Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons will rely in the conduct of serious affairs. A decision by the Board of Directors to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have their testimony heard in a session closed to the public.

The decision of the Board of Directors shall be in the form of written findings of fact and a written determination regarding the expulsion. The final decision by the Board of Directors shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Board of Directors is final.

If the Board of Directors decides not to expel, the pupil shall immediately be returned to their educational program.

IX. Written Notice to Expel

The Executive Director or designee, following a decision of the Board of Directors to expel, shall send written notice of the decision to expel, including the Board of Directors' adopted findings of fact, to the student or parent/guardian. This notice shall also include the following: (a) Notice of the specific offense committed by the student; and (b) Notice of the student's or parent/guardian's obligation to inform any new

district in which the student seeks to enroll of the student's status with the Charter School.

The Executive Director or designee shall send a copy of the written notice of the decision to expel the authorizer. This notice shall include the following: (a) The student's name; and (b) The specific expellable offense committed by the student.

X. Disciplinary Records

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the authorizer upon request.

XI. No Right to Appeal

The pupil shall have no right of appeal from expulsion from the Charter School as the Charter School Board of Directors' decision to expel shall be final.

XII. Expelled Pupils/Alternative Education

Parents/guardians of pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County for their school district of residence. The Charter School shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

XIII. Rehabilitation Plans

Students who are expelled from Excel Academy shall be given a rehabilitation plan upon expulsion as developed by the administrative panel at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan must include a date not later than one year from the date of expulsion when the pupil may reapply to Excel Academy for readmission.

XIV. Readmission

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of Excel Academy's Board of Directors following a meeting with the Executive Director or designee and the pupil and parent/guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Executive Director or designee shall make a recommendation to Excel Academy's Board of Directors following the meeting regarding their determination. The Board shall then make a final decision regarding readmission during the closed session of a public meeting, reporting out any action taken during closed session consistent with the requirements of the Brown Act. The pupil's readmission is also contingent upon Excel Academy capacity at the time the student seeks readmission.

XV. Notice to Teachers

The Charter School shall notify teachers of each pupil who has engaged in or is reasonably suspected to have engaged in any of the acts listed in Education Code Section 49079 and the corresponding enumerated offenses set forth above.

XVI. Involuntary Removal for Truancy

As charter schools are schools of choice and as a charter school pupil who fails to meet attendance requirements is potentially depriving another student of their opportunity to enroll, a student may be involuntarily removed as described within the Charter School's Board adopted Independent Study Policy and only after the Charter School follows the requirements of the Independent Study Policy and only in accordance with the policy described above which requires notice and an opportunity for a parent, guardian, educational rights holder to request a hearing prior to any involuntary removal.

XVII. Special Procedures for the Consideration of Suspension and Expulsion or Involuntary Removal of Students with Disabilities

Notification of SELPA

- a. Excel Academy will immediately notify the SELPA and coordinate the procedures in this policy with the SELPA of the discipline of any student with a disability or student who Excel Academy or SELPA would be deemed to have knowledge that the student had a disability.

Services During Suspension

- a. Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting (which could constitute a change of placement and the student's IEP would reflect this change) and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

Procedural Safeguards/Manifestation Determination

- a. Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, Excel Academy, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:
 - i. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
 - ii. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.
 - iii. If Excel Academy, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.
 - iv. If Excel Academy, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:
 - v. Conduct a functional behavioral assessment or a functional analysis assessment, and implement a behavioral intervention plan for such child, provided that Excel Academy had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
 - vi. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
 - vii. Return the child to the placement from which the child was removed, unless the parent and Excel Academy agree to a change of placement as part of the modification of the behavioral intervention plan
 - viii. If Excel Academy, the parent, and relevant members of the IEP/504 team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure

to implement the IEP/504, then Excel Academy may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

Due Process Appeals

- a. The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or Excel Academy if it believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures.
- b. When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or Excel Academy, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer in accordance with state and federal law, including 20 U.S.C. Section 1415(k), or until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, whichever occurs first, unless the parent and Excel Academy agree otherwise.
- c. In accordance with 20 U.S.C. Section 1415(k)(3), if a parent/guardian disagrees with any decision regarding placement, or the manifestation determination, or if the Charter School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, the parent/guardian or Charter School may request a hearing.
- d. In such an appeal, a hearing officer may: (1) return a child with a disability to the placement from which the child was removed; or (2) order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of such child is substantially likely to result in injury to the child or to others.

Special Circumstances

- a. Excel personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.
- b. The Executive Director or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:
 - i. Carries or possesses a weapon, as defined in 18 U.S.C. Section 930, to or at school, on school premises, or to or at a school function;
 - ii. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or

- iii. Has inflicted serious bodily injury, as defined by 20 U.S.C. Section 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

Interim Alternative Educational Setting

- a. The student's interim alternative educational setting shall be determined by the student's IEP/504 team.

Procedures for Students Not Yet Eligible for Special Education Services

- a. A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated the District's disciplinary procedures may assert the procedural safeguards granted under these procedures only if Excel had knowledge that the student was disabled before the behavior occurred.
- b. Excel shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:
 - i. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Excel supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services; or
 - ii. The parent has requested an evaluation of the child; or
 - iii. The child's teacher, or other Excel personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the Director of special education or to other Charter School supervisory personnel.
- c. If Excel knew the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEA- eligible children with disabilities, including the right to stay-put.
- d. If Excel had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. Excel shall conduct an expedited evaluation if requested by the parents; however, the student shall remain in the education placement determined by Excel pending the results of the evaluation.
- e. Excel shall not be deemed to have knowledge that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

D. Procedures to Notify Teachers of Dangerous Pupils

Per California Ed. Code 49079 and in an effort to ensure the safety of all employees, the school will notify the Teacher of Record or any additional staff as necessary in writing if a pupil has engaged in, or is reasonably suspected to have engaged in any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 as outlined below:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except in self-defense.
3. Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stole or attempted to steal school property or private property.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm which would be a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

14. Committed or attempted to commit a sexual assault or committed a sexual battery
15. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drugs
17. Engaged in, or attempted to engage in, hazing. "Hazing" being a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
18. Engaged in an act of bullying. "Bullying" being any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or will be reasonably predicted to have the effect of one or more of the following:
 - a. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - b. Causing a reasonable pupil to experience a substantially detrimental effect on their physical or mental health.
 - c. Causing a reasonable pupil to experience substantial interference with their academic performance.
 - d. Causing a reasonable pupil to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - e. A pupil who aids or abets the infliction or attempted infliction of physical injury to another person
 - f. "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - i. A message, text, sound, or image.

- ii. A post on a social network Internet Web site, including, but not limited to:
 1. Posting to or creating a burn page. "Burn page"
 2. Creating a credible impersonation of another actual pupil
 3. Creating a false profile
- iii. An electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- g. "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of their age, or for a person of their age with exceptional needs.

Notification of Dangerous Pupils

Employees shall promptly report to the Director or other immediate supervisor any attachm assault, or physical threat made against them by a student. Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Ed. Code 44014)

In addition, employees shall promptly report to the Director or other immediate supervisor, and may report to law enforcement, any attack, assault, or thread made against them at school related functions including, but not limited to:

- Testing sites
- Field Trips
- School Events
- Learning Period Meetings
- Staff Meetings

Reports of attack, assault, or thread shall be forwarded immediately to the Superintendent or designee. An employee whose person or property is injured or damaged by willful misconduct of a student may ask the district to pursue legal action against the student or the student's parent/guardian (Ed. Code 48905)

In order to maintain confidentiality when providing information about student offenses to counselors and teachers to which a student is assigned, the Director or designee shall send the staff member a written notification that one of their students has committed an offense that requires review of a student's file in the school office. This notice shall not name or otherwise identify the student. The staff member shall be asked to initial the notification and return it to the Director or designee.

Additional Requirements and Liability as per Ed. Code 49079:

- A. A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.
- B. An officer or employee of a school who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.
- C. Any information received by a teacher or staff pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the employee.

E. Discrimination and Harassment

Excel Academy Charter School is committed to protecting its students and staff from the hazards of school and workplace violence, including both physical and verbal threats. Excel Academy has a zero tolerance policy toward threats or acts of violence and will take appropriate disciplinary action against students, parents/guardians and employees who engage in such conduct. It is important that all students, parents/guardians and staff understand the conduct expected at Excel Academy in order to ensure that all parties feel safe.

Students

Excel Academy believes that all students have the right to be educated in a positive learning environment free from disruptions. At school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Behavior is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful towards teachers, other staff, students and volunteers. Every effort is made at each site to ensure students are aware of the expected behaviors at a school organized event.

Parents/Guardians

The school developed a Civility Policy in light of defining the appropriate conduct for parents/guardians in relation to school-related interactions as well as a guide to the proper responses in light of a disruption ([Appendix I: Civility Policy](#)).

Staff

Staff conduct is equally important and must exhibit professionalism at all times. Since we consider all school staff to be representatives of Excel Academy, the school outlines standards of conduct for all staff members in the employee handbook and defines expectations surrounding the following areas:

- Workplace violence
- Prohibited conduct
- Physical Contact with Students and Other Staff Members
- Off-duty conduct
- Drug and Alcohol Free Workplace and Awareness Program
- Tobacco Free Workplace
- Punctuality and Attendance

- Professionalism
- Dress Code
- Gifts to Employees
- Fee and Cash Collection
- Tuition Assistance
- Building Security

For more information about Excel Academy's policy on staff conduct, refer to [Appendix J: Excerpt from the CCCS Employee Handbook "Section III: Standards of Conduct."](#)

Bullying

Bullying creates a hostile environment in schools if it sufficiently and severely interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school. The school will establish student safety at all school related functions as a high priority and will not tolerate discrimination, harassment, intimidation, and bullying of any student. Harassment is defined as unwanted conduct based on protected class (e.g., race, color, national origin, religion, gender, age, disability, or sexual orientation).

No student or group of students shall, through physical, written, verbal, non-verbal, gestural, or other means, harass, sexually harass, threaten, intimidate, cyberbully (sexually or otherwise), cause bodily injury to, or commit hate violence against any other student or school personnel. This includes acts of discrimination, harassment, intimidation, and bullying related to school activity or school attendance occurring within a learning center under the jurisdiction of the Director/Principal of CPCS.

Note: Pursuant to Education Code 32261 48900 and 48900.2-48900.4, the definition of "bullying" for purposes of establishing grounds for suspension or expulsion includes bullying via an electronic act. AB 746 (Ch. 72, Statutes of 2011) amended Education Code 32261 AB 1732 (Ch. 157, Statutes of 2012) amended Education Code 48900 to expand the definition of bullying committed by means of an electronic act to include posting of messages on social media networks; see AR 5144.1 – Suspension and Expulsion/Due Process Involuntary Transfer Back to the District of Residence/Due Process.

In addition, Penal Code 653.2 makes it a crime for a person to distribute personal identity information electronically with the intent to cause harassment by a third party and to threaten a person's safety or that of their family (e.g., placing a person's picture or address online so that they receives harassing messages).

Penal Code 288.2 makes it a crime to send a message to a minor if the message contains matter that is sexual in nature with the intent of seducing the minor (i.e., sexting).

Cyber-Bullying

Excel Academy expects all students, teachers, administration and vendors to use electronic communications in a responsible, ethical, and legal manner in order to ensure that offensive, harassing or other communication jeopardizing the integrity of Excel Academy has not been made available to other students.

In communicating via email or in Live Sessions you are agreeing that you will use the email or chatting properly for school, will communicate with faculty and students appropriately, and will not partake in cyber-bullying or any form of harassment.

Harassment and cyber-bullying of or by students or instructors will not be tolerated in the online environment.

Cyber bullying (sexual or non-sexual) is an act of bullying committed through the transmission of a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, or computer. Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. This includes threats, insults, verbal abuse, racial slurs, or any other hostile communications designed to cause harm to others. Offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of age, race, sex, color, religion, national origin, handicap, disability, or veteran status.

Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation via a post on a social network Internet Web site, including not limited to posting to or creating a burn page, creating a credible impersonation of another actual pupil, or creating a false profile. Cyber sexual bullying includes, but is not limited to, focusing on the person's appearance, body parts, sexual orientation, or sexual activity through the use of technology.

Bullying Prevention, Intervention and Reporting

School staff will have access to SafeSchools online training related to the professional development of detecting warning signs, effective prevention strategies, and intervention skills.

School staff who witnesses an act of discrimination, harassment, intimidation, bullying, hazing, or teasing shall take immediate steps to intervene to stop the incident when it is safe to do so (Education Code 234.1.1b) and notify an Assistant Director. As appropriate, the Director or the Director's designee, will notify the parents/guardians of victims and perpetrators. The Director or the Director's designee also may involve counselors and/or law enforcement as necessary.

Students are encouraged to notify school staff when they are being discriminated against, harassed, intimidated, bullied, hazed, or teased or suspect that another student is being victimized.

Disciplinary Action for Students Engaging in Harassment or Cyber-Bullying:

Students who are found engaging in harassing or bullying behavior

- Will have a parent/teacher conference scheduled to discuss the matter and collect and review documentation
- Will receive a warning about possible expulsion for a repeated offense.
- Will be candidates for expulsion dependent on the severity or frequency of the offense.
- Teachers and/or Guidance Counselors will record the documentation in the student's electronic file.

Sexual Harassment

Excel Academy prohibits sexual harassment of school employees and job applicants. The school also prohibits retaliatory behavior or action against employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation ([Appendix H: Excerpt from CCCS Employee Handbook "Section I: Nondiscrimination Policies"](#))

The Excel Academy Administrative team shall take all actions necessary to ensure the prevention, investigation and correction of sexual harassment, including but not limited to:

1. Per AB 1825 and CA Govt. Code Sec. 12950.1, the school will provide supervisory employees within 6 months of their assumption of a supervisory position 2 hours of interactive sexual harassment training and education. Supervisors will be required to complete sexual harassment training every 2 years thereafter.
2. Providing training to all staff on sexual harassment and the sexual harassment school policy, particularly the procedures for filing complaints and employees' duty to use the school's complaint procedures as outlined in the employee handbook.
3. Publicizing and disseminating the school's sexual harassment policy to staff

4. Ensuring prompt, thorough and fair investigation of complaints
5. Taking timely and appropriate corrective/remedial actions. This may require interim separation of the complainant and the alleged harasser, and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or take other subsequent necessary action. Any district employee or job applicant who feels that they have been sexually harassed, or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to Human Resources, supervisor, the director, or the director's designee. An employee may bypass supervisor in filing a complaint where the supervisor is the subject of the complaint.

An employee who receives a harassment complaint shall promptly notify Human Resources. Complaints of sexual harassment shall be filed.

Any district employee who engages or participates in sexual harassment, or who aids, abets, incites, compels or coerces another to commit sexual harassment against a school employee, job applicant or student, is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

Hate Crime Reporting

Hate crimes occur when a perpetrator targets a victim because of their membership in a certain social group, usually defined by racial group, religion, sexual orientation, disability, ethnicity, nationality, age, gender, gender identity, or political affiliation.

Hate crimes will take many forms. Incidents may involve but not limited to physical assault, damage to property, bullying, harassment, verbal abuse or insults, or offensive graffiti or letters.

Intervention and Reporting

1. Any student or employee who believes that they are a victim of hate-motivated behavior shall immediately contact the appropriate staff, Director or the Director's designee, or if an employee, Human Resources.
2. Staff who are informed of hate-motivated behavior or personally observe such behavior shall notify the Director or the Director's designee, or if regarding another employee, Human Resources. Law enforcement will be notified by the

Director or Human Resources if it is determined that a hate-motivated crime occurred.

3. The staff has access to SafeSchools training to recognize hate-motivated behavior and methods of handling such behavior in appropriate ways.

F. Schoolwide Dress Code

-Prohibition of gang-related apparel

(F) The provisions of any school wide dress code, pursuant to Section 35183, that prohibits pupils from wearing “gang-related apparel,” if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define “gang-related apparel.” The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. A schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For purposes of this paragraph, “gang-related apparel” shall not be considered a protected form of speech pursuant to Section 48950.

35183.

(a) The Legislature finds and declares each of the following:

(1) The children of this state have the right to an effective public school education. Both students and staff of the primary, elementary, junior and senior high school campuses have the constitutional right to be safe and secure in their persons at school. However, children in many of our public schools are forced to focus on the threat of violence and the messages of violence contained in many aspects of our society, particularly reflected in gang regalia that disrupts the learning environment.

(2) “Gang-related apparel” is hazardous to the health and safety of the school environment.

(3) Instructing teachers and administrators on the subtleties of identifying constantly changing gang regalia and gang affiliation takes an increasing amount of time away from educating our children.

(4) Weapons, including firearms and knives, have become commonplace upon even our elementary school campuses. Students often conceal weapons by wearing clothing, such as jumpsuits and overcoats, and by carrying large bags.

(5) The adoption of a schoolwide uniform policy is a reasonable way to provide some protection for students. A required uniform may protect students from being associated with any particular gang. Moreover, by requiring schoolwide uniforms teachers and administrators may not need to occupy as much of their time learning the subtleties of gang regalia.

(6) To control the environment in public schools to facilitate and maintain an effective learning environment and to keep the focus of the classroom on learning and not personal safety, schools need the authorization to implement uniform clothing requirements for our public school children.

(7) Many educators believe that school dress significantly influences pupil behavior. This influence is evident on school dress up days and color days. Schools that have adopted school uniforms experience a “coming together feeling,” greater school pride, and better behavior in and out of the classroom.

(b) The governing board of any school district may adopt or rescind a reasonable dress code policy that requires pupils to wear a schoolwide uniform or prohibits pupils from wearing “gang-related apparel” if the governing board of the school district approves a plan that may be initiated by an individual school’s principal, staff, and parents and determines that the policy is necessary for the health and safety of the school environment. Individual schools may include the reasonable dress code policy as part of its school safety plan, pursuant to Section 32281.

(c) Adoption and enforcement of a reasonable dress code policy pursuant to subdivision (b) is not a violation of Section 48950. For purposes of this section, Section 48950 shall apply to elementary, high school, and unified school districts. If a schoolwide uniform is required, the specific uniform selected shall be determined by the principal, staff, and parents of the individual school.

(d) A dress code policy that requires pupils to wear a schoolwide uniform shall not be implemented with less than six months’ notice to parents and the availability of resources to assist economically disadvantaged pupils.

(e) The governing board shall provide a method whereby parents may choose not to have their children comply with an adopted school uniform policy.

(f) If a governing board chooses to adopt a policy pursuant to this section, the policy shall include a provision that no pupil shall be penalized academically or otherwise discriminated against nor denied attendance to school if the pupil’s parents chose not to have the pupil comply with the school uniform policy. The governing board shall continue to have responsibility for the appropriate education of those pupils.

(g) A policy adopted pursuant to this section shall not preclude pupils that participate in a nationally recognized youth organization from wearing organization uniforms on days that the organization has a scheduled meeting.

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

The school shall maintain safe and secure methods of ingress and egress for pupils, parents, and staff to and from the school property, which are ADA compliant. Facilities shall be inspected regularly by school staff and any necessary modifications shall be made in a timely fashion. Additionally, the school shall maintain a visitor record at both sites to assist in site security. (See Appendix F - Irvine, Technology Office Evacuation Map)

Section 4: Human Resources

Human Resources is responsible for providing staff training and ensuring compliance. The following SafeSchools training courses are available to be assigned to designated employees depending upon their level of responsibility for upholding the school Plan and requirements per the law. Training plans may include one or more of the following:

- Active Shooter
- Crisis Response and Recovery
- Family Reunification
- Incident Command Systems
- Managing the Aftermath of Tragedy
- Terrorism: Awareness and Response
- Supervisor's Role in Safety
- Chemical Spills Overview
- Compressed Gas Safety
- Confined Spaces
- Electrical Safety
- Eye and Face Protection
- Facility Emergencies
- Fall Protection
- Fire and Explosion Hazards
- Fire Extinguisher Safety
- General Safety Orientation
- Lead Safety Awareness
- Office Ergonomics
- Personal Protective Equipment
- Slips, Trips and Falls
- Stormwater Management Overview
- AED (Automated External Defibrillators)
- Bloodborne Pathogen Exposure Prevention
- Cardiopulmonary Resuscitation (CPR)
- First Aid
- Health Emergencies: Asthma Awareness
- Health Emergencies: Choking and Heimlich Maneuver
- Health Emergencies: Life Threatening Allergies
- Health Emergencies: Overview
- Health Emergencies: Seizures

- HIV/AIDS Awareness
- Sexual Harassment: Staff-to-Staff
- Sexual Harassment: Student Issues & Response
- Sexual Misconduct: Staff-to-Student
- Workplace Bullying: Awareness and Prevention
- Cybersecurity Overview
- Email and Messaging Safety
- Arson Awareness and Prevention
- Safety Basics for Security Staff
- School Intruders
- School Violence: Identifying and Addressing
- Visual Weapons Screening
- Online Safety: Cyberbullying
- Online Safety: Predators
- Online Safety: Threats of Violence
- Online Safety: What Every Educator Needs to Know
- Bullying: Recognition and Response
- Child Abuse: Identification & Intervention
- Child Abuse: Mandatory Reporting
- Awareness
- Hazing
- Making Schools Safe for LGBT Students
- Mandated Reporter: Child Abuse and Neglect
- Youth Suicide: Awareness and Prevention
- Evacuation Planning for Students with Special Needs
- Online Safety: Threats of Violence

Bloodborne Pathogens (BBP)

This policy pertains to spills and cleanup of blood or other body fluids. It is not a first aid/emergency response procedure.

Treatment of Students

Each staff member will be required to complete a BBP course and will be equipped with a first aid kit. Staff will be instructed to prevent exposure to themselves by utilizing the kits if they must treat a student. Staff must follow the protocol of the site where the cleanup is needed (test site, field trip, etc.). If a cleanup is needed during a Learning Period Meeting, the teacher facilitator will provide the first aid kit to the parent/guardian for their use. All staff must contact their supervisor when an event

requiring the use of their first aid kit was needed. First aid kits will be replaced as necessary.

Procedure

1. In the event of a serious injury resulting in release of blood or other body fluids which could contain pathogens (e.g., HIV or HBV), the first step is to treat the injured party. All personnel will have completed the SafeSchools Bloodborne Pathogens course in order to prevent exposure.
2. Spilled body fluids must not be cleaned up without the appropriate protective equipment and materials specifically designated for such fluids. In the case where spilled body fluids need clean-up, this procedure must be followed by all personnel:
 - Advise the most senior employee on duty. They must be aware of the individual(s) doing the actual clean-up and the purpose of the cleanup.
 - Clean up the spilled fluids as follows:
 - Put on protective gloves
 - Spread the absorbent material on the spilled body fluids, (e.g., paper towels) or use the Bloodborne Pathogens Spill kit
 - Neutralize the potential pathogens with a 10% bleach-with-water solution or use the solution provided in the Emergency First Responder Pack. Cover the spill for 15 minutes
 - Use paper towels to pick up material as best possible. Place all potentially contaminated materials in a leak-proof plastic bag.
 - Sweep/mop-up any additional neutralized/absorbed fluids and place in the leak-proof bag
 - Clean sweep/mop materials with hot, soapy water. Lastly, remove gloves from inside-out and place in the bag
 - Secure the bag and discard it as other trash
 - Wash hands thoroughly in hot, soapy water
3. After all activity is completed, an Incident Report is to be completed as necessary and submitted to the Director.

H. A Safe and Orderly Environment Conducive to Learning at the School

Law Enforcement Response

The police will arrive to respond to the emergency. Follow these guidelines:

1. Comply with police instructions. The first responding officer will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.
2. When the police arrive at the location:
 - a. Remain calm and follow officer instructions
 - b. Put down any items in hands
 - c. Immediately raise hands and spread fingers
 - d. Keep hands visible at all times
 - e. Avoid making quick movements toward the officers such as attempting to hold onto them for safety
 - f. Avoid pointing, screaming and/or yelling
 - g. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which the officers are entering the area or to an area directed
 - h. Notify any Excel Academy administrator of evacuation from the premises
3. When the police arrive, provide the following information is available and applicable:
 - a. Number of shooters
 - b. Number of individual victims and any hostages
 - c. The type of problem causing the situation
 - d. Type and number of weapons possibly in possession of the shooter
 - e. All necessary Excel Academy administrators still in the area as part of the school's emergency management response
 - f. Identity and description of participants, if possible
 - g. Keys to all involved areas as well as floor plans

Post-Incident Action

When the police have determined that the active shooter is under control, the emergency operator will provide a public announcement that the emergency is over using a prearranged code (e.g. "All Clear").

Police Investigation

After the police have secured the premises, the school will arrange to have designated representatives participate in the law enforcement investigation of the incident, including identifying witnesses and providing requested information and documents.

Medical Assistance

The school will designate representatives who will engage with emergency responders who provide medical assistance to injured employees, including ensuring that all required medical benefits and insurance documentation is provided.

Notifications of Relatives

The school will designate a school representative to notify relatives of any injured employees in a timely fashion

OSHA

In the event that there is a fatality or one employee is hospitalized for treatment, OSHA must be notified. If there is a fatality, OSHA must be notified within eight (8) hours. In the event of a hospitalization of one of the employees for treatment, OSHA must be notified within twenty-four (24) hours.

In addition, if the fatality or injury is work-related, the school may have to record the incident within seven (7) calendar days.

To file a report with OSHA, a school representative will call the 24 hour hotline or contact the nearest OSHA office. <https://www.osha.gov/report.html>

Local OSHA California State Plan Offices within the school's service area:

1. Long Beach 562-508-0810
2. Los Angeles 213-576-7451
3. Van Nuys 818-901-5403
4. Santa Ana 714-558-4451

Media

The school will designate a representative who will respond to any media requests for information. Such representatives will carefully consider the nature of any such requests in order to avoid disclosing information about any person that is considered confidential and protected under Federal and state privacy and medical information laws and regulations and interfering with any ongoing police or internal investigation.

[Appendices](#)

Appendix A: Emergency Contact Information in Paycom

1. Login into the Employee Portal in Paycom
2. Click “Information”
3. Under Address and Contact Information, enter Emergency Contact Information and click “Update”

Address and Contact Information

Emergency Contacts

Emergency Contact 1

Emergency Phone Number *



Emergency Contact Name *



Relationship to the Employee *



Emergency Contact 2

Emergency Phone Number

Emergency Contact Name

Relationship to the Employee

Emergency Contact 3

Emergency Phone Number

Emergency Contact Name

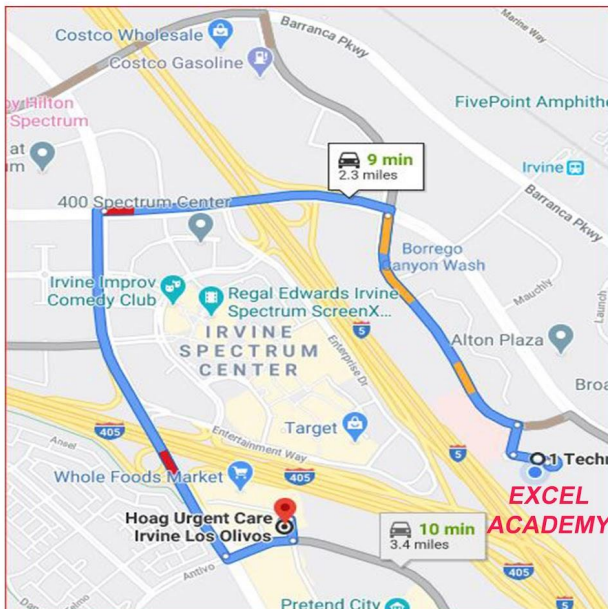
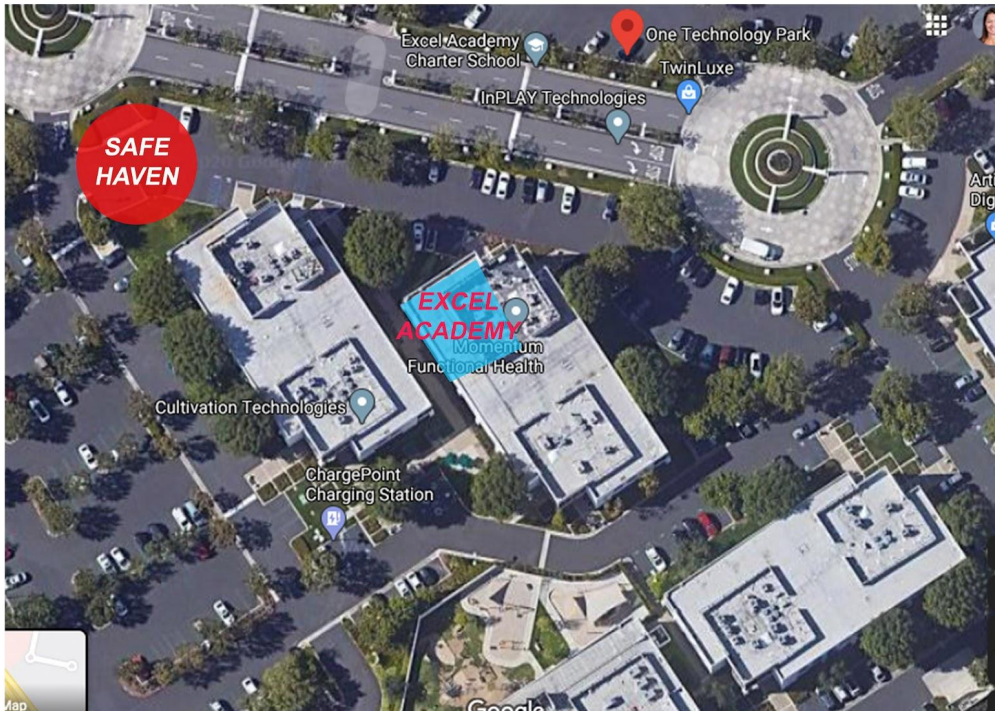
Relationship to the Employee

Appendix B: Irvine Executive Office Evacuation Map

In any hostile situation every individual should try to remain calm. If it becomes necessary to evacuate the Excel Academy office, exit the building safely and make your way to the safe haven (parking lot area in front of building J-see aerial map) as quickly as possible. Staff will gather on the lawn in front of the building. Call 911 as soon as you are clear of any danger (natural or otherwise).

If trapped inside the building, lock the main/front doors if possible and retreat to one of the interior offices together. Lock that door, barricade it with any heavy objects, turn off the lights, silence all cell phones and call 911.

IN CASE OF EVACUATION DUE TO FIRE, NATURAL DISASTER OR OTHER- ALL EMPLOYEES AND GUESTS PLEASE MEET AT SAFE HAVEN AREA INDICATED ON THIS MAP.



**Phone number for Hoag Urgent Care
949-557-0600
Hours: 8am-8pm (M-F)
8am-5pm (Sat/Sun)**

Hostage situation in main lobby (Building I):

If a hostage is held against their will in the lobby, the other employees in the private interior offices must close and lock their doors immediately, barricade their door with one of the large desks and call 911 immediately.

Hostage situation in one of the private interior offices:

If a parent or visitor is able to hold one of the employees hostage in their own private office, any employee who is able must evacuate quickly through the main office door, and get to the Safe Haven (South East rear parking lot - see map) and immediately call 911. Staff will gather on the lawn in front of the building.

If the other employees are unable to escape out the front door, they must close and lock their private, interior doors immediately, barricade their door, turn out the lights, silence their phones/pagers, and call 911.

Natural Disasters:

In southern California, the most likely natural disaster is an earthquake. In the event that an earthquake occurs at the Main Office, the following actions shall be taken:

1. Individuals must implement the Drop, Cover, and Hold action. Each individual must:
 - **Drop** to the ground. For those individuals who are physically unable to drop to the ground, they must remain seated and cover their heads with their arms and hands
 - **Cover** under or near desks, tables, or chairs in a kneeling position with their backs to the windows
 - **Hold** on to table or chair legs
 - Remain in the drop position until ground movement ends
2. Assess the situation
 - Severe structural damage
 - Fire
 - Toxic spill
 - Injuries (Render first aid if necessary)
3. Evacuate the room if necessary
4. For additional emergency treatment, call 911 immediately.

Concentra Urgent Care Address: 15751 Rockfield Blvd. (see map)

Please report any office or building damage to the Office Manager.

Appendix C: Child Abuse Report Form

Print	SUSPECTED CHILD ABUSE REPORT	Reset Form				
To Be Completed by Mandated Child Abuse Reporters Pursuant to Penal Code Section 11166						
		CASE NAME: _____				
<i>PLEASE PRINT OR TYPE</i>		CASE NUMBER: _____				
A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE	MANDATED REPORTER CATEGORY		
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS		Street	City	Zip	
	REPORTER'S TELEPHONE (DAYTIME)		SIGNATURE		DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY			
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)					
	ADDRESS		Street	City	Zip	
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS		Street	City	Zip	
	PRESENT LOCATION OF VICTIM		SCHOOL	CLASS	GRADE	
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE SPOKEN IN HOME	
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)	
	RELATIONSHIP TO SUSPECT		PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK		
	VICTIM'S SIBLINGS		NAME BIRTHDATE SEX ETHNICITY			
D. INVOLVED PARTIES	1. _____		3. _____			
	2. _____		4. _____			
	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS		Street	City	Zip	
	HOME PHONE		BUSINESS PHONE			
	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
D. INVOLVED PARTIES	ADDRESS		Street	City	Zip	
	HOME PHONE		BUSINESS PHONE			
	SUSPECT'S NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS		Street	City	Zip	
D. INVOLVED PARTIES	OTHER RELEVANT INFORMATION		TELEPHONE ()			
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____					
	DATE / TIME OF INCIDENT		PLACE OF INCIDENT			
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)					

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY-District Attorney's Office; YELLOW COPY-Reporting Party

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: <http://www.leginfo.ca.gov/calaw.html> (specify "Penal Code" and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some of the requested information is not known. (PC Section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities listed in PC Section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC Section 11165.9.)

III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

IV. INSTRUCTIONS

- **SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business/agency name and address, daytime telephone number, and today's date. Check yes-no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

IV. INSTRUCTIONS (Continued)

- **SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.
- **SECTION C - VICTIM (One Report per Victim):** Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and, where applicable, enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes-no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes-no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.
- **SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).
- **SECTION E - INCIDENT INFORMATION:** If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

V. DISTRIBUTION

- **Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
- **Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff's department, **blue copy** to county welfare or probation department, and **green copy** to district attorney's office.

ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pacific Islander	26 White	31 White-Romanian

Appendix D: Excerpt from CCCS Employee Handbook: “Section I: Nondiscrimination Policies”

A. Equal Employment Opportunity

The School is an equal opportunity employer and makes employment decisions on the basis of merit. We strive to have the most highly qualified people in every position. School policy prohibits unlawful discrimination based on actual or perceived race, color, creed, actual or perceived gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), marital status, registered domestic partner status, status as a victim of domestic violence, assault or stalking, age, ethnicity, national origin or ancestry, citizenship, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or a related medical condition), genetic information, sexual orientation, political affiliation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Discrimination will also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

The School’s management is responsible for adherence to this policy. But in the final analysis, attainment of The School’s goal of equal employment opportunity and enrichment through diversity depends on the commitment and good faith effort of all of you.

The School will comply with all applicable equal employment and discrimination laws, including Title IX, the California Fair Employment and Housing Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and all other applicable laws.

Additionally, Title IX prohibits discrimination on the basis of sex in education programs or activities by recipients of federal financial assistance. The School does not discriminate on the basis of sex in the educational program or activity which it operates, including employment in such programs and activities.

In accordance with the Schools Equal Employment and Nondiscrimination Policies, the School designates the following position(s) as the Title IX Coordinator and Coordinator for Nondiscrimination in Employment:

Corrie Amador

100 E. San Marcos Blvd, Suite 350, San Marcos CA 92069

camador@cccs.education

Any employee or job applicant who believes they have been or are being discriminated against or harassed in violation of School policy must, as appropriate, immediately contact their supervisor, the coordinator, or the CEO who shall advise the employee or applicant about the School's procedures for filing, investigating, and resolving any such complaint.

Complaints regarding employment discrimination or harassment shall immediately be investigated in accordance with School policy and regulation. Individuals may use the School's Uniform Complaint Procedures to address complaints of discrimination and harassment, including sex discrimination under Title IX. Annual notice of such policies will be provided to all employees, and a copy of such policies and procedures are available by contacting the Coordinator listed above or Human Resources.

Discrimination is considered a form of employee misconduct. Disciplinary action, up to and including dismissal, will be taken against any employee engaging in this type of behavior. Any lead, supervisor or manager who has knowledge of such behavior, yet takes no action to end it, is also subject to disciplinary action.

B. Disability Accommodation

To comply with the Americans with Disabilities Act and all applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job as outlined in the applicable job description must contact the HR department and discuss the need for an accommodation. The School will engage in an interactive process with the employee to identify possible accommodations, if any, which will help the applicant or employee perform the job. An applicant or employee

who requires accommodation due to a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) must also contact the HR department and discuss the need for accommodation. If the accommodation is reasonable and will not impose an undue hardship, the School will work to make the accommodation.

C. Anti-Harassment

The School is committed to providing a work environment free of harassment and abusive conduct as that term may be defined by statute or regulation then in effect at the time of the conduct. School policy prohibits conduct that is disrespectful, unprofessional as well as harassment based on based on actual or perceived race, color, creed, actual or perceived gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), marital status, registered domestic partner status, status as a victim of domestic violence, assault or stalking, age, ethnicity, national origin or ancestry, citizenship, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or a related medical condition), genetic information, sexual orientation, political affiliation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. All such conduct violates school policy. The School's anti-harassment policy applies to all persons involved in the operation of the School and prohibits harassment, disrespectful or unprofessional conduct by any employee of the School, including supervisors and managers, as well as vendors, customers, independent contractors and any other persons. It also prohibits harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;

- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by company policy.
- Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender will amount to sexual harassment, regardless of whether the treatment is motivated by any sexual desire.

The School is committed to compliance with all applicable laws providing equal employment opportunities and is dedicated to ensuring a culture free of harassment. This commitment applies to all persons involved in School operations and prohibits unlawful discrimination by any employee of the School, including supervisors and coworkers as well as prohibiting harassment and prohibited conduct.

Harassment is considered a form of employee misconduct. Disciplinary action, up to and including dismissal, will be taken against any employee engaging in this type of behavior, yet takes no action to end it, is also subject to disciplinary action.

It is the policy of the School that no one will be retaliated against for making a good faith complaint of harassment or for cooperating in the investigation of a complaint.

An employee who believes they have been harassed, discriminated or retaliated against may initiate the reporting process by contacting their supervisor, or, if appropriate, the next level of management (see Reporting procedure, which follows). You may at any time contact your HR department. All discrimination, harassment and retaliation complaints will be promptly investigated and will be treated confidentially to the extent possible and appropriate action taken where warranted. Complaints made in good faith will in no way be held against the employee.

Sexual Harassment

The School is committed to providing a work environment that is free from sexual harassment and retaliation. Under no circumstances will sexual harassment be tolerated.

"Sexual harassment" means any unwelcome sexual advance, unwelcome requests for sexual favors, or other unwelcome verbal, visual, or physical conduct of a sexual nature

made by someone from or in the educational or work setting, whether it occurs between individuals of the same sex or individuals of opposite sexes, under any of the following conditions:

(1) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's academic status, employment, or progress.

(2) Submission to, or rejection of, the conduct by the individual is used as the basis of academic or employment decisions affecting the individual.

(3) The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, work, or progress or has the purpose or effect of creating an intimidating, hostile, or offensive educational or working environment. The conduct is sufficiently severe, persistent, pervasive or objectively offensive, so as to create a hostile or abusive educational or working environment or to limit the individual's ability to participate in or benefit from an education program or activity.

(4) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the local agency.

"Verbal sexual harassment" includes, but is not limited to, unwelcome epithets, comments, or slurs of a sexual nature.

"Physical sexual harassment" includes, but is not limited to, assault, impeding or blocking movement, or any physical interference with work or school activities or movement when directed at an individual on the basis of sex.

"Visual sexual harassment" includes, but is not limited to, derogatory posters, cartoons, drawings, obscene gestures, or computer-generated images of a sexual nature.

"Educational environment" includes, but is not limited to, the following:

(1) The campus or school grounds of the local agency.

(2) Properties controlled or owned by the local agency.

(3) Off-campus, if such activity is sponsored by the local agency, or is conducted by organizations sponsored by or under the jurisdiction of the local agency.

Sexual harassment has no place in the work environment and is prohibited by the School. Specifically, it must in no way be exercised for purposes of an intimidating effect on employment decisions such as promotion, dismissal, hiring, training, wage and

salary increases, transfer, or any other matter that affects the ability of an employee to perform job duties.

Any employee who engages or participates in sexual harassment, or who aids, abets, incites, compels or coerces another to commit sexual harassment or retaliates against another individual is in violation of this policy and subject to disciplinary action up to and including dismissal. Leads, managers and supervisors are to ensure that no such intimidation or harmful atmosphere of unwelcome sexual overtones exist in their workplaces. Every effort must be made to sensitize themselves and their employees to the differences between purely social overtones and those intended to affect working conditions. Also, employees are responsible for respecting the rights of their co-workers. Any employee who feels they have been harassed or retaliated against, or has knowledge of any incident of harassment or retaliation on any protected basis shall immediately report such incidents to their immediate supervisor, Human Resources, the CEO or Title IX Coordinator and Coordinator for Nondiscrimination in Employment. If the supervisor is the harasser or has not responded to the complaint, or if not an employee, then the complainer must complain to any administrator without fear of reprisal. Employees may also report instances of sexual harassment through the School's Uniform Complaint Procedure without fear of reprisal.

Reporting

The School has an affirmative duty to take reasonable steps to prevent and correct discrimination and harassment. Supervisors, co-workers, and third parties are prohibited from engaging in unlawful behavior under the Fair Employment and Housing Act or any other applicable law. Protected groups under the law include the following:

- Age (40 and over)
- Ancestry
- Color
- Religious Creed (including religious dress and grooming practices)
- Denial of Family and Medical Care Leave
- Disability (mental and physical) including HIV and AIDS
- Marital Status
- Medical Condition (cancer and genetic characteristics)
- Genetic Information
- Military and Veteran Status
- National Origin (including language use restrictions)
- Race

- Sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding)
- Gender, Gender Identity, and Gender Expression
- Sexual Orientation

The School encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct must discuss their concerns with their immediate lead, supervisor, manager, office manager, or HR and may file a complaint. The Uniform Complaint Procedures may be used for this purpose. Employees are entitled to report harassment to someone other than their direct supervisor. Supervisors are required to report all complaints to Human Resources. In addition, the School encourages individuals who believe they are being subjected to such conduct promptly to advise the offender that their behavior is unwelcome and request that it be discontinued. The School recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures. Every effort will be made to keep such reports as confidential to the extent possible, although it is understood that an investigation will normally require the involvement of third parties. The School is serious about enforcing its policy against harassment. However, the School cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to the School's attention so it will take whatever steps are necessary to correct the problem.

Investigation/Complaint Procedure

All complaints of harassment, including sexual harassment, may be addressed through the School's Uniform Complaint Procedures. A complaint will be followed by a fair, complete and timely investigation conducted by an impartial and qualified individual. If the investigation substantiates the accusations, the appropriate corrective action will be taken. This may include, but not be limited to, reprimand, suspension or dismissal, depending on the nature and severity of the offense.

Complaints will be documented and School will designate a qualified individual to track the complaint process.

Informal Procedure

If for any reason an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the individual must notify their

immediate supervisor and/or the HR department who may, if the individual so requests, talk to the alleged offender on the individual's behalf. In addition, there may be instances in which an individual seeks only to discuss matters with one of the HR designated representatives, and such discussion is encouraged. An individual reporting harassment, discrimination or retaliation must be aware, though, that the School may decide it is necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the individual. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal procedure is not a required first step for the reporting individual.

Formal Procedure

As noted above, individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct must discuss their concerns with their supervisor or the HR department. The School encourages the prompt reporting of complaints or concerns so that rapid and constructive action will be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigation process to the extent consistent with adequate investigation and appropriate corrective action. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as the School believes appropriate under the circumstances. If a party to a complaint does not agree with its resolution, that party may appeal to the CEO.

Retaliation

Employees will not be retaliated against for complaining or participating in an investigation. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination

itself, will be subject to disciplinary action. Acts of retaliation must be reported immediately and will be promptly investigated and addressed.

Conclusion

This policy was developed to ensure that all employees will work in an environment free from harassment, discrimination and retaliation. The School will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has any questions or concerns about these policies must talk with their supervisor or the HR department. Finally, these policies will not be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one will make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of the School prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

None of the procedures below are intended to preclude an employee from pursuing claims of discrimination and/or harassment in any other forum available to the employee, including making reports of discrimination, harassment, and/or retaliation to the Department of Fair Employment and Housing and the U.S. Equal Employment Opportunity Commission.

Appendix E: Civility Policy

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

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

Examples of uncivil conduct includes, but is not limited to:

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

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

1. **Communicate** - The party experiencing the uncivil behavior will communicate that the behavior is not civil and that the uncivil behavior must cease immediately.
2. **End Activity/Meeting** - If the uncivil party fails to correct the uncivil behavior as directed, the affected party shall end the activity/meeting.
3. **Referral** - The reporting party shall refer the situation to school administration with a written summary of the uncivil behavior and how they responded.
4. **Determination** - If it is determined that uncivil behavior occurred, proper disciplinary action will be taken, which may include suspension or expulsion.

Appendix F: Excerpt from the CCCS Employee Handbook: “Section III: Standards of Conduct”

The School expects all employees to comply with School rules, policies, and regulations as set forth in this handbook. Any employee who fails to do so will be subject to whatever disciplinary action the School, in its sole discretion, deems appropriate under the circumstances. Such disciplinary action may include, but is not limited to, oral and written warnings, mandatory training, or termination of employment. Any employee’s receipt of, participation in or completion of School-required disciplinary action shall not, under any circumstances, limit or alter the School’s at-will employment policy which allows either the School or the employee to terminate the employment relationship at any time, with or without notice, and with or without cause.

A. Freedom from Violence

The School is concerned about violence in society. The School expressly prohibits any acts or threats of violence by any School employee or former employee against any other employee. The School will also not condone any acts or threats of violence against school employees or customers while engaged in business with or on behalf of the School.

The School has developed guidelines to help maintain a secure workplace. It is important to be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to the Executive Director or their designee. Secure the desk or office at the end of the day. When called away from the work area for an extended length of time, do not leave valuable and/or personal articles in or around the workstation that may be accessible. The security of facilities as well as the welfare of the employees depends upon the alertness and sensitivity of every individual to potential security risks.

The employee must immediately notify the Executive Director or designee when other employees or outsiders express anger and make threats against the School or behave in a manner suggesting the possibility of violent activity.

In keeping with the spirit and intent of this policy, and to ensure that the School’s objective in this regard is attained, it is the commitment of the School:

- To provide a safe and healthy work environment, in accordance with the School’s safety and health policy.
- To take prompt remedial action up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
- To take appropriate action when dealing with customers, former employees, or visitors to school functions who engage in such behavior. Such action may include

notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.

- To prohibit employees, former employees, customers, and visitors from bringing unauthorized firearms or other weapons to school work and non-work related gatherings, meetings and functions.

- To establish viable security measures to ensure that school meetings and gatherings are safe and secure to the maximum extent possible and to properly handle access to school facilities by the public, off-duty employees, and former employees.

The School will not tolerate any type of workplace violence committed by or against its employees. The School's employees that violate this policy will be subject to disciplinary action, up to and including discharge. Prohibited conduct includes, but is not limited to:

- Causing physical injury to another person.
- Making threatening remarks.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another person to emotional distress.
- Possession or threat of using a weapon on the premises and/or at work related events, meetings and gatherings.

Employees who display a tendency to engage in violent, abusive, or threatening behavior, as determined by the School, in its sole discretion, may be referred for counseling or other appropriate treatment.

In furtherance of this policy, employees have a "duty to warn" their supervisors or human resources representative of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, customers, or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, discussion of bringing weapons into the workplace, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The School will not condone any form of retaliation against any employee for making a report under this policy.

B. Prohibited Conduct

Employees are expected to conduct themselves in a manner to further the School's objectives.

The following conduct is prohibited and will not be tolerated by the School. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and School operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other School records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record another employee's work time, or falsifying any time card, either one's own or another employee's;
- Theft and deliberate or careless damage or destruction of any School property, or the property of any employee or customer;
- Removing or borrowing School property without prior authorization;
- Unauthorized use or misuse of School equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on School property;
- Participating in horseplay or practical jokes on School time or on School premises;
- Carrying firearms or any other dangerous weapons on School premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on School property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a colleague;
- Using abusive, threatening or intimidating language at any time on School premises;
- Failing to notify a supervisor when unable to report to work;
- Unreported absence of three (3) days;
- Failing to obtain permission to leave work for any reason during normal working hours;
- Failing to observe working schedules, including rest and lunch periods;
- Failing to provide a physician's certificate when requested or required to do so;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned overtime;
- Violation of dress standards;
- Violating any safety, health, security or School policy, rule, procedure or violation of the School's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Committing or involvement in any act of unlawful harassment of another individual;
- Failing to promptly report work-related injury or illness;
- Any other action or behavior, which could harm the Schools, parents, or students interest.

This statement of prohibited conduct does not alter the School's policy of at-will employment. Either the employee or the School remains free to terminate the employment relationship at any time, with or without reason or advance notice.

C. Physical Contact with Students and Other Staff Members

It is the policy of The School that no teacher or staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting or the use of any other physical force as retaliation or correction for inappropriate behavior. While the use of appropriate touching is part of daily life and is important for student development, a teacher and staff member must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that they not be touched, then that request must be honored without question.

The following forms of touching are never appropriate:

- Inappropriate or lengthy embraces
- Kisses on the mouth
- Corporal punishment
- Sitting student on one's lap (grades 3-8)
- Touching buttocks, chests or genital areas
- Pushing a person or another person's body part (other than in self-defense, defense of another, or property)
- Showing affection in isolated areas
- Wrestling with students or other staff members
- Bench-pressing another person
- Tickling
- Piggyback rides
- Massages
- Any form of unwanted affection
- Any form of sexual contact
- Poking fingers at another person that results in an offensive contact

This policy does not prevent appropriate forms of touching a student, including for the purpose of guiding them along a physical path, helping them up after a fall, engaging in a rescue or the application of Cardiopulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another.

Restraining a child who is trying to engage in violent or inappropriate behavior may also be permitted. Only such force as necessary to defend one's self or another or to protect property is legally allowed. Excessive force is prohibited. Violation of this policy could subject the teacher or staff member to discipline to include termination for cause.

The victim may also choose to bring civil or criminal charges against the violator. This policy must necessarily be somewhat flexible. Sometimes, especially when dealing with younger children or children with a disability, touching is more appropriate. A touch for the purpose of helping (i.e.: cleaning up a small child after a bathroom accident) may be appropriate in limited circumstances although clearly inappropriate in more general circumstances. It is impossible to define each and every instance when touching is inappropriate. Teachers and staff members must apply the rules of common sense in the circumstances they find themselves.

D. Off-duty Conduct

While the School does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School's or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform their job may result in disciplinary action as allowed by law.

E. Drug and Alcohol Free Workplace and Awareness Program

The School will comply with all federal and state regulations regarding drug and alcohol use while employees are on the job. This policy covers all School employees and violation of the School's policy related to drug use is grounds for immediate termination.

The School is concerned about the use of alcohol, illegal drugs and controlled substances as it affects the workplace, the School community and students. Use of these substances whether on or off the job will adversely affect an employee's work performance, efficiency, safety, and health and therefore seriously impair the employee's value to the School and its students. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and students and exposes the School to the risks of property loss or damage or injury to other persons. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.

Conduct against this policy includes, but is not limited to, the following:

- Drive a company vehicle, or a vehicle designated for school business, while under the influence of alcohol or an illegal or controlled substance;
- Sell or purchase an illegal or controlled substance, including while on the job, on the School's property, or in the presence of students;
- Possess or use alcohol or an illegal or controlled substance while on the job, on school property, or in the presence of students,

- Be under the influence of alcohol or an illegal or controlled substance while on the job, or on the School's property

The School will establish a drug-free awareness program to inform employees about --

- The dangers of drug abuse in the workplace;
- The policy of maintaining a drug-free workplace;
- Any available drug counseling, rehabilitation, and employee assistance programs; and
- The penalties that the School may impose upon them for drug abuse violations occurring in the workplace.

Violation of these rules and standards of conduct will not be tolerated and may result in disciplinary action, up to and including termination of employment. The School may also bring the matter to the attention of appropriate law enforcement authorities. The School may terminate an employee who is convicted of a controlled substance offence to the extent allowed by law. Alternatively, the School may, as required or allowed in accordance with applicable law, require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency. As a condition of employment, employees are required to notify the School in writing of any conviction for a violation of a criminal drug statute occurring in the workplace. Such notification must be made no more than five (5) calendar days after the conviction. The School may, as required by applicable law, notify federal or state agencies of any applicable employee convictions if such a report is required by law.

In order to enforce this policy, the School reserves the right to conduct legal searches of school property and to implement other measures which are in accordance with law and necessary to deter and detect violation of this policy. As a condition of employment, the employee agrees to abide by the terms of this policy.

School will abide by all relevant laws, including laws regarding employee disability and reasonable accommodations in implementing this policy.

F. Tobacco Free Workplace

The School is a tobacco free workplace. No tobacco products are to be used in the workplace or at work functions. This includes all VAPE products.

G. Punctuality and Attendance

You are part of a team, and getting the work done depends on everyone being in the right place at the right time. As an employee, you must be conscientious about your attendance and punctuality at work. Attendance is also an important measure of your overall performance on the job. Employees are expected to be punctual and regular in

attendance. Any tardiness or absence causes problems for students and fellow employees. To avoid conflict with the daily operations of the School, employees must schedule personal affairs outside of regular working hours. When an employee is absent, others must perform their assigned work. Employees are expected to report to the workplace and be prepared to begin work at their scheduled reporting times.

If the employee is unable to report for work on any particular day, they must under all but the most extenuating circumstances call their supervisor or Human Resources at least one hour before the time they are scheduled to begin working on that day, and must obtain approval for their absence from the Executive Director or designee. In all cases of absence or tardiness, employees must provide the School with an honest reason or explanation.

Employees also must inform Human Resources or designee of the expected duration of any absence. Excessive absences, lateness or failure to give your supervisor advance notice for absence or lateness will result in disciplinary action or dismissal from employment. absenteeism or tardiness, whether excused or not, will not be tolerated.

If the employee fails to report for work without any notification to their supervisor or to Human Resources and the absence continues for a period of three days, the School will consider it a voluntary resignation unless a written medical excuse is provided by a physician to determine that the employee has abandoned their employment.

Employees with emergencies or situations that do not allow them to do their job must inform their supervisor or Human Resources within 24 hours. Failure to return phone calls or emails within 24 hours during workdays requires an explanation to the employee's supervisor. Failure to inform a supervisor of an expected absence, failure to return phone calls or emails for three workdays without notice, and missing required deadlines/meetings constitutes abandonment of employment.

H. Professionalism

The success of the School depends upon the quality of the relationships between the School, its employees, students, parents and the general public. The public impression of the School and its interest will be formed, in part, by the employees; employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, the School, and the Schools' services.

Below are several things employees will do to help leave people with a good impression of the School. These are the building blocks for the school's continued success.

- Communicate with parents regularly.
- Act competently and deal with others in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.

- Follow up on requests and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
- Respond to email and voicemail within 24 hours during the workweek.
- Take great pride in their work and enjoy doing their very best.

The employee may not bring their own children to school events (learning plan meetings, CAASPP testing, school meetings, etc.) unless they are participants in the events or it is a general school event open to all students or employee families. The Executive Director or designee may grant an exception.

I. Dress Code

Each employee is a representative of the School in the eyes of the public. Each employee must report to work properly groomed and dressed in professional attire. Employees are expected to dress appropriately and in a manner consistent with the nature of the work performed.

Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

Violation of the dress code is determined by the Executive Director or designee. The Executive Director or designee may issue more specific dress code guidelines at any time, which shall be in accordance with law.

J. Gifts to Employees

It is the policy of the School that no employee may accept any gift from an outside party, client, contractor, vendor, community provider, business associate, parent or student that is of such nature that it could affect impartiality with regard to decisions or action affecting School operations. Gifts with a value of less than \$50 are excluded from this policy.


K. Fee and Cash Collection

No staff member, other than specifically authorized individuals, is permitted to accept cash and/or checks. All school events, for which money is collected, must be approved by the Executive Director. The Executive Director will supervise the collection of all fees and will be responsible for managing the receipts with student services Purchasing. Teaching staff and students are not permitted to do fundraising or fee collection; rather, all financial transactions must be coordinated with the Executive Director. Teachers and staff are not permitted to conduct personal sales or fundraising (such as Avon, bath/beauty products, etc.). Cash and/or checks must not be stored or locked in staff offices or desks.

L. Building Security

All employees who are issued keys to the office are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on properties or leased facilities after hours without prior authorization from the Executive Director or CEO.

Appendix G: CAASPP Testing Security Form



EXCEL ACADEMY'S CAASPP TEST SECURITY FORM (ONE per family)

Family's Last Name _____

Test Site/Location _____ **ToR Name** _____

Student Information **Cell Phone at Test Site Y/N**

Student's Name _____ Grade _____ Y or N

Student's Name _____ Grade _____ Y or N

Student's Name _____ Grade _____ Y or N

Student's Name _____ Grade _____ Y or N

Parent's Name _____ **Cell Phone #** _____

List student's name and allergies (if applicable) and important details for test site lead.

In case of an emergency, please contact _____

Phone Number(s) _____

The following individual(s) have my permission to drop off/pick up my child(ren).

1. Name _____ Phone _____

2. Name _____ Phone _____

If you have a high school student that will be driving to the test site on his/her own, and wish to allow your student to sign in/out for himself/herself, please complete this portion.

_____ My high school student has my permission to sign himself/herself in and out.

_____ My high school student has my permission to sign his/her siblings in and out.

NOTE - I understand that cell phones/smart watches might be collected at the start of each testing day and returned to the student(s) at the end of each testing day. Cell phones/smart watches must be turned off during testing. For safety purposes, I understand that backpacks are not allowed. Please bring lunch/snack in a clear bag.

Parent's Signature _____ **Date** _____

Appendix H: Triage Guidelines

Immediate Classification

These students get priority medical care and transportation to an advanced care facility. These victims are critically injured, life threatened, but salvable. They will die within one hour or less without further treatment and require immediate field intervention to survive.

After assignment to the immediate classification, the students are then further divided into two additional groups. The two subgroups are the immediate life threatened, and the potentially life threatened. Injury patterns seen in this group include:

- Head injuries with decreasing level of consciousness:
- Airway/chest injuries with associated cardiorespiratory or respiratory compromise:
- Shock associated with hemorrhage:
- Blunt or penetrating abdominal trauma;
- Life threatening fractures such as femur, pelvic, etc.
- Third degree burns over 25% BSA (body surface area) but under 50% BSA, excluding facial involvement.

Medical problems assigned to the immediate classification include:

- Chest pain not associated with blunt trauma:
- Suspected hypo/hyperglycemia:
- Unconscious without associated trauma:
- Obstetrical problems:
- Seizures with or without trauma:
- Hysterics requiring isolation from others:
- Hypothermia
- Hyperthermia

Delayed Classification

Anyone in this classification is considered to be a lower priority victim. Since this is a two-tiered system, the “delayed” group is a catchall for any victims other than those who are life-threatened or with salvable injuries. Therefore, the injuries seen in this classification include:

- Serious injuries, non-life-threatening, including:
 - Fractures with distal pulse
 - Serious lacerations requiring repair
 - Third-degree burns less than 25% BSA
 - Second-degree burns of any percentage
 - Injuries to the eye
 - Spinal cord injuries
- Minor injuries requiring first aid treatment only and the non-injured. This group will be transported to an ambulatory holding or evacuation center. They do not need to tie up hospital facilities.
- The dead at the scene. These are sent to a common morgue area.
- Critically injured, seriously life-threatened, non-salvable patients.

Appendix I: Suicide Prevention

Do we want to refer to the policy and link to an outside doc or include everything?

The publications of many organizations and governmental agencies contain advice for people who are faced with suicidal people. That advice is summarized below.

Do's

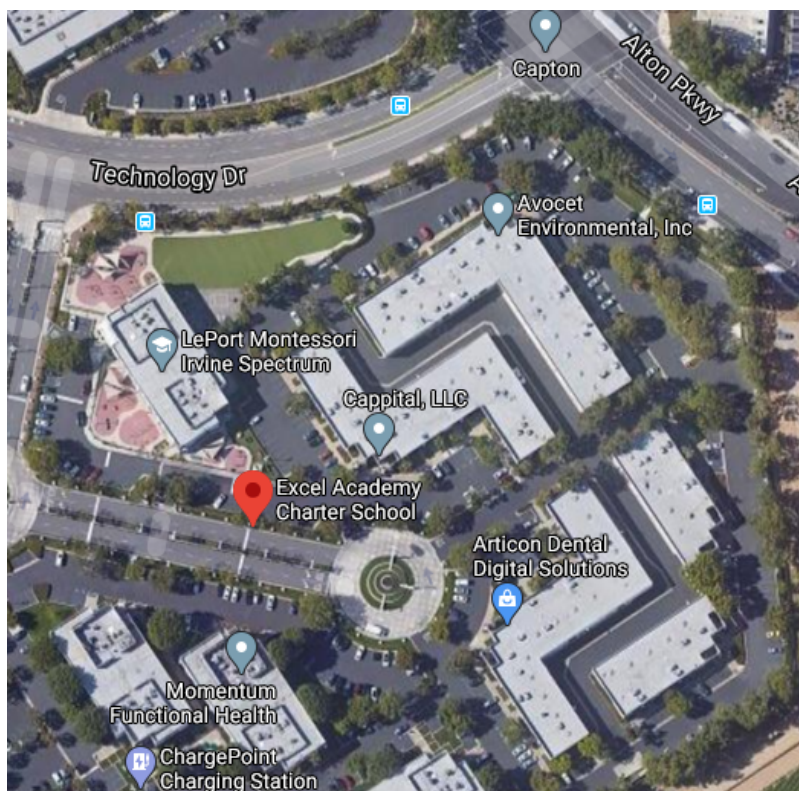
- **Listen** to what the person is saying and take suicidal threats seriously. Many times a person may be looking for just that assurance.
- **Observe** the person's nonverbal behavior. In children and adolescents, facial expressions, body language, and other concrete signs often are more telling than what the person says.
- **Ask** whether the person is really thinking about suicide. If the answer is "YES," ask how they plan to do it and what steps have already been taken. This will convince the person of your attention and let you know how serious the threat is.
- **Get Help** by contacting an appropriate Crisis Response Team member. Never attempt to handle a potential suicide by yourself.
- **Stay** with the person. Take the person to a CRT member and stay with that person for a while. The person has placed trust in you, so you must help transfer that trust to the other person.

Don'ts

- **Don't** leave the person alone for even a minute.
- **Don't** act shocked or be sworn to secrecy.
- **Don't** underestimate or brush aside a suicide threat ("You won't really do it; you're not the type"), or to shock or challenge the person ("Go ahead. Do it"). The

person may already feel rejected and unnoticed, and you must not add to the burden.

- **Don't** let the person convince you that the crisis is over. The most dangerous time is precisely when the person seems to be feeling better. Sometimes, after a suicide method has been selected, the person may appear happy and relaxed. You must, therefore, stay involved until you get help.
- **Don't** take too much upon yourself. Your responsibility to the person in a crisis is limited to listening, being supportive, and getting them to a trained professional. Under no circumstances must you attempt to counsel the person.





Appendix J: Excel Academy Office Contact Information

School Year: 2021-2022

Site Name: Excel Academy Charter School

Purpose: Main Excel Academy Offices

Location: 1 Technology Drive Suite I-811 Irvine, CA 92618

Phone: (949) 387-7822

Website: www.excelacademy.education

Email: admissions@excelacademy.education

Site Description:

- Monday through Friday 7am to 4:30pm. Closed all Federal holidays.

Property Managed by:

The Irvine Company
7525 Irvine Center Drive
Irvine, CA 92618
M-F 8am-5:30pm
949-398-8900

24 Hour Security & After Hours: (866) 234-9851
Hazardous Material Reporting: (714) 433-6240
Orange County Fire Authority: (714) 573-6000
Irvine Police Dept. (949) 724-7200
Poison Control (949) 222-1222

Appendix K: Emergency Contact Phone Numbers

1. POISON CONTROL HOTLINE.....(800) 222-1222
2. LA COUNTY DISASTER HOTLINE.....(800) 980-4990
3. AMERICAN RED CROSS.....(661) 267-0650
4. SOUTHERN CALIFORNIA EDISON.....(800) 611-1911
5. SUBURBAN PROPANE.....(661) 942-5117
6. LOS ANGELES COUNTY WATERWORKS.....(877) 637-3661
7. ORANGE COUNTY SHERIFF'S DEPT..... (714) 647-7000
8. LA COUNTY SHERIFF'S DEPARTMENT..... (213) 229-1700

Appendix L: Incident Report



California Pacific Charter Schools • Community Collaborative Schools
Koppel Partnership Academy

EXCEL ACADEMY INCIDENT REPORT

Circle Location of Incident: School Office Test Site Field Trip
Name of Test Site or Field Trip: _____

Date of Incident:	Student's Name:	Grade:
DOB:	Education Specialist:	School:
Description of Incident:		
Student's signs and symptoms:		
If allergic reaction, actions taken before medication was administered:		
Actions taken, if NOT allergic reaction:		

Person (and title) who called 911:	Time of call to 911:
Medication administered (if allergic reaction):	Dose:
Route:	Time:
Student's response to medication (if allergic reaction):	
Other Medications administered (if allergic reaction):	Dose:
Route:	Time:
Other Interventions or occurrences (if any):	
Time paramedics arrived:	Incident information given by (to paramedics):
Time emergency contact was notified (parent/guardian/etc.):	Name of emergency contact (Parent/guardian/etc.):
Method of notification (phone, text, email, in-person, etc.):	Emergency contact notified by:
Time person was transported to emergency room:	

Parent contacted (phone or in person)	Parent Name:	
Parent contact on...	Date:	Time:
Report completed by (Print clearly):		
Report completed by (Signature):		
Report completed on (Date):		



Excel Academy Charter School Handbook

2022-2023

Dear Parents and Students,

Thank you for choosing Excel Academy Charter School to support you on your personalized independent study educational journey. I am humbled and honored to serve you alongside an incredible team of dedicated educators and staff ready to collaborate as you begin the 2022-23 school year! We recognize the sacrifice and dedication families make when committing to our school model which is why we strive to help create balance and parent choice in a personalized learning environment. Excel Academy is led by a collaborative team made up of innovative educators on the forefront of educational change.

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

We hope you will find this handbook helpful and use it as a tool to clarify procedures and expectations. Please never hesitate to reach out to your teacher of record or administration with any questions or concerns.

Excel Eagles~Let's continue to SOAR!

Sincerely,

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

Executive Director

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

Table of Contents

Excel Academy Charter School Handbook 2022-2023	1
Who We Are	5
Mission Statement	5
Our Vision	5
Schoolwide Learning Outcomes	6
WASC Accreditation	7
Parent Support	8
Contact Information	8
Enrollment	9
Enrollment Documents Required	9
Private School Affidavit (PSA)	10
Grade-Level Assignment	10
Transitional Kindergarten (TK) Policy	10
Kindergarten Placement	11
High School Grade-Level Placement	11
Adult Student Enrollment	11
Dual Enrollment Policy – Public and Private Schools	11
Acceleration & Retention: Policies & Processes	11
Master Agreement	13
Methods of Operation and Glossary of Terms	14
General Terms	14
Student Services Department Terms	15
Methods of Operation	16
Meeting Types	18
Attendance Intervention Meeting (AIM)	18
Initial Contact Meeting	19
Learning Period (LP) Meetings	19
Parent-Teacher Conferences	19
Academics	19
Required Courses for TK-8	19
Curriculum and Education Resources	20
California State & Grade-Level Standards	20
Observation of Student Educational Activities	20
PE-Requirements	21
CHYA-California Healthy Youth Act	21

Student Athletes	21
High School	21
Graduation Track Options	24
Grading	30
Driver's Education	33
Diploma	33
Intervention	34
WIN Program	34
Student Success Team (SST)	34
504 Plans	34
Special Education	35
Certificate of Completion (COC)	35
Assessments	36
Report Cards	36
Grading Scales	36
State and Local Assessments	37
Testing Resources	41
i-Ready Benchmark Assessments – Computer-Based Tests	42
Field Trips	43
Instructional Funds and Content and Community Provider (CCP) Policies	44
Find a CCP Near Your Home	45
Family CCP Agreement	45
Instructional Funds (IFs)	45
Criteria for Materials That Can Be Purchased with IFs	46
Computer Ordering Policy	48
Return Policy for Materials Content & Community Providers (CCPs)	49
Cancellation Policy	49
Backordered Items	49
Ordering Deadline	50
Work Permits	50
School Policies, Procedures & Regulations	51
School Safety Plan	51
School Communication Responsibilities	51
Academic Integrity Policy	53
Definition of Plagiarism, Including Academic Dishonesty	53

Excel Academy’s Parent Proctoring Policy	55
Internet/Computer System Acceptable Use Policy (AUP)	57
Student Freedom of Speech / Expression	60
Civility Policy	60
Bullying Policy	61
Substance Abuse	62
Child Abuse Reporting	62
Independent Study Policy	63
Outline of Violations that May Result in Involuntary Removal	68
Attendance	68
Behavior	68
Progress Improvement Notification Procedures	74
Behavior Improvement Plan Procedure	76
Involuntary Withdrawal	77
Suspension/Expulsion Procedures	78
Family Educational Rights and Privacy Act (FERPA)	79
Title IX Notice of Nondiscrimination	82
Parent Liability for Student Conduct	84
Suicide Prevention Policy	85
Title I	86
McKinney-Vento Information	87
Parent Advisory Committee	88
English Learner Advisory Committee	89
School Site Council	89
School Calendar	90

Who We Are

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

Mission Statement

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

Our Vision

“ Empowering students through flexible independent learning..”

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

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

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

FLEXIBILITY: Flexible pacing enables each Excel Academy student, under the guidance of the teacher of record, to target individual needs without the demands of a full time classroom. By developing an awareness of their own unique learning style and advancement in their

communication abilities, students and families will be enabled to discover their greatest areas of need and direct their efforts accordingly.

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

Schoolwide Learning Outcomes

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

Self-Directed, Critical Thinkers who

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

Resourceful, Lifelong Learners who

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

Respectful, Responsible Citizens who

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

Charter Authorization

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

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

WASC Accreditation

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

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

What does Accreditation mean?

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

Why Consider Accreditation?

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

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

- Fosters the continuous improvement of the school's programs and operations to support student learning
- Provides valuable insight from fellow educators visiting the school
- Benefits schools that choose joint accreditation or other collaborative processes

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

Parent Support

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

Contact Information

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

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

Admissions - admissions@excelacademy.education

Registrar - registrar@excelacademy.education

Student Services - studentservices@excelacademy.education

Intervention - asaade@excelacademy.education

Counseling - modell@excelacademy.education or ldurham@excelacademy.education

Testing & Assessments - jcraig@excelacademy.education

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

Special Education:

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

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

Special Education Intake Manager - Sondra Ryan

PH: 714-337-2980

Enrollment

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

Students will be considered for admission without regard to ethnicity, national origin, gender, disability or achievement level. Admission will not be determined according to the place of residence of the student or parents, except as required by law. Prior to admission, all parents must agree to and sign the Master Agreement. All students' continued enrollment shall depend upon them fulfilling the terms of the Master Agreement, Acknowledgement of Responsibilities (AoR), and Independent Study Policy. Enrollment space will be based on need in the community and availability of qualified, credentialed teachers to serve as the ToR.

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

Once you complete the short intent to enroll form, a registration link will be automatically sent to your email. From that link, you will set up a username and password and will complete all four steps of our Reg Online process. The enrollment team will verify your application once **all documents have been uploaded and all electronic documents have been signed**. Our enrollment department will send you an acceptance letter once your application has completed and verified. Upon receiving that letter, families must attend one of the virtual mandatory New Family Orientation meetings detailed in the letter in order to be assigned to a Teacher and enrolled. Once the family has attended a New Family Orientation meeting, they will complete an Exit Ticket, indicating their path preference and completion of orientation.

Enrollment Documents Required

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

- Health Exam Form/Waiver (TK, KN and 1st Grade only)

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

Private School Affidavit (PSA)

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

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

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

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

Grade-Level Assignment

At Excel Academy, students are enrolled in the grade that most closely corresponds to their age, in accordance with California State Law. Please see link below for Excel Academy's Grade Placement Chart: [Excel Grade Placement Chart 2022/2023](#).

Transitional Kindergarten (TK) Policy

TK is an option for the following students:

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

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

Kindergarten Placement

Students must turn 5 on or before September 1.

High School Grade-Level Placement

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

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

Adult Student Enrollment

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

Dual Enrollment Policy – Public and Private Schools

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

Acceleration & Retention: Policies & Processes

Acceleration

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

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

Acceleration Requests

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

Retention

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

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

Retention Requests

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

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

8th Grade Retention & Promotion

State law requires schools to have promotion and retention criteria for students who are in their last year of junior high (*EC* Section 48070.5[a][5]). Therefore, Excel Academy will identify students who are at-risk of being retained in 8th grade (*EC* Section 48070.5[b]). Excel Academy will use i-Ready scores as its main source of data. Based on those results, additional assessments may be administered, to determine an 8th grader's readiness for high school.

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

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

Student with an Expulsion History

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

Master Agreement

The Master Agreement is a binding agreement between Excel Academy, the student, the parent/guardian, the supervising ToR, and other team members responsible for the student's educational progress. The agreement documents assigned courses as well as the time, manner, and frequency of the student's meetings with the faculty. In addition, the Master Agreement addresses specific resources including materials and personnel that will be made available to all

students, academic and other supports, missed assignments, satisfactory progress and required parent communication to address pupils not generating attendance.

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

Methods of Operation and Glossary of Terms

General Terms

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

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

Eagle Engagement - Daily engagement "classroom style," aka via Zoom. 40 min daily by the Virtual Art and Music teacher. The class schedule is as follows: 7th & 8th grade 9am-9:40am/TK-2nd grade 10am-10:40am/3rd & 4th grade 11am-11:40am/5th and 6th grade 12:30pm-1:10pm.

Eagle Examiner - Executive Director communication and press kits.

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

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

Instructional Funds (IFs) - State funds allotted to each student with which families may request the purchase of approved educational materials and services through Excel Academy's.

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

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

Progress Improvement Notification (PIN) - A PIN serves as a follow-up to address any areas where your student may need additional support.

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

Virtual Path - An academic pathway option for students in 1st-8th grade. In this path, students learn in an online classroom with a group of their peers three days a week, receiving instruction for all core subjects by their assigned teacher. On the other two days of the week, the student will check in briefly with their teacher and will work independently on their school subjects.

Virtual Teacher - The Virtual Teacher is a single or multiple subject credential-holding teacher in the Virtual path. They are the classroom teacher of one specific grade level, teaching all subject areas.

Student Services Department Terms

CCP - Content and Community Provider

EMR- Educational Materials

VCI- Educational Services

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

Red Notes- Individual guidelines for placing orders.

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

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

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

Purchase Order Status Terms: Purchase order status refers to the stages of a purchase order from first placement by the family through to the payment of the purchase order.

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

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

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

Processed- Order has been processed by Student Services (for VCI this is on the 20th of the month prior to services) and sent to the CCP for fulfillment. VCI CCP will now be able to view Purchase orders in their OPS portal and process for payment at the end of the month of service. EMR orders will be sent to the CCP for fulfillment and shipping.

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

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

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

Methods of Operation

Body of Work

A body of work is 15-20 days of learning, depending on the length of the learning period, in each assigned subject area generated from the ToR-provided Pacing Guide for each core subject/course (see below). All work should be graded or evaluated in some manner by the home educator. At each LP meeting, the ToR will collect a generous sampling from the body of work in each subject/course that is an accurate representation of the student’s mastery and work completed. The ToR will file these samples as proof of student daily attendance and progress.

Student Pacing and the Assessment of Learning

The ToR will provide a pacing guide for all curriculum content in a student’s Course of Study before each LP begins. The student’s assigned ToR will review the body of work completed by the student throughout the LP and engage in academic conversation to confirm content mastery. Progression through the assigned curriculum content will be verified by the ToR on a weekly basis. If a student fails to complete at least 70% of the pacing guide provided by the ToR, they

may be issued a PIN. Final grades assigned at the end of the semester are heavily based on the progress and achievement shown to the ToR.

Attendance Roll Sheet/Grid Log

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

Progress Improvement Notification (PIN) and Identified Assignments

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

Behavior Improvement Plan Process

Excel Academy will issue a Behavioral Improvement Plan for a student if they violate Excel Academy's behavioral standards. The consequence of violating these behavioral standards as outlined in the BIP, may lead to suspension or involuntary withdrawal from Excel Academy.

For students who commit violations such as dishonesty, cheating, disruption, and inappropriate language, a BIP will be issued with consequences individually designed to help restore the individual student back into good standing with the school. These include but are not limited to a family meeting with the Teacher of Record and Administration, reflecting on the violation, writing a letter of apology, rewriting an assignment in question, removal from extra-curricular opportunities, removal from the National Honor Society, and/or an in-school suspension.

For students who commit plagiarism, the first offense will result in a zero on the assignment until the behavior is corrected. For the second offense, the student will be removed from the class and will receive an F in the course. If a student earns an F in a course that is required for

graduation, then they will be required to repeat this course for credit. Any subsequent offenses will be dealt with on a case-by-case manner.

Violations that may result in suspension or immediate involuntary withdrawal are included in the school's charter petition.

Excel Academy has reviewed Education Code Section 48900 et seq., which describes the non charter schools' list of offenses and procedures to establish its procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 et seq. The Charter School is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the Policy is violated, it may be necessary to suspend or expel a student from regular instruction. This policy shall serve as EACS's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. EACS staff shall enforce disciplinary rules and procedures fairly and consistently among all students.

Parent Newsletter

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

Meeting Types

Attendance Intervention Meeting (AIM)

A meeting that occurs after a student received their second PIN. The purpose of the AIM will be to review the student's written agreement, and reconsider the independent study program's impact on the pupil's achievement and well-being, consistent with the evaluation for satisfactory progress as defined by the board policy. If the student and parent/guardian elect to stay enrolled, the team will develop an agreement to help support the student to make satisfactory educational progress, including additional resources and supports.

Initial Contact Meeting

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

Learning Period (LP) Meetings

Learning Period (LP) meetings are a critical part of the Personalized paths at Excel Academy. The LP meeting takes place at a mutually agreed upon public location or via Zoom, approximately every 15- 20 school days. During the meeting, the ToR communicates with the student one on one to gather information and knowledge learned throughout the LP. Due to the importance of these meetings, and out of respect for our ToRs, we ask that families keep the agreed upon location and time of their LP meeting, with the exception of unforeseen emergencies. Additionally, parents who cancel, reschedule, or miss LP meetings will be subject to Progress Improvement Notifications (PINs), which may lead to Involuntary Withdrawal. (See our [Outline of Violations that May Result in Involuntary Withdrawal](#)).

Parent-Teacher Conferences

Virtual Path families will not attend Learning Period (LP) meetings. Instead, they will attend two parent-teacher conferences per school year; one will be in the middle of the first semester and the other during the second semester. The purpose of the conferences will be to discuss academy progress and set a positive course for learning. Parents who cancel or miss a parent-teacher conference will be subject to Progress Improvement Notifications (PINs), which may lead to Involuntary Withdrawal. (See our [Outline of Violations that May Result in Involuntary Withdrawal](#)).

Academics

Required Courses for TK-8

- Language Arts
- Mathematics

- Social Studies
- Science
- PE

Curriculum and Education Resources

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

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

California State & Grade-Level Standards

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

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

Observation of Student Educational Activities

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

PE-Requirements

The physical education requirements are:

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

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

*Please talk with your assigned ToR for further clarification.

CHYA-California Healthy Youth Act

The California Healthy Youth Act, commonly known as CHYA, is a mandate that requires public schools in the state of California to offer medically accurate, comprehensive sexual health education and HIV prevention to students once in junior high and once again in high school.

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

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

Student Athletes

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

- Middle school students must be registered for at least 4 academic courses
- High school students must be registered for at least 5-6 academic courses depending on graduation credits needed and subject requirements fulfilled.

All students must:

- Maintain a minimum GPA of a 2.0
- Attend all LP meetings as scheduled
- Be up-to-date on assigned work

If a student athlete finds themselves in academic distress, they will be required to attend an SST meeting. Also, depending on the severity of the situation **IFs may be revoked from being used towards their sport.

High School

Excel Academy offers a personalized approach to learning where parents are encouraged and supported in choosing curricula from the high school catalog that matches their student's needs, expectations, and rigor in each subject area. With guidance and support from the ToR and the

High School Department, parents will be sure to meet California State Standards and provide their student with a relevant course of study for their grade level. Click on [HS Course Curriculum Catalog-22/23](#) to view curriculum choices.

High School Students Admitted 21 days After the School Year Started

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

Transferable Grades and Credits

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

Students leaving EACS before the end of the semester will earn a progress report indicating a grade or percentage earned from the time of enrollment to exit but will not earn credit, OR will earn a report card with earned grade and credit.

Minimum & Maximum Course Policy

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

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

Adding/Changing/Dropping Courses

Students adding, changing (including curriculum), or dropping a course can only do so within 10 school days of the start of the semester or within 10 school days of enrollment without penalty. 10-day window: **Fall - 9/1/22 - 9/15/22/ Spring - 1/30/23 - 2/10/23.**

See below for further clarification:

- Courses dropped on or before the 10th school day will not show on the transcript.
- Courses dropped after the 10th school day in the first and/or second semester will receive a "W" on the report card/transcript.

- Courses dropped after 10/21/22 for fall semester or 3/24/23 for spring semester will receive a/an “F” on the report card/transcript.

Withdrawals may only be issued to students who hold a minimum of five courses prior to the withdrawal. Seniors carrying five courses may drop to a minimum of four courses as long as they carry sufficient credits to graduate.

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

Transcripts

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

Repeated Courses

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

Graduation Requirements

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

English - 40 credits

Math - 20 credits

Science - 20 credits (1 life/1 physical)

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

VAPA/World Language/CTE - 10 credits

PE - 20 credits

Electives - 80 credits

Total to graduate: 220 credits

*1 semester class = 5 credits / 2 semester/1 year = 10 credits

Graduation Track Options

College Prep Track (UC, CSU, Private) CSU Admissions UC Admissions	Customized Graduation Track (Career, Community College, Military, Trade School)
Freshman Year	Freshman Year
10 - English 9 10 - Algebra 1 or Geometry 10 - Biology 10 - World Language year 1 10 - Physical Education	10- English 9 10- Pre-Algebra or Algebra 1 10- Life or Physical Science 10- Physical Education 10- Elective
Minimum 50 Credits	Minimum 50 Credits
Sophomore Year	Sophomore Year
10 - English 10 10 - Geometry or Algebra II 10 - World History 10 - World Language year 2 10 - Chemistry 10 - Physical Education	10 - English 10 10 - Algebra 1 or Geometry 10 - Physical or Life Science 10- Physical Education 10 - World History 10- Elective
Minimum 60 Credits	Minimum 60 Credits
11th Grader	11th Grade
10 - English 11 10 - Algebra II or Trig/Pre-Calculus 10 - World Language year 3 10 - VAPA 10 - Physics 10 - U.S. History	10 - English 11 10 - World Language/VAPA/CTE 10 - U.S. History 10 - Elective 10 - Elective 10 - Elective
Minimum 60 Credits	Minimum 60 Credits
Senior Year	Senior Year
10 - English 12 10 - Academic Elective 10 - Math (<i>not already taken</i>) 5 - Government 5 - Economics 10 - Elective	10 - English 12 5 - Government 5 - Economics 10 - Elective 10 - Elective 10 - Elective
Minimum 50 Credits	Minimum 50 Credits

Total to graduate is 220 credits - All high school core courses will utilize college-prep curriculum for both the College Prep and Customized Track. The customized graduation track prepares students for meeting the minimum graduation requirements while still receiving access to A-G

curriculum options. Families have the ability to work alongside their ToR to build a personalized learning experience and choose from a range of curricular options for their students.

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

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

College Prep/A-G Explained

For admission to the University of California (UC) or California State University (CSU) systems, a college-preparatory program that prepares students for higher-education is followed. The college-prep track prepares students for college and follows the A-G requirements as put forth by the UC/CSU systems. Students must complete a total of 15 year-long, A-G high-school courses with a grade of C or better—at least 11 of them prior to their senior year. See link: [UC A-G Subject Requirements](#).

Graduating Early: If a student wishes to graduate early, the student's 4-year plan must be reviewed and approved by a School Counselor so that students fully understand the implications of this decision. Students graduating early may require additional credit completion per semester. Any course load above the maximum 8 courses, would require students to complete the remaining courses during summer school. Excel Academy currently does not offer summer school. Students will need to submit summer school transcripts for review and credit completion purposes.

Advanced Course Designation

Eligibility requirements include the following for all below advanced course options:

Student must have a minimum 3.0 GPA

Student must show advanced course readiness in their respective core courses and assessments (such as CAASPP, iReady, Excel Academy assessments, GPA, and report-card grade in respective subject)

ToR recommendation (community provider & online provider recommendations may also be submitted for consideration).

Honors Courses

Honors courses are designed to be more in-depth, challenging, and rigorous. Students may take honors courses with prior written approval. The student may submit the course for approval, by following these steps:

- Student requests to register for an honors course
- ToR completes Survey for Advanced Courses
- HS Department will review each request to verify eligibility.
- If approved, honors courses require a quarterly project
- ToR will assist students in meeting additional honors requirements
- Honors credit will not be issued retroactively
- Up to 8 year-long courses will be eligible for a grade bump.

AP Courses

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

- Student requests to register for an Advanced Placement course
- ToR completes Survey for Advanced Courses
- High School Department will review each request to verify eligibility
- Excel Academy high school students who wish to take an AP exam should go through their local public high school or visit collegeboard.org for more information on AP test options.

Although many providers advertise AP courses, similar to A-G, Excel Academy must approve any AP course in order to designate this distinction on the transcript.

Additional Advanced Course Options

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

- Student requests to register for an accelerated course with their ToR
- ToR completes Survey for Advanced Courses
- HS Department will review each request to verify eligibility
- ToR will aid the student in choosing curriculum that would work for this designation or follow process for concurrent enrollment (see College Readiness section below)

For students who are credit deficient, they may request to complete two courses in the same subject simultaneously (i.e. English 9 A/B and English 10 A/B) if summer school is not an option. They must choose a curriculum from the High School Course Curriculum Catalog with the exception of in-person provider courses.

Junior High Students Taking High School Courses

Qualified junior high students may take up to two high school-level courses in either math (Algebra 1 or higher math) and/or world language.

Junior high students may submit the course/s for approval, by following these steps:

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

Junior High Qualifications for High School Courses:

- Students scored at or above grade level on the benchmark exam in language arts for English or qualifying scores in math for high school-level math course/s
- 3.0 GPA (Grade Point Average)
- ToR must complete the ToR Survey for Advanced Courses
- Course/s must be approved by the High School Administration. Middle school students will have to follow the same add/drop policies as high school students (see above policies).

- Transfer junior high students must show proof of current course enrollment from their previous school via their transcript in order to approve a highschool-level course approval.

College Readiness

Community College Courses - Concurrent Enrollment Policy

Students may request concurrent enrollment courses by following these steps:

1. Students and parents/guardians discuss concurrent enrollment options with their ToR.
2. ToR will discuss eligibility requirements which include the following: Students must have a minimum 3.0 GPA for academic courses or a 2.7 GPA for elective/vocational courses. Students must show college readiness in their respective core courses (ie. each community college sets their own prerequisites for determining high-school eligibility).
3. School Counselors will only approve college-level courses which are defined as courses that will earn college credit and are either UC/CSU transferable or applicable to earning an Associate's degree or higher. Courses not receiving credit will not be approved.
4. ToR completes Concurrent Enrollment Course Survey.
5. The High School Department either grants or denies approval for a student to take the requested community college course.
6. High School (9th-12th) students must be enrolled in at least 4 Excel classes (20 credits) per semester at Excel Academy to be considered eligible for concurrent enrollment at a community college. Students may take a maximum of 2 community college classes per semester while concurrently enrolled in Excel Academy. This may include one semester-length course and one interim session or two semester-length courses per semester.
7. Middle school (7th-8th) students interested in taking community college courses are limited to math (PreCalculus or higher math) and/or world language. Please see the [Community College Handbook](#) for grade-level policy per community college.
8. Students must complete and sign the concurrent enrollment form obtained from the community college Admissions office and submit it to the Excel Registrar's office (registrar@excelacademy.education). Please note: The turn-around time for concurrent enrollment approval is 3-7 days depending on wet signature requirements.
9. It is the responsibility of each student to take this signed form back to their respective community college to submit and finalize registration.
10. It is also the responsibility of the student to know the community college's fees, registration, and deadline dates (information can be found on the college's website).
11. If a student's first choice is unavailable and/or if they are unable to register for courses, the student is responsible for informing their ToR and High School Counselor. In this circumstance, students **must** work with their ToR in either finding another course to

add to their Master Agreement or removing the course from their schedule. Students need to be aware that if they are unable to register for a late-start college course, then they will be required to enroll in a late-start accelerated high school course with Excel Academy depending on their minimum course count. If an additional community college course is chosen, students must complete and submit an additional concurrent enrollment form to reinitiate the process.

12. Students must be aware and adhere to all college rules and regulations.
13. In order to confirm the course will transfer to the university of the student's choice, please consult with a Community College Counselor.
14. Per the Community College regulations, only 5% of Excel Academy students can attend a community college during the summer. Priority approval will be given to those needing courses to graduate.
15. Grades from any concurrent enrollment course will not be reflected on the Excel Academy transcript until the official college transcript has been received and verified. Upon completion of the college course, students are required to send an **official transcript** to the Excel Academy Registrar's office. Upon receipt, the high school transcript will be updated to reflect grades/credits earned. Please send all transcript requests to:

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

College Unit Conversion Policy

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

- 3-5 unit degree applicable (UC/CSU transferable) college courses = 10 high school credits
- Most PE courses have been excluded or restricted for concurrently enrolled students, but a 1 unit course such as Dance, if approved by the college would = 5 high school PE credits
- Some college policies state that their world language course content is equivalent to two years of high school world language; however, a maximum of 10 high school credits will be given per community college course
- College-level courses will receive a corresponding GPA bump on their transcript
- For a list of community colleges, see our [Community College Handbook](#).

Career Readiness

CTE - Career and Technical Education

Excel Academy offers Career Technical Education (CTE) which provides college preparation and career training for high school students. Career and Technical Education (CTE) is a series of high-school elective courses that provide students with opportunities to explore career pathways and experience hands-on training and education in career fields/sectors that interest them. Students learn workplace competencies that help make academic content more accessible. Each pathway is a two-year program that consists of a concentrator and a capstone course. Students who complete both courses will receive a Completer certification. CTE provides the academic and technical skills, knowledge, and training necessary to succeed in future careers.

CTE offerings:

- Health Science & Medical Technology sector - Health Science pathway
- Marketing sector - Marketing pathway

College Entrance Exam Information

PSAT/NMSQT

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

SAT/ACT

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

Grading

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

- Online course - the grade will be issued by the online instructor.
- Excel Teacher Led course - the grade will be issued by the Excel teacher.
- Customized course - the grade will be issued by the ToR with collaboration among parent, ToR, and HQT.
- Community College course - the grade will be issued by the college instructor.
- Students taking online classes or classes with an approved CCP need to consult with the online teacher or instructor regarding questions about grades, averages, or course progress. Excel Academy uses a traditional 4.0 scale in determining Grade Point Average (GPA). Credit is only granted for courses that earn a minimum of 60% out of a possible 100%.
- Excel Academy High School Department reserves the right to review final grades with the exception of any non-Excel Academy issued transcript.
- Excel Academy uses a letter-grading system which does not include any Pass/No Pass grades.

Prerequisites

Mastery of a certain body of knowledge is necessary if students are to be successful in their courses. Most commonly, such knowledge is measured by successful completion of the prerequisite courses listed in the course description. “Successful completion” is defined by a grade of “A,” “B,” “C,” or “D” in the prerequisite course. Grades that are not acceptable are “F,” “I,” or “NG.” Although Excel Academy will review incoming grades to reflect a “P” or “NP,” the school does not grant a “P” or “NP” for students enrolled in Excel Academy for the duration that requires a grade be given.

How to Clear a Prerequisite

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

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

- It is at the school's discretion to accept or deny the request to waive the prerequisite course requirement.

Transfer Credits

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

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

Any A: 90%

Any B: 80%

Any C: 70%

Any D: 60%

Any F: 59%

PE for the High School Student

State law requires 2 years of PE to be completed before a student can graduate. High school students are required to complete 400 minutes of PE every 10 school days (approximately 40 minutes per day). Students must complete a PE log each month (which is available in the Parent Portal), along with a brief, written paragraph. If a student is unable to participate in physical activities, the student can complete an alternative assignment approved by their ToR. If the inability to participate extends beyond 5 days, a doctor's note will be required. Likewise, For students with serious medical issues, a doctor's note must be provided for proof of inability to do traditional PE. Acceptable options would include a written paper on physical activities/exercises and the benefits to the body or a research paper completed on various forms of exercise such as dance, yoga, or a sport of the student's choice. This will be turned in as the sample at the LP meeting as a replacement to the PE Log.

High School Acceptable Sample Requirements:

There are a variety of ways to show academic progress and proper pacing. The ToR will review the body of work and collect a sampling of this work. Final determination on acceptance may be determined by the Highly Qualified Teacher (HQT) and/or the Teacher of Record.

Here are some suggestions:

- A unit test - strongly prefer that it comes from the publisher or course. All assessments must demonstrate high school-level rigor.
- A final draft multi-paragraph essay or paper on a related topic. Paper must follow MLA formatting rules. Papers/essays are required twice a semester.
- A rough draft of an in-progress paper - a final draft is always preferred and cannot use final draft for future sample.
- A lab write-up (science courses only) - must include title, intro/purpose, materials list, method, data, results, analysis, conclusion, and graphs or figures, if applicable. Refer to the [Lab Report Template](#). Labs are required twice a semester.
- A project/presentation showing significant learning and application
- A book report with critical analysis - may not be simple summary
- A written copy of a student-written speech or an oral presentation
- Answers to a section of chapter questions or a chapter review
- A timeline or map that clearly reflects HS level work/detail
- Another high school-level sample as agreed upon by ToR/parent/student in advance

Driver's Education

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

Diploma

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

Intervention

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

WIN Program

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

Student Success Team (SST)

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

504 Plans

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

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

To be covered under Section 504, a student must be between 3 and 22 years of age (depending on the program as well as state and federal law), and must have a disability that *substantially*

limits the child in one or more major life activities or major bodily functions. [34 C.F.R. §104.3(k)(2)]

If you have questions regarding 504 Plans, please contact your ToR or the 504 Coordinator, April Saade at asaade@excelacademy.education.

If a student enters Excel Academy with an existing 504 Plan, the plan will be reviewed and confirmed with the student, parent/guardian, and our team. In addition, all 504 Plans will be reviewed annually to ensure they are current and properly meeting student needs.

Special Education

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

For more information regarding the Special Education department, please [click here](#) to read the Special Education Handbook.

Certificate of Completion (COC)

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

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

Assessments

Report Cards

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

Grading Scales

TK-5 Students

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

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

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

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

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

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

Grades 6 – 12

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

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

98 - 100 = A+

93 - 97 = A

90 - 92 = A-

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

88 - 89 = B+

83 - 87 = B

80 - 82 = B-

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

78 - 79 = C+

73 - 77 = C

70 - 72 = C-

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

68 - 69 = D+

63 - 67 = D

60 - 62 = D-

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

59 and below = F

State and Local Assessments

Standardized Testing

The California Assessment of Student Performance and Progress (CAASPP) is the state-mandated academic testing program. All charter schools are required to administer the CAASPP as well as other state-mandated assessments such as the ELPAC and PFT (Ed. Code, § 47605(c)(1)). CAASPP is a system intended to provide information that can be used to monitor

student progress on an annual basis and ensure that all students leave high school ready for college and career. Following the spring of each year, individual student test score reports are provided to parents. Student score reports will include an overall score and a description of the student's achievement level for English Language Arts (ELA) and mathematics.

There is no law permitting a parent to opt out of the school's internal assessments, and therefore, students are required to participate in all internal/alternative assessments offered. Students who do not participate in the required assessments will be issued a Progress Improvement Notification (PIN) for each missed assessment. Upon the third Progress Improvement Notification, the student is subject to involuntary withdrawal.

Effective in 2022, when students do not participate in CAASPP testing our charter school will suffer significant penalties when reporting the school's performance measurement on the California state dashboard Students who do not participate in testing will ultimately be assigned the lowest scale score possible which will hinder the overall performance score of the school. Charter Schools who are designated as low performing are subject to non-renewal. Charter schools exist in a performance-based accountability system where they are held accountable for student academic performance. In fact, a charter school cannot continue to exist without collecting data on students' performance on a variety of assessments and indicators. When a charter authorizer or county office of education is evaluating whether to approve and/or renew a school's charter petition, "increases in pupil academic achievement" is the most important factor in the decision. (Ed. Code, §§ 47607(c)(2) , 47607(a)(3)(A).) Therefore, it is important during the revocation and renewal processes for a school to gather as much positive academic achievement data as possible to show progress in student performance. Evaluating graduation, attendance, suspension, and English Learner (EL) reclassification rates are also ways to show student progress. However, student participation and performance on state mandated assessments (CAASPP) is the used method, and results are indicated on the California School Dashboard and System of Support. The CA Dashboard is a powerful online tool to help districts and schools identify strengths and weaknesses and pinpoint student groups that may be struggling (<https://www.cde.ca.gov/ta/ac/cm/>). **Please remember that results and attendance from all state tests are directly tied to school funding per recent LCFE legislation and are an integral part in maintaining partnerships with our chartering school districts. At Excel Academy, our priority is always our students and sustaining longevity in the incredible model we offer to our families.**

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

English Language Proficiency Assessments for California (ELPAC)

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

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

English Learners (ELs)

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

- Excel Academy students are in an English Language Mainstream academic program with an English Language Development (ELD) Support Curriculum. Curriculum is supported by CLAD certified teachers. It includes academic language, speaking, listening, writing skills, and exposure to rigorous texts. Live designated instruction is provided by our certificated teachers and attendance is required for all ELs.
- Attendance of ELD Live designated instruction and meeting weekly requirements in online ELD curriculum is required. Progress in assigned ELD curriculum, as well as participation in live designated instruction, is monitored weekly by the ToR. Both the home educator, and the ToR are responsible for ensuring adequate progress in ELD designated instruction and curriculum.
- If students do not meet weekly requirements in ELD Live Instruction and Curriculum, they may receive a Progress Improvement Notification (PIN).

Criteria for Reclassification to Fluent English Proficient (RFEP)

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

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

CAASPP - California Assessment of Student Performance and Progress

California Science Test (CAST) – Computer Based Assessment

- The California Science Test (CAST) is an online test based on the California Next Generation Science Standards (NGSS).
- Participation in the CAST is required for all students in grades five and eight and for the pre-selected high school grades.
- All local educational agencies (LEAs) with eligible students in grades five and eight will administer the CAST. LEAs with eligible students in high school (i.e., students in grades ten, eleven, or twelve) will be pre-selected to participate in the spring assessment. The CAST uses the current California Assessment of Student Performance and Progress test delivery system and will only be administered online (www.caaspp.org).

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

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

- Grades 3 - 8 and 11
- ELA and Math – Computer Adaptive Tests (CAT)
- ELA and Math – Performance Tasks (PT)
- CAASPP - SBAC spring testing - Dates and Locations TBD
- Information for the SBAC ELA/MATH/CAST will be emailed to parents in February.
- Technology usage by students is prohibited in the designated testing rooms.
- During testing, cellphones are highly discouraged, and *no* electronic devices are allowed at the test sites, including smart watches.
- If testing in person, parents are notified when students have completed testing by a proctor at the site.
- If testing in person, parents are welcome to stay in the waiting area at most sites, but are not allowed in the testing rooms.
- If testing in person, a Photo ID may be *required* at pick-up.

- If testing in person, siblings picking up students **MUST** be old enough to have a photo ID and must be identified at the time of check-in.
- If testing in person, students may bring water and lunch to testing in a clear bag. Backpacks are not allowed.
- Students will be encouraged to take breaks during testing (i.e. restroom and snack breaks).
- Parents **MUST** review this information with their students.

Testing Resources

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

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

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

Additional Resources:

- Utilize the i-Ready personalized lessons to strengthen skills and close learning gaps.
- EACS test prep packets are provided to students in grades 3-8, and 11 in ELA and math.
- EACS virtual test prep sessions will be offered in February and March.

Physical Fitness Test (PFT)– California

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

- Grades 5, 7, and 9
- Dates vary in February through May - Your ToR will provide all necessary information and details regarding testing

- The PFT is administered by ToRs who will provide Excel Academy’s Assistant Director of Assessment and Special Programs with the results for each student tested.
- Students with testing accommodations will have them outlined in their IEPs or 504 Plans.
- If a parent states a student needs additional support, the ToR will need to notify the Assistant Director of Assessment and Special Programs to verify accommodations.

Testing Includes:

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

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

i-Ready Benchmark Assessments – Computer-Based Tests

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

- Test Administration ***(ToRs will send out specific information regarding the available test sessions.)
 - Testing window #1 - Begins on September 1st for ALL K- 11th GRADE STUDENTS
 - Testing window #2 - Begins on November 28th for all *WIN AND SHORELINE STUDENTS (REQUIRED) & THOSE WHO CHOOSE TO TAKE A MID-YEAR ASSESSMENT
 - Testing window #3 - Begins on March 6th for ALL K - 11th GRADE STUDENTS
- The benchmark assessments will be administered virtually by the ToR within the set testing window, unless a different method or timing of administration is required per the student’s active IEP or 504 Plan. Newly enrolled students will be required to take the i-Ready assessments upon enrollment.

- ToRs must make sure each student on their roster (grades K-11) has completed the assessments within the set testing windows. Individualized follow-up lessons will be automatically created for students once the assessments are completed. These lessons are highly encouraged for additional support to promote growth and progress for students scoring in 8th grade or below. Ask your ToR for specific details.
- Students who test without ToR supervision will need to retake the assessment(s).

*iReady requirements for Shoreline and WIN students will be discussed directly with the parent.

Student Testing Participation Requirement

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

High School Assessments

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

Field Trips

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

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

Instructional Funds for Field Trips

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

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

Refunds

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

Instructional Funds and Content and Community Provider (CCP) Policies

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

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

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

Educational material CCPs provide educational curriculum, books, materials, and supplies for Excel Academy students. Items ordered should be basic in quality and appropriate to the

student's age, grade, and need. IFs depreciate daily depending on the day of actual enrollment and must be used in the same academic year.

Educational services are provided by a CCP Course Instructor. This person(s) or facility provides academic tutoring, supplemental academic classes, art/music lessons, physical education classes, or other supervised/guided instruction. A service order request does not guarantee placement in a CCP's class. The parent must communicate directly with the CCP to ensure the CCP has open spots in a class.

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

Additional Documents for Parent Use

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

Find a CCP Near Your Home

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

To use this map follow the simple steps below:

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

Family CCP Agreement

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

Instructional Funds (IFs)

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

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

The IFs are as follows:**Personalized Path**

TK	\$2,200
KN	\$2,500
1st - 8th	\$2,700
High School	\$3,200

The IFs are disbursed in multiple allotments:

TK	\$1100 August, \$550 December, \$550 February
KN	\$1300 in August, \$550 in December, and \$550 in February
1st - 8th	\$1,350 in August, \$675 in December and \$675 in February.
High School	\$1,600 in August and \$1,600 in December.

Virtual Path

1st - 8th	\$1500
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The IF's will be disbursed in multiple allotments:

1st - 8th	\$750 in August, \$375 in December, and \$375 in February
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Criteria for Materials That Can Be Purchased with IFs

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

General Criteria:

- Educational curriculum ordered is appropriate for the student's courses and learning plan.
- Materials must be used to meet state and school standards for the student for whom the materials are being purchased.
- All materials must be non-sectarian.
- As a general rule, **basic, economical items/models must be selected**. If the student requires a higher-priced, less than basic item/model, a statement from the ToR justifying the purchase may be required.
- School & office supplies adequate for learning basic course skills (paper, pencils, etc).

- Materials for a documented educational project: fabric, wool, yarn enough for one project (exception: no food purchases allowed.) ToRs are responsible for monitoring the quantities of items purchased.
- Educational software to instruct and enhance learning in a subject area.
- Materials must not expose the ToR or student to danger or serious injury.
- Tracking forms & educational plans are required for certain items.
- School sponsored field trips.
- No more than 2 black printer ink cartridges and 1 color ink cartridge per semester.
- 1 toner cartridge per semester.
- Only 2 reams of paper are allowed per semester per student.
- Organizational items if only intended to be used by the student explicitly for the organization of school supplies.

Disallowed Items:

Disallowed Items: (Please see complete list [here](#))

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

Disallowed Items by Category:	Household Furniture	Technology	Personal Items	Kitchen	P.E. Equipment	Art	Outdoors	Music	Dangerous Items
	Furniture	Computer Parts	Toys or Items with no educational value	Popcorn Popper	Skis	Epoxy/Resin	Grass Watering Kits	Tuner	Knives
	Storage	Accessories & Software(1)	Personal Hygiene	Trays	Bicycles	Cricuts & Accessories	Garden Ponds	Instrument Stools	Poisons
	Storage containers	Phones	Costumes	Plates	Tricycles	Vinyl	Swimming Pools	Drums	Darts
	Picture Frames	Dictation Equipment	Uniforms	Silverware	Scooters	Heat Transfer Paper	Watering Cans	Electric Guitars	Sharp Items
	Footrest	TV's	Clothes	Food Coloring	Yoga Mats	Wax	Sharp Gardening Kits/Tool Set	Amplifier	Bow & arrows
	Chairs	3D Printers & Filament Refills	Makeup	Basic Kitchen Items	Weights	Wax Stamp Kits	Already grown plants	Cello	Weapons
	Lapdesks	Ink (2)	Jewelry	Kitchen Scale	Gloves	Hot Glue Guns	insect lore (1 per semester)	Harp	Welding Equipment
	Iron	Coding Robots over \$50+	Backpacks	Disposable Gloves	Mitts	Pottery wheels	Bubbles/Bubble Machines	Piano	Explosives
	Bookshelves	VR Goggles	Power Tools	Chef Hats/Hair Nets	Bats	Large Easels		Keyboard over \$75	Weedkiller
	Washer/Dryer		Wrapping Paper	Aprons	Rackets	Dried Flowers			Insect Repellent
			Gift Bags		Helmets				Fertilizer
			Soap Making Kits		Golf Clubs				
			Candles		Paddleboards				
			Fingertip Moisturizers		Gymnastics Equipment				
			Hairspray Bottles		Hockey Equipment				
			Balloons		Pogo Sticks				
			Rolling Whiteboards (3)						
			Household Cleaning Supplies						
			Hand Sanitizers						
			Fidget Toys						
			Rubix Cubes						

- (1) Accessories (ie. Tablet covers) & Software cannot be purchased for non-Excel-owned technology
- (2) Printer ink can only be purchased for an Excel purchased printer (No personal printer ink allowed)
- (3) Whiteboards must be within 48 x 36 inches*****
- Sectarian materials (see below for detailed instructions)

Disallowed Educational Activities

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

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

Additional Guidelines for Specific Items

Excel Academy can only purchase the type of supplies that could be found in a brick and mortar public school. We also cannot pay for high priced/overpriced lessons, classes, or materials. Please refer to the [Ordering Guidelines](#) for a detailed list of allowed/disallowed items.

Sectarian Materials

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

Computer Ordering Policy

Technology Options:

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

Technology Policies:

- Environmental waste fees and warranties for school owned computers **must** be purchased with IFs.
- All families must have the [Excel Academy iPad & Laptop Lease Agreement](#) on file with their ToR, **PRIOR** to purchase, to ensure internet safety for students and that internet and computer policies and procedures are followed.

- All accessories and software purchased must be only used for devices issued by Excel Academy. Excel Academy does not assume any liability for accessories and software installed on or used with non-Excel Academy issued devices.
- *Please note that computers don't come with any additional software (e.g. Microsoft Word).
- A list of available technology options may be obtained through your Teacher of Record. All computer orders must be placed according to the options listed on the computer options document.
- One computer or tablet per student TK- 12th grade until the computer is unable to provide adequate support to participate in the educational program and complete assigned work.

Return Policy for Materials Content & Community Providers (CCPs)

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

Cancellation Policy

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

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

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

Backordered Items

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

Ordering Deadline

April 7th, 2023 is the deadline for the parents to get PO requests submitted for review. ToRs will submit all approved orders requests no later than April 28th, 2023. After the deadline, no purchase orders can be submitted. IFs do not roll over from year to year. If the IFs are not used by the deadline, the parent will no longer have access to them.

Work Permits

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

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

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

General Work Permits:

All students under 18 years of age that would like to obtain a work permit shall follow these directions (not for Entertainment Work Permits, see the directions below for Entertainment Work Permits).

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

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

Entertainment Work Permits:

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

- Minimum time for authorized work permits is 4 weeks.

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

School Policies, Procedures & Regulations

School Safety Plan

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

School Communication Responsibilities

It is pertinent that we are able to communicate effectively with our families due to the remote nature of our school. The school requires that all parents reply to communication from Excel Academy staff and Teachers of Records within 48 hours (2 business days). We also require 24 hours notice in the event a parent must cancel an Excel Academy appointment, including but not limited to: LP meetings, IEPs, SPED provider appointments, and Student Success Team (SST) meetings. Please note: Students are allowed two changes to appointments per school year before being subject to a PIN. Additionally, if a student/parent cannot be reached by Excel Academy staff for 10 business days or more, an evaluation will take place to determine whether it is in the best interest of the pupil to remain in independent study. If the evaluation finds that it is not in the student's best interest to remain in independent study, the student may be involuntarily withdrawn. (Please refer to Outline of Responsibilities that May Result in Involuntary Withdrawal section for further details).

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

other emergencies will be reported to the Director who will find suitable alternatives for assistance.

Email Accounts

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

Excel Academy offers student email accounts for those who need one. This email account will be available to the student as long as they are enrolled at Excel Academy. Please go to your Teacher of Record to request an email account and he/she will contact the Operations Coordinator to get it set up. For another option, students who need a separate email account from their parents/guardians can sign up for a free account with Yahoo, Gmail, or Hotmail. Please note, however, that Excel Academy does not have any relationship with these third parties, and it is not responsible for the availability or content of marketing or other materials on the above third parties' websites. The providers of the websites may discontinue their free programs at any time at their discretion.

Phone and Text Communication

Social Media and Instant messaging Communication by phone or text/instant messaging should be only for urgent matters and only during the hours of operation (Monday-Friday 8:00 am-4:30 pm.) All informational communication by the school will be through email, the Excel Academy website, and/or social media.

Tone of Contact

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

Authorized Contacts

At the time of enrollment, a student's parent/guardian is asked to approve any contacts that have authorization to receive performance information about the student. Individuals with authorization are responsible for maintaining current contact information with the school. In accordance with FERPA law, school officials are only authorized to speak to parents/guardians

that are listed at the time of enrollment and who possess educational rights. The Registrar should be notified of any changes in custody or educational rights immediately.

Academic Integrity Policy

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

Definition of Plagiarism, Including Academic Dishonesty

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

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

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

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

The above examples represent examples of plagiarism and/or academic dishonesty. Whether a student copies something word-for-word or rephrases the ideas of another student and/or

writer without properly acknowledging the source, both constitute examples of plagiarism. Excel Academy recognizes the accessibility of information and online sources. It is therefore imperative for students to review plagiarism and ensure steps to avoid the use of plagiarism in their writing assignments.

Process for Addressing Incidents of Academic Dishonesty

First incident:

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

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

Second incident:

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

- The ToR will confirm the student plagiarized or has been academically dishonest.
- If confirmed, the student will receive an F/zero on the assignment in question. The student will correct the mistake without a grade increase. The zero for the assignment will remain.
- A meeting with ToR, parent, and school administration will be scheduled to explain the severity of the issue, to provide additional support, and to warn student that they will be required to retake the course with a passing grade to receive credit for the course.
- Student will be issued a BIP if this is a second occurrence of either plagiarism or academic dishonesty.

Third incident:

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

- The ToR will confirm the student plagiarized or has been academically dishonest.
- If confirmed, student will receive an F/zero for the course they plagiarized.
- A meeting with ToR, parent, and school administration will be scheduled.

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

Grievance Procedure:

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

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

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

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

Excel Academy's Parent Proctoring Policy

Excel Academy considers academic honesty and integrity to be one of its highest values. Assessments are an integral part of the individualized learning plan for all students. It is critical that all assessments are completed ***independently*** in order to identify areas of strength and

any potential learning gaps. The purpose of this policy is to create and maintain ethics and integrity in all academic endeavors. Our intent is to provide our students and parents/guardians with guidelines to understand what is and is not acceptable when proctoring at-home assessments.

Cheating (Definitions of Cheating)

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

Testing Dishonesty in Grades TK - 6

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

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

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

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

Accommodations for Students with IEPs or 504 Plans

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

Internet/Computer System Acceptable Use Policy (AUP)

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

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

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

All computer equipment, programs, supporting materials, and peripherals of any nature which the student receives from the school are loaned to the student for educational purposes only and belong to the school. As a condition of receiving and using any such equipment, the student and parent/guardian acknowledge that there is no right or expectation of privacy whatsoever related to the student's use of such equipment. The school retains the right to monitor, at all times, internet/computer activity accessed by this equipment, review any material stored in files on such equipment, and edit or remove any material which the school staff, in its sole discretion, believes violates the above standards, and terminate the Internet/Computer Agreement of any persons violating the conditions set forth in this policy.

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

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

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

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

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

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

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

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

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

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

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

Consequences of Non-compliance

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

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

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

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

Student Freedom of Speech / Expression

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

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

Students’ freedom of expression shall be limited as allowed by Education Code Section 48907, and other applicable state and federal laws. Students are prohibited from making any expressions or distributing or posting any materials that are obscene, libelous, or slanderous. Students also are prohibited from making any expressions that so incite students as to create a clear and present danger of the commission of unlawful acts at school-sponsored activities or events, the violation of school rules, or substantial disruption of the school’s orderly operation. The use of “fighting words” or epithets is prohibited in those instances where the speech is abusive and insulting, rather than a communication of ideas, and the speech is used in an aggressive or abusive manner in a situation that presents an actual danger that it will cause a breach of the peace. A student shall be subject to discipline for out-of-school expression, including expression on internet websites, when such expression poses a threat to the safety of other students, staff, or school property, or substantially disrupts the educational program.

Civility Policy

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

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

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

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

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

1. **Communicate** - The party experiencing the uncivil behavior will communicate that the behavior is not civil and uncivil behavior must cease immediately.
2. **End Activity/Meeting** - If the uncivil party fails to correct the uncivil behavior as directed, the affected party shall end the activity/meeting.
3. **Referral** - The reporting party shall refer the situation to the school administration with a written summary of the uncivil behavior and how he/she responded.

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

Bullying Policy

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

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

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

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

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

Substance Abuse

Excel Academy does not tolerate the illegal use, possession, or sale of drugs, alcohol, tobacco, or related paraphernalia by students while engaged in school-sponsored educational activities or events. School administrators are required to take immediate action to prevent, discourage, and eliminate the illegal use, possession, or sale of drugs, alcohol, tobacco, or related paraphernalia while engaged in school-sponsored educational activities or events. Students found in violation will receive a BIP and are subject to discipline, up to and including suspension and/or expulsion.

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

Child Abuse Reporting

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

Independent Study Policy

Excel Academy Charter Schools, which operates Excel Academy Charter School – Helendale and Excel Academy Charter School – Warner (collectively, “EACS” or “Charter School”) offers independent study to meet the educational needs of all students enrolled in the Charter School. Independent study is an optional educational alternative in which no pupil may be required to participate and is designed to teach the knowledge and skills of the core curriculum. EACS shall provide appropriate existing services and resources to enable students to complete their independent study successfully.

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

1. For students in all grade levels offered by the Charter School, the maximum length of time that may elapse between the time an assignment is made and the date by which the student must complete the assigned work shall be twenty (20) school days.
2. An evaluation shall be completed to determine whether it is in the best interest of the student to remain in the independent study under the following circumstances:
 - a. In the event that a student misses three (3) assignments during any period of twenty (20) school days.
 - b. In the event the students educational progress falls below satisfactory levels as determined by the Charter School Satisfactory Educational Progress Policy and procedure which considers All of the following indicators:
 - i. The pupils' achievement and engagement in the independent study program, as indicated by the pupils' performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code 52060(d) paragraphs (4) and (5).
 - ii. The completion of assignments, assessments or other indicators that evidence that the pupil is working on assignments.
 - iii. Learning required concepts as determined by the supervising teacher.
 - iv. Progress toward successful completion of the course of study or the individual course, as determined by the supervising teacher.

The evaluation will be documented in the attendance record and learning record documents and will be maintained as mandatory interim student record which shall be maintained for a period of

three years from the date of evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to the school.

3. The Charter School shall provide content aligned to grade level standards that is substantially equivalent to in-person instruction. For high school grade levels this shall include access to all courses offered by the Charter School for graduation and approved by the UC or CSU as creditable under the A-G admissions criteria.

4. The Charter School has adopted tiered reengagement strategies for the following:

- a. Pupils not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks of a local educational agency's approved instructional calendar;
- b. Pupils found not participatory in synchronous instructional offerings for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span;
- c. Pupils who are in violation of the written agreement pursuant to Education Code 51747(g).

These procedures shall include local programs intended to address chronic absenteeism, as applicable, with at least all of the following:

- a. Verification of current contact information for each enrolled pupil;
- b. Notification to parents or guardians lack of participation within one school day of the recording of a non-attendance day or lack of participation;
- c. A plan for outreach from the school to determine pupil needs including connection with health and social services as necessary;
- d. A clear standard for requiring a pupil-parent-educator conference to review a pupil's written agreement, and reconsider the independent study program's impact on the pupil's achievement and well-being, consistent with the policies adopted pursuant to paragraph (4) of subdivision (g) of Education Code Section 51747.
- e. An Attendance Intervention Meeting (AIM) will be held once a student receives a second Progress Improvement Notification (PIN) to determine if it is in the best interest of the student to remain in independent study. The meeting shall include a review of the pupil's written master agreement, and reconsideration of the independent study program's impact on the pupil's achievement and well-being. If the student and parent/guardian elect to stay enrolled, the team will develop an agreement to help support the student to make satisfactory educational progress,

including additional resources and supports.

- f. If the student continues to make unsatisfactory educational progress, then a third Progress Improvement Notification (PIN) will be given and an internal evaluation will be conducted to determine whether it is in the best interest of the student to remain in independent study. If the evaluation finds that it is not in the student's best interest to remain in independent study, the student may be removed in accordance with the process outlined in Board Policy 6115 on Attendance, Progress Notification (PIN) and Involuntary Withdrawal.

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

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

6. The following plan shall be utilized to transition pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days: the Charter School will assist the student and family with enrollment in the school district of residence.

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

- a. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a pupil's

parent or guardian regarding a pupil's academic progress.

- b. The objectives and methods of study for the student's work, and the methods utilized to evaluate that work.
- c. The specific resources, including materials and personnel, which will be made available to the student. These resources shall include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.
- d. A statement of the policies adopted herein regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed prior to an evaluation of whether or not the student should be allowed to continue in independent study.
- e. The duration of the independent study agreement, including beginning and ending dates for the student's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.
- f. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion.
- g. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
- h. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no student may be required to participate. The student will always be eligible to return to his/her school district. The Charter School will assist with the transition of pupils whose families wish to return to in person instruction from independent study expeditiously, and, in no case, later than five instructional days.
- i. In the case of a student who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the student through independent study only if the student is offered the alternative of classroom instruction.
- j. For a pupil participating in an independent study program that is scheduled for more than 14 school days, each written agreement shall be signed, prior to the

commencement of independent study, by the student, the student's parent/guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. Beginning in the 2022–23 school year, for a pupil participating in an independent study program that is scheduled for less than 15 school days, each written agreement shall be signed within 10 school days of the commencement of the first day of the pupil's enrollment in independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of Division 11 of the Family Code.

- i. Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education, that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.

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

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

Outline of Violations that May Result in Involuntary Removal

Attendance

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

Since our schools are non-classroom-based instructional programs, ADA is calculated based on the work completed by the student on school days and submitted by the due dates established in the independent study Master Agreement. The assigned teacher subsequently assesses the student’s work to determine whether the time value ascribed to the assigned educational activities amount to a full day of attendance. It’s important to stick to a regular work schedule/calendar so your student can clearly identify daily engagement each school day in required educational activities to an extent sufficient to constitute at least one day of time value. When determining the time value of a student’s work, the teacher will consider each student individually and may adjust the assignments accordingly.

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

Behavior

Excel Academy takes behavior violations seriously and will not tolerate inappropriate behavior. Students who cheat, cause disruption in Excel Academy classes or events, use inappropriate language, demonstrate dishonesty, or plagiarize will receive a Behavior Improvement Plan (BIP) and are subject to consequences such as failing a class. Repeat offenses of these violations may result in involuntary withdrawal.

A student may be suspended or expelled for prohibited misconduct if the act is related to school

activity or school attendance occurring at any time. A list of these offenses are outlined in Education Code Section 48900 et seq., and are detailed in Excel Academy's charter petition.

Governing Board Policies

In addition to attendance, the parent and student must abide by all board approved policies.

These policies include, but are not limited to:

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

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

Acknowledgement Of Responsibilities (Personalized Path)

I, the student, agree to:

- The terms as outlined in the Master Agreement.
- Complete coursework as outlined in the Master Agreement and as assigned by the credentialed Teacher of Record (ToR).
- Conduct myself in a respectful, responsible, and safe manner at all Excel Academy functions, including virtual forums. I understand that my participation in school functions is a privilege which can be revoked if my behavior is not acceptable.
- Attend all required meetings scheduled throughout the school year. If virtual, attend the meeting with my camera on and engage with those in the meeting.
- Arrive promptly and come prepared to each Learning Period (LP) meeting with the body of work assigned by your ToR in the pacing guide/AWR. The work should be complete and legible, with clear feedback/grades provided.
- Complete intervention requirements (WIN, ELD, and other), if assigned.
- Complete English Language Development (ELD) curriculum, if assigned.
- Stay on pace to complete my assignments each week. Should I need additional support, request it from my ToR.
- Complete all required assessments, including the following: CAASPP (ELA, math, and science) , i-Ready Diagnostic Assessments, grade-level paper/pencil benchmark assessments, Physical Fitness Testing (PFT), Initial and Summative ELPAC assessments, Algebra 1 Readiness Assessment (students entering Algebra I only), intervention assessments, and course assessments.
- Participate in a full academic school day, with the following average hours as guidelines: Tk-K: 4 hour school day, Grades 1st -8th 5 hour school day, Grades 9th-12th 6 hour school day

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

I, the parent/guardian agree to:

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

- Support my student in completing intervention requirements (WIN or other), if assigned.
 - Failure to complete interventions for a period of 5 school days or more, can result in a PIN.
 - Complete mandated school-wide assessments such as: CAASPP (ELA, math, and science), i-Ready Diagnostic Assessments, grade-level paper/pencil benchmark assessments, PFT, Initial and Summative ELPAC assessments, Algebra 1 Readiness Assessment (students entering Algebra I only), intervention assessments, and course assessments.
- Provide Excel Academy with in-progress grades if my student enrolls 20 days or more after the start of the semester and understand that in progress grades will be combined with grades earned at the previous school to award the final semester grade.
- Conduct myself in a respectful, responsible, and safe manner at all Excel Academy functions. I understand that my participation in school functions is a privilege which can be revoked if my behavior is not acceptable.
- Provide transportation to my student's scheduled meetings and school assessments.
- If my student is a designated English Learner, the student will complete the ELD curriculum and ELPAC (English Learner Proficiency Assessments for California), as required by law.
- If my student uses instructional funds for tutoring services, the tutor input does not supersede my responsibility for the day-to-day instruction and progress monitoring of my student.
- Acknowledge and understand approved PO requests for VCI courses/classes are approved for participation only on instructional days during the current school year.
- Request support from my student's assigned ToR when needed.
- High school students or students taking high school-level coursework must actively attempt and complete at least 25 credits per semester (20 credits at Excel Academy if the student is participating in concurrent enrollment).
- Upon disenrollment, involuntary withdrawal, or the designated due date, all school purchased materials will be returned to Excel Academy. All materials are the property of Excel Academy and are on loan to the student while enrolled at Excel Academy. If any materials are damaged or lost, I may be required to pay the full replacement costs of such items.
- The charter school has an obligation to provide a Free Appropriate Public Education (FAPE) to every student with an Individualized Education Program (IEP). If my student has an IEP and does not access the special education and related services as outlined in the IEP, the charter school will contact me to schedule an IEP team meeting. The IEP team will discuss the reasons for missed or canceled sessions as they relate to the students unique needs. Parent participation is expected to address the students' access to necessary supports and services.

** Teacher of Record responsibilities are outlined in the Student/Parent Handbook*

We, the undersigned, read, understand, and agree to comply with all agreements and policies located in the parent/student handbook.

We, the undersigned, read, understand, and voluntarily agree to the terms and conditions of this Independent Study Acknowledgement of Responsibilities Agreement. Our signatures below indicate that we understand and accept our responsibilities in relation to this document.

Acknowledgement Of Responsibilities (Virtual Path)

I, the student, agree to:

- The terms as outlined in the Master Agreement.
- Complete coursework as outlined in the Master Agreement and as assigned by the credentialed teacher.
- Attend all required classes, conferences and meetings scheduled throughout the school year with my camera on and engage with those present in the meeting. Arrive promptly and come prepared each school day to submit or complete assignments as directed by the classroom teacher. Submitted work should always be complete and legible.
- Complete intervention requirements (WIN, ELD, and other), if assigned.
- Complete English Language Development (ELD) curriculum, if assigned.
- Stay on pace to complete my assignments each week. Should I need additional support, request it from my teacher.
- Complete all required assessments, including the following: CAASPP (ELA, math, and science) , i-Ready Diagnostic Assessments, grade-level paper/pencil benchmark assessments, Physical Fitness Testing (PFT), Initial and Summative ELPAC assessments, Algebra 1 Readiness Assessment (students entering Algebra I only), intervention assessments, and course assessments.
- Participate in a full academic school day, with the following average hours as guidelines: Grades 1st -6th 5 hour school day.
- Conduct myself in a respectful, responsible, and safe manner at all Excel Academy functions. I understand that my participation in school functions is a privilege which can be revoked if my behavior is not acceptable.

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

I, the parent/guardian agree to:

- Prompt, timely, and effective communication with my child's teacher within 24-48 hours school days of being contacted.

- Provide any necessary documentation or information to the school in order to record attendance in compliance with applicable law.
- Provide the school with all required documentation for continued enrollment, such as proof of residency.
- The daily support of the monitoring, verification, and assessment of all subjects/courses outlined in the Master Agreement.
- Attend two scheduled conference meetings at a mutually agreed upon time and location with all necessary paperwork.
- Be responsible for supporting the adequate academic progress of my student as determined by the teacher. Provide submitted work samples, upon request of the teacher or administrative staff at Excel Academy.
- Attend all scheduled meetings throughout the school year as scheduled by the teacher and/or staff at Excel Academy. If a make-up meeting is scheduled by the parent/guardian, it needs to take place within 5 school days of the original meeting. Parents/guardians that reschedule more than twice per calendar year may be subject to a Progress Improvement Notification (PIN).
- Attend all required school meetings with the student, including but not limited to, conferences, , SST, 504 Plan, etc., on time and as scheduled, notifying school personnel at least 24 hours prior if cancellation or change is necessary.
 - When any school meeting is held virtually, I agree to show my face and my student's face on camera during the meeting.
 - Utilize the lessons and resources provided by the teacher. The teacher will base the amount of learning that took place during the Learning Period (LP) from participation and work completed.
 - Failure to do so for a period of 5 school days or more, may result in a Progress Improvement Notification (PIN).
- Monitor my student's behavior in all school related classes or activities.
- Support my student in completing intervention requirements (WIN or other), if assigned.
 - Failure to complete interventions for a period of 5 school days or more, can result in a PIN.
 - Complete mandated school-wide assessments such as: CAASPP (ELA, math, and science), i-Ready Diagnostic Assessments, grade-level paper/pencil benchmark assessments, PFT, Initial and Summative ELPAC assessments, Algebra 1 Readiness Assessment (students entering Algebra I only), intervention assessments, and course assessments.
- Provide Excel Academy with in-progress grades if my student enrolls 20 days or more after the start of the semester and understand that in progress grades will be combined with grades earned at the previous school to award the final semester grade.
- Conduct myself in a respectful, responsible, and safe manner at all Excel Academy functions. I understand that my participation in school functions is a privilege which can be revoked if my behavior is not acceptable.

- Provide transportation to my student's scheduled in person meetings and in person school assessments.
- If my student is a designated English Learner, the student will complete the ELD curriculum and ELPAC (English Learner Proficiency Assessments for California), as required by law.
- If my student uses instructional funds for tutoring services, the tutor input does not supersede the day-to-day instruction by the teacher or parent support provided to monitor progress.
- Request support from my student's assigned teachers as needed.
- Upon disenrollment, involuntary withdrawal, or the designated due date, all school purchased materials will be returned to Excel Academy. All materials are the property of Excel Academy and are on loan to the student while enrolled at Excel Academy. If any materials are damaged or lost, I may be required to pay the full replacement costs of such items.
- The charter school has an obligation to provide a Free Appropriate Public Education (FAPE) to every student with an Individualized Education Program (IEP). If my student has an IEP and does not access the special education and related services as outlined in the IEP, the charter school will contact me to schedule an IEP team meeting. The IEP team will discuss the reasons for missed or canceled sessions as they relate to the students unique needs. Parent participation is expected to address the students' access to necessary supports and services.

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

We, the undersigned, read, understand, and agree to comply with all agreements and policies located in the parent/student handbook.

We, the undersigned, read, understand, and voluntarily agree to the terms and conditions of this Independent Study Acknowledgement of Responsibilities Agreement. Our signatures below indicate that we understand and accept our responsibilities in relation to this document.

Progress Improvement Notification Procedures

Excel Academy cares deeply about supporting all students in their academic path, and issues Progress Improvement Notifications (PINs) when a student is out of compliance. A PIN serves as a follow-up to address any areas where your student may need additional support

First Progress Improvement Notification (PIN)

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

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

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

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

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

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

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

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

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

Third Progress Improvement Notification (PIN) - Internal Evaluation

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

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

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

Behavior Improvement Plan Procedure

Excel Academy will issue a Behavioral Improvement Plan for a student if they violate Excel Academy's behavioral standards. The consequence of violating these behavioral standards as outlined in the BIP, may lead to suspension or involuntary withdrawal from Excel Academy.

For students who commit violations such as dishonesty, cheating, disruption, and inappropriate language, a BIP will be issued with consequences individually designed to help restore the individual student back into good standing with the school. These include but are not limited to a family meeting with the Teacher of Record and Administration, reflecting on the violation, writing a letter of apology, rewriting an assignment in question, removal from extra-curricular opportunities, removal from the National Honor Society, and/or an in-school suspension.

For students who commit plagiarism, the first offense will result in a zero on the assignment until the behavior is corrected. For the second offense, the student will receive an F/zero on the assignment in question. The student will correct the mistake without a grade increase. The zero for the assignment will remain. For the third offense, the student will be removed from the class and will receive an F in the course. If a student earns an F in a course that is required for graduation, then they will be required to repeat this course for credit. Any subsequent offenses will be dealt with in a case-by-case manner.

Violations that may result in suspension or immediate involuntary withdrawal are included in the school's charter petition.

Excel Academy has reviewed Education Code Section 48900 et seq., which describes the list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 et seq. The Charter School is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the Policy is violated, it may be necessary to suspend or expel a student from regular instruction. This policy shall serve as EACS's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. EACS staff shall enforce disciplinary rules and procedures fairly and consistently among all students.

Involuntary Withdrawal

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

include the charges against the student and an explanation of the student's basic rights including the right to request a hearing before the effective date of the action.

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

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

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

Special Education Students

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

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

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

Suspension/Expulsion Procedures

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

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

Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.
2. Parents or eligible students should submit to the program lead/director a written request that identifies the records they wish to inspect. The program lead/director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
4. Parents or eligible students who wish to ask the school to amend a record should write the program lead/director, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
5. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
6. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. For this purpose, a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct

control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that processes FERPA complaints are:

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

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

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the CDE. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures

of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38.
- To organizations conducting studies for, or on behalf of the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- Information the school has designated as "directory information" under §99.37.

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

Examples include:

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

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

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

- Name

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

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

Title IX Notice of Nondiscrimination

Excel Academy is committed to providing an educational and work environment that is free from discrimination and harassment, including discrimination and harassment based on any protected category, and an environment free from retaliation for participation in any protected activity covered by this policy. EA will ensure equal rights and opportunities in accessing education programs, activities, and facilities and prohibits discrimination or harassment based on the following categories: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act of the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. In addition, EA prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

Megan Anderson, Human Resources Specialist
1 Technology Ste. i-811, Irvine CA 92618
Ph: 949-387-7822
manderson@excelacademy.education

Annual Notice of Uniform Complaint Procedures

Excel Academy has the primary responsibility for compliance with federal and state laws and regulations for students who attend our schools. We have established Uniform Complaint

Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

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

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

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

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

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

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

Corrie Amador, Director of Human Resources
100 E. San Marcos Blvd, Ste 350

San Marcos, CA 92069
Ph: (760) 494-9646
camador@cccs.education

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

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

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

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

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

Parent Liability for Student Conduct

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

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

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

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

Suicide Prevention Policy

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

School Counselors:

Rebecca Metoyer- rmetoyer@excelacademy.education PH: (714) 367-6749

Noell Scott - nscott@excelacademy.education PH: (949) 382-1198

Lisa Durham - ldurham@excelacademy.education PH: 949-774-5799

Melissa O'Dell - modell@excelacademy.education PH: 949-774-6293

Please click the link to view:

[Suicide Prevention Policy](#)

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

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

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. At the beginning of each school year, an informational pamphlet will be provided to each student's parent or guardian. It is the responsibility of each student's parent or guardian to review this information with him or her. If parents or guardians have any questions about the material, they can contact the school's appointed suicide prevention liaisons, Noell Scott & Rebecca Metoyer.

2. The school has a designated Crisis Team who provides appropriate resources and support to students, & families in crisis.
 3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
 4. Students will have access to county & national resources which they can contact for additional support, such as:
 - ❖ [Mental Health Resources by County](#)
 - ❖ [The National Suicide Prevention Lifeline](#) –1.800.273.8255 (TALK),
 - ❖ The Trevor Lifeline – 1.866.488.7386, [The Trevor Project](#)
- All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
 - Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

Title I

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

[School-Parent Compact](#)

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

[Parents Right to Know Letter](#)

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

[Parent and Family Engagement Policy](#)

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

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

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

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

Tamara Murphy, Intervention Coordinator

Ph: 949-447-6006

tmurphy@excelacademy.education

McKinney-Vento Information

If you qualify as homeless based on the McKinney-Vento definition below and would like support, please contact your ToR or email our Intervention Coordinator, Tamara Murphy at tmurphy@excelacademy.education.

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

Definition of Homeless:

The California Department of Education states that the McKinney-Vento Act defines homeless children and youth as individuals who lack a fixed, regular, and adequate nighttime residence.

This definition also includes:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Children and youth who may be living in motels, hotels, trailer parks, shelters
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, or
- Migratory children who qualify as homeless because they are children who are living in similar circumstances listed above

Homeless Students' Rights

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

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

Parent Advisory Committee

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

- Curriculum/Instruction/Assessment
- Community Connection and Events
- Fundraising and Grants
- School Program Development

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

Excel Academy believes that active parent, student, and employee participation in school operations will help foster the sustainability of our school. The PAC will play an important role in making Excel Academy even more responsive to staff, student, and parent needs and provide for continual improvement. This ensures that Excel Academy staff members practice open and positive communication with families. To that end, we welcome any inquiries into parent

participation in the committee. Please reach out to community@excelacademy.education to inquire how to become involved.

English Learner Advisory Committee

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

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

School Site Council

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

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

1. Oversee the School Plan for Student Achievement (SPSA).
2. Act as an advisory board related to various school goals and student learner outcomes.
3. Provide ongoing review and modifications to the SPSA.
4. School budget, including the LCAP
5. Evaluate the progress made toward academic goals and student achievement.
6. Promote trust in school decisions that benefit all Excel Academy students.

The SSC consists of:

- Excel Academy's Executive Director
- Teachers of Record
- non-teacher staff members
- parents
- students

School Calendar



Excel Academy Charter Schools 2022 - 2023 Academic Calendar

July						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

August						
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30	31					

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27	28	29	30			

December						
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January						
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29	30	31				

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28	29	30	31			

June						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

LPs	Dates	Days
1	9/1 - 9/23	16
2	9/26 - 10/21	20
3	10/24 - 11/18	19
4	11/28 - 1/16	15
5	12/19 - 1/27	18
6	1/30 - 2/24	18
7	2/27 - 3/24	20
8	3/27 - 4/28	15
9	5/1 - 5/26	20
10	5/29 - 6/9	14
Total		175

- school holidays
- end of semester
- P1/P2 attendance
- Pali 10/21-10/23
- All staff meetings
- Graduation TBD
- Spelling/Geo Bee TBD
- Tech Day Potential**
- testing dates TBD

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

Translation in primary language can be provided upon request.

EXCEL ACADEMY CHARTER SCHOOL

Agenda Item:

Date: October 13, 2022

	Correspondence/Proposals/Reports
X	Consent Agenda
	Business/Financial Services
	Education/Student Services
X	Personnel Services
	Curriculum
	Policy Development

Item Requires Board Action: X_____

Item is for Information Only:

Item: Approval of Job Descriptions

Background:

Item: Approval of Non-school event agreement

Background: Excel Academy high school students periodically are invited to attend non-Excel Academy events such as Homecoming or other school functions. Although our students sign an agreement for appropriate behavior with the other school, we want them to understand that this agreement is binding on both sides. Excel Academy requires a minimum GPA as well as a good behavioral student record in order to attend. This is particularly important for incoming new students for whom we do not have any prior knowledge. This non-school event agreement will remind both students and parents about the behavioral expectations while attending non-Excel Academy events. Ultimately, we want our students to be shining examples of the high standards we hold for all of our students.

Item: Approval of School Safety Plan

Background: Excel Academy Charter School's School Safety Plan highlights the policies and procedures in place to protect and guide students and staff in dangerous situations. Following all local and state regulations and compliance all annual updates have been reflected.

Coversheet

Approval of Zoom License Renewal

Section: XIII. Business/Financial Services
Item: A. Approval of Zoom License Renewal
Purpose: Vote
Submitted by:
Related Material: Zoom Quote.pdf

BACKGROUND:

The Zoom platform serves a variety of purposes at Excel Academy Charter schools, including but not limited to:

- Virtual Excel Teacher Led classes
- Virtual Path Classes and Check-ins
- Virtual Learning Period Meetings
- Cabinet and Staff Meetings
- Intervention Meetings
- Parent Webinars

These licensed accounts allow staff members the freedom to have up to 300 individuals in their meeting, breakout rooms, and more.

RECOMMENDATION:

It is recommended the Board approved the Zoom License Renewal as presented.



ZOOM MEETINGS

Zoom Meetings Education

QTY	SUBSCRIPTION PERIOD	SERVICE EFFECTIVE DATE	STATUS
121	Annual	Oct 22, 2021	Active

[Edit Current Plan](#) [Cancel Plan](#) ⓘ

NEXT INVOICE DATE: Oct 22, 2022
NEXT INVOICE AMOUNT: \$6,050.00

Coversheet

Approval of Charter Asset Management Fund L.P. Loan Final Payment and Close-Out

Section: XIII. Business/Financial Services
Item: B. Approval of Charter Asset Management Fund L.P. Loan
Final Payment and Close-Out
Purpose: Vote
Submitted by: Joe Sorrera
Related Material: CAM Term Sheet.pdf

BACKGROUND:

On July 26, 2021, EACS opened a Revolving Line of Credit with Charter Asset Management Fund, L.P. in the amount of \$4,500,000. As of October 13, 2022, the outstanding balance on the loan is in the amount of \$1,123,772.22. The Revolving Line of Credit has the following terms.

- 10.85% Annual Interest Rate (Prime + 4.60%)
- 1% Anniversary Fee
- 0.35% Unused Line Fee
- 0.50% Second Year Early Termination Fee

Currently, EACS has a cash balance of \$4,525,202.19, and can afford to pay off the loan, \$3,4014,429.97.

RECOMMENDATION:

It is recommended the Board approve the Charter Asset Management Fund L.P. loan final payment and close-out as presented.

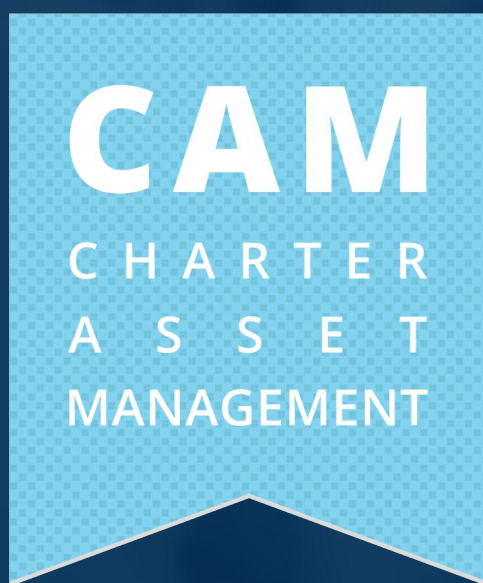
Fiscal Impact:

Approximate Annual Savings in Interest and Fees of \$165,750.

The Cash Balance will be reduced by \$1,123,772.22 plus accrued interest and fees.



Excel Academy Charter School Revolving Line of Credit Term Sheet



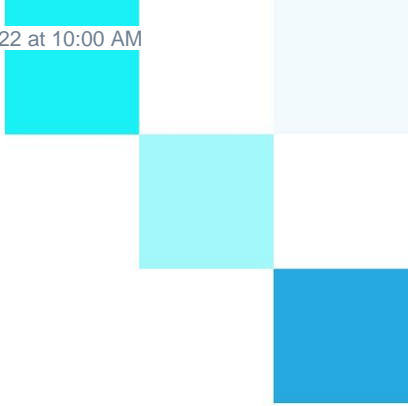
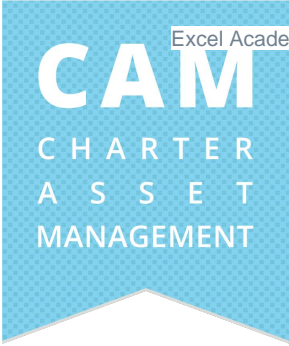
About CAM

Charter Asset Management (CAM) provides charter schools and charter school networks with funding via receivables factoring, term loans, and revolving lines of credit.

CAM's mission is to help charter schools reach their full potential via sound lending and investing practices. Since 2012, Charter Asset Management has provided over \$900 million in funding to charter schools and charter school networks nationwide. We strive to be the best source of capital for charter schools.

National Leader in Charter School Financing





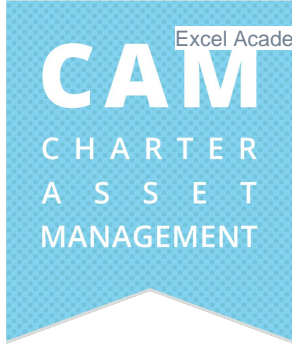
Highlights & Strengths

CAM has provided charter schools and charter school networks with more than \$900 million in funding since its inception.

CAM recently opened a \$10 million revolving line of credit with Rocketship Education in California.

CAM Strengths:

- Expertise:** CAM knows charter schools. Our team has extensive experience working with charter school networks, understands their many unique challenges, and is dedicated to finding meaningful solutions.
- Collaboration:** CAM collaborates with charter schools to provide bespoke funding solutions and works proficiently around existing bonds or planned long-term financings.
- Flexibility:** CAM provides charter schools with flexible capital. We are not a bank and will not require depository business as a part of our relationship with clients.
- Speed:** Our agility as an organization allows us to issue a proposal, conduct due diligence, and fund in an expedited manner.



CAM Term Sheet

July 26, 2021

Ms. Heidi Gasca
 Executive Director
 Excel Academy Charter School
 CC: Yvette Spendler, Kurt Madden
 1 Technology Drive, Irvine, CA 92618

Dear Ms. Heidi Gasca,

Charter Asset Management Fund, L.P. ("Lender") appreciates this opportunity to expand our relationship with Excel Academy Charter School, Inc. ("Borrower"). We would like to propose the following terms and conditions for the credit facility under discussion. Please note that this term sheet (this "Term Sheet") is not intended to constitute a commitment or offer to lend on the part of the Lender, but to summarize for discussion purposes the credit accommodation that we are interested in considering. The Lender's proposal to make credit facilities available is subject to the final approval by Lender and will be evidenced by definitive financing documentation, which shall include a definitive senior secured credit and security agreement and related collateral, security and ancillary documentation (collectively, the "Financing Documents"). Notwithstanding the foregoing, other than as expressly set forth below, no provision in this Term Sheet shall constitute a binding and legally enforceable agreement between the parties.

Borrower	Excel Academy Charter School, Inc. ("Borrower")
Lender	Charter Asset Management Fund, L.P. ("Lender")
Credit Facility	Revolving Line of Credit
Amount	\$4,500,000.00
Purpose	General Working Capital Needs
Term	September 1, 2021 - August 31, 2023
Closing Date	Negotiable; Targeting September 1, 2021
Annual Interest Rate	7.85% (Taxable Fixed Rate) for Year 1 Prime + 4.60% (Taxable Variable Rate) for Year 2
Closing Fee	1.50% of full line amount payable at closing; from cash or funded with proceeds
Anniversary Fee	1.00% of full line amount payable at each anniversary thereafter

Unused Line Fee	0.35% applicable to any undrawn amount of the Line
Legal Fee	\$10,000 payable at closing with any balance due on final invoice payable post-closing
Good Faith Deposit	\$10,000 applied as credit toward closing costs and expenses
Minimum Balance	\$1,125,000 until June 30, 2022 and \$1,000,000 thereafter to maturity
Early Termination	1.00% of the Revolving Line of Credit amount if the facility is terminated during the first year of the Line and 0.50% if the facility is terminated during the second year.
Security & Structure	Revolving Line of Credit (“Line”) shall be structured to conform to Borrower’s applicable bond covenants and to other applicable requirements as set forth in the applicable bond documents.
Collateral	Lender will be provided a perfected first position security interest in all of the Borrower’s present and future assets, including intellectual property and general intangible assets including but not limited to first and exclusive position of all future state revenue. Borrower authorizes Lender to file UCC-1 financing statements and other necessary documents with UCC filing offices showing Lender as secured party and Borrower as debtor and covering all of the above-described collateral.
Repayment	Scheduled principal repayment of each principal draw on the Line will be in level monthly principal payments from the first month subsequent to draw through the maturity date of the Line. Interest on the outstanding principal balance is calculated based on the above Interest Rate as of the last business day of each month. Interest and principal are paid monthly pursuant to monthly loan statements. The outstanding Line principal balance may be paid down in part or in full at any time.
Dominion	All state and other payments to be intercepted and distributed by a designated trustee, control account or cash collateral account pursuant to a deposit account control agreement.
Sub-Facility	At Lender’s discretion, collateral may be augmented via a sub-facility of purchased accounts for a period of time.
Reserve Account	None Required
Covenants	Indebtedness to Revenue Ratio less than twenty (20) percent Enrollment variation less than negative five (5) percent
Banking Relationship	None Required

Audit

Lender will perform collateral audits prior to the credit facility closing and every six months thereafter or upon Lender's request. Audits will include but not be limited to confirmation that revenue streams available to Borrower are sufficient to meet the above Indebtedness to Revenue tests for the life of the Line.

Insurance

If applicable, Borrower is to provide evidence of full risk insurance covering all assets pledged to Lender and loss payable endorsement naming Lender as loss payee. Borrower is to provide Officers and Directors Insurance for all entities.

Offer Expiration

August 1, 2021

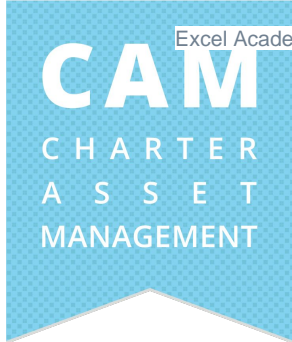
Reporting

Borrower will provide the following information:

- 1) On the last day of the following month: attendance figures, bank statement, balance sheet, YTD monthly income statement with actuals, and current AP aging list
- 2) Circa 7/31: board-approved budget
- 3) Circa 12/31: prior year audited financial statements, and P-1 ADA Report
- 4) Circa 4/30: P-2 ADA Report

Confidentiality

The parties agree that the existence and terms and provisions of this Term Sheet shall not be disclosed to any third party without the prior written consent of Lender and Borrower, except as may be (i) reasonably required to consummate the transactions contemplated hereby (provided that any persons receiving the information agree to the confidentiality restrictions contained herein), or (ii) required by law.



This Term Sheet is provided solely for the purpose described herein and may not be disclosed to or relied upon by any other party without the Lender's prior written consent. This Term Sheet is intended to form the basis for a discussion of a credit accommodation, and further negotiations adding to or modifying the general scope of the major terms shall not be precluded by the issuance of this Term Sheet. This Term Sheet is confidential and proprietary for the sole purpose of discussions between the parties hereunder.

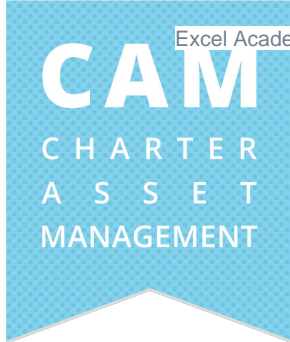
Lender reserves the right to issue press releases, advertisements, and other promotional materials describing any successful outcome of services provided on your behalf. The Borrower agrees that Lender shall have the right to identify the Borrower by name in those materials.

Whether or not the transaction contemplated herein is consummated, by your acceptance hereof: (a) you agree to reimburse Lender for all out-of-pocket expenses of Lender and all fees and disbursements of Lender's counsel (including the allocated costs of inside counsel) relating to the preparation of this Term Sheet and of the proposed financing documentation and to the transaction contemplated hereby and thereby, and (b) you agree to indemnify Lender, its affiliates, and their respective directors, officers and employees and to defend and hold Lender, its affiliates and such other persons harmless from and against all losses, claims, damages, liabilities and expenses (including expenses of litigation or preparation thereof) which Lender or any such affiliates or such other persons in connection with or arising out of the matters referred to herein, except for damages resulting from the gross negligence or willful misconduct of the Lender.

This Term Sheet shall be governed by, and construed in accordance with, the laws of the State of California. Each party hereto hereby irrevocably and unconditionally submits to the exclusive jurisdiction of any State or federal court located within the County of Los Angeles, State of California in respect of any suit, action or proceeding arising out of or relating to the provisions of this Term Sheet and the other transactions contemplated hereby and thereby and irrevocably agrees that all claims in respect of any such suit, action or proceeding may be heard and determined in any such court. The parties hereto agree that service of any process, summons, notice or document by registered mail addressed to you shall be effective service of process against you for any suit, action or proceeding relating to any such dispute. Each party hereto waives, to the fullest extent permitted by applicable law, every objection that it may now or hereafter have to the laying of the venue of any such suit, action or proceedings brought in any such court, and any claim that any such suit, action or proceeding brought in any such court has been brought in an inconvenient forum. A final judgment in any such suit, action or proceeding brought in any such court may be enforced in any other courts to whose jurisdiction you are or may be subject by suit upon judgment.

EACH PARTY HERETO HEREBY IRREVOCABLY WAIVES ANY AND ALL RIGHT TO TRIAL BY JURY IN ANY ACTION, PROCEEDING OR COUNTERCLAIM (WHETHER BASED ON CONTRACT, TORT OR OTHERWISE) ARISING OUT OF OR RELATING TO THIS TERM SHEET AND THE OTHER TRANSACTIONS CONTEMPLATED HEREBY AND THEREBY OR OUR ACTIONS IN THE NEGOTIATION, PERFORMANCE OR ENFORCEMENT HEREOF.

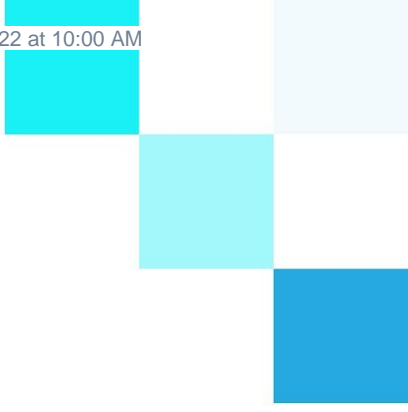
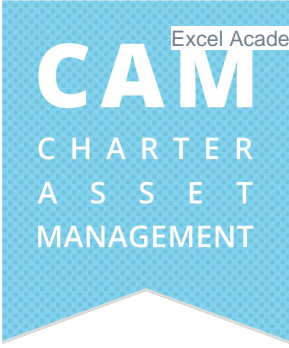
The expense reimbursement, confidentiality, indemnification, waiver of jury trial and governing law/forum provisions set forth herein shall remain in full force and effect regardless of whether the Financing Documents shall be executed and delivered and notwithstanding the termination of this Term Sheet; provided that your obligations under this Term Sheet (including under the expense reimbursement, confidentiality, indemnification, waiver of jury trial and governing law/forum provisions) shall automatically terminate and be superseded by your obligations under the corresponding provisions of the Financing Documents upon the initial funding thereunder.



If you are in agreement with the terms of the transaction as described in this term sheet, please sign and return a copy of this term sheet by August 1, 2021 along with a wire in an amount equal to \$10,000.00 to the following account pursuant to wire instructions below (the "Good Faith Deposit") to indicate your desire to proceed with the application for credit. The Good Faith Deposit will be applied toward Charter Asset Management's third-party reports and other expenses incurred in connection with this transaction, and if your request for a loan is not approved, any amounts remaining will be refunded. If the Credit Facility is approved, the Good Faith Deposit will be applied as a credit towards closing costs and expenses of Charter Asset Management, with any amounts remaining unpaid after such application being the responsibility of the borrower and shall constitute "Obligations" under the Loan Documents. In the event that the Credit Facility is approved substantially in accordance with the above-referenced terms and conditions, and not accepted by you, the borrower, within the required time period, then the Good Faith Deposit shall be retained by Charter Asset Management as liquidated damages.

Wire Instructions

Beneficiary Name:	Charter Asset Management Fund, L.P.
Bank Name:	Western Alliance Bank
Bank Address:	55 Almaden Blvd, San Jose, CA 95113
Account Number:	8445370650
IBAN:	N/A
SWIFT:	BBFXUS6S
ABA:	121143260



Borrower

Excel Academy Charter School, Inc. and affiliated schools

By:_____

Name: Ms. Heidi Gasca

Title: Executive Director

Dated:_____

Lender

Charter Asset Management Fund, L.P.

By: Charter Asset Management GP, LLC.

Its: General Partner

By:_____

Name: Paul Im

Title: Managing Partner

By:_____

Name: David Park

Title: Managing Partner

Proposed Timeline



**Revolving Line
of Credit Term
Sheet**

–

Today

**Proposal &
Agreements
Review**

–

1 month

**Agreements
Finalized &
Executed**

–

2 weeks

**Due Diligence &
Underwriting**

–

1 – 2 weeks

Financial Close

–

Negotiable



CAM

CHARTER
ASSET
MANAGEMENT



Thank You!

Your CAM Support Team

Paul Im - Managing Partner

Samson Jeng & Jonathan Yeh - Finance Department

General Inquiries:
(213) 335-6275

Email:
client.services@charterassetmanagement.com

Coversheet

Approval of KNN Public Finance Agreement for Municipal Advisory Services

Section: XIII. Business/Financial Services
Item: C. Approval of KNN Public Finance Agreement for Municipal
Advisory Services
Purpose: Vote
Submitted by:
Related Material:
Excel Academy Irvine Charter School KNN MA Contract_9-26-22 (1).pdf

BACKGROUND:

In an ongoing effort for the Charter School to be nimble in an ever-changing financial world, Excel Academy Charter School will require municipal advisory services in connection with its financing needs. Consequently, Excel Academy wishes KNN to provide administrative and strategic support and quantitative analysis in regard to prospective financings including, but not limited to, securing a line of credit, bank loan, issuance of bonds, certificates of participation, tax and revenue anticipation notes, bond anticipation notes, and lease financings. KNN represents that it is registered as a Municipal Advisor with the MSRB and SEC and is competent to provide financial advisory services to Excel Academy. KNN acknowledges that, under this Agreement, it has a fiduciary duty to Excel Academy-Irvine and agrees to act in Excel Academy-Irvine's best interest.



AGREEMENT FOR MUNICIPAL ADVISORY SERVICES

September 26, 2022

This agreement (“Agreement”) for municipal advisory services, dated as of September 26, 2022, is by and between Excel Academy-Irvine Charter School (“Excel Academy-Irvine”), located at 1 Technology Drive I-811, Irvine, CA 92618 and KNN Public Finance, LLC, a California limited liability company (“KNN”).

Recitals

WHEREAS, Excel Academy-Irvine will require municipal advisory services in connection with its financing needs.

WHEREAS, Excel Academy-Irvine wishes KNN to provide administrative and strategic support and quantitative analysis in regard to prospective financings including, but not limited to, securing a line of credit, bank loan, issuance of bonds, certificates of participation, tax and revenue anticipation notes, bond anticipation notes, and lease financings.

WHEREAS, KNN represents that it is registered as a Municipal Advisor with the MSRB and SEC and is competent to provide financial advisory services to Excel Academy-Irvine. KNN acknowledges that, under this Agreement, it has a fiduciary duty to Excel Academy-Irvine and agrees to act in Excel Academy-Irvine’s best interest.

WHEREAS, KNN represents that it is an Independent Registered Municipal Advisor (“IRMA”). If acting in the capacity of an Independent Registered Municipal Advisor (“IRMA”) with regard to the IRMA exemption of the SEC Rule, KNN will review all third-party recommendations submitted to KNN in writing by Excel Academy-Irvine.

WHEREAS, KNN proposes to provide the following financial planning services, bond program management services, and other financial advisory services to Excel Academy-Irvine throughout the duration of this Agreement.

Excel Academy Charter School
Agreement for Municipal Advisory Services
September 26, 2022
Page 2

Agreement

In consideration of the mutual covenants and conditions set forth in this Agreement, the parties agree as follows:

1. Financial Consulting

Excel Academy-Irvine is retaining KNN to perform the consulting services as found in Exhibit A, and KNN agrees to perform such services pursuant to the terms and conditions of this Agreement. If there are required services outside the scope found in Exhibit A, KNN and Excel Academy-Irvine will negotiate the terms for those services. KNN does not provide legal advice or interpretations and refers Excel Academy-Irvine to its attorneys with respect to any legal matters or matters requiring legal interpretation.

2. Excel Academy-Irvine Obligations

Excel Academy-Irvine agrees to cooperate with KNN, bond counsel, and other parties involved within a financing transaction and/or other financial related matters, and to furnish the necessary information for the preparation and drafting of legal documents that may be required, and to assert its best efforts to verify the accuracy of the information contained in such documents. All information provided to KNN by Excel Academy-Irvine will be accurate and complete.

3. Material Development

All material originally prepared and delivered to Excel Academy-Irvine will be the property of Excel Academy-Irvine. This excludes any proprietary information, ideas, or other intellectual property.

4. Term of Agreement

This contract shall be valid and binding once executed by both parties and remain in effect through June 30, 2027. Excel Academy-Irvine or KNN may terminate this contract at any time by giving 30 days written notice of termination. All written notices shall be given to the Director of Business Services of Excel Academy-Irvine or Principal of KNN. Excel Academy-Irvine agrees to compensate KNN for any services provided and expenses incurred up through termination date.

5. Compensation

Program Management/Non-Transactional:

For the services set for in Exhibit A.1, Program Management Services, KNN shall be paid based on the hourly rates set for in Exhibit B. Before commencement of work, KNN and Excel Academy-Irvine shall determine a specific not-to-exceed amount for all designated projects. The not-to-exceed amount may only be adjusted if mutually agreed upon by both parties or work will cease once the not-to-exceed is reached.

KNN and Excel Academy-Irvine have determined an initial not-to-exceed amount for services associated with securing a revolving line of credit, business loan and/or additional banking products, shall be \$25,000.

Excel Academy Charter School
Agreement for Municipal Advisory Services
September 26, 2022
Page 3

Issuance of Securities

For the services set forth in Exhibit A.2, KNN shall be paid fixed transaction fees for transactions, as set forth in Exhibit B. The compensation to KNN will be contingent upon the ultimate sale and delivery of municipal securities and will be payable from bond proceeds or other monies from the sale of the securities. Invoice for payment will be provided at closing of each financing. The number and type of financings pursuant to this agreement is not determined.

Expenses

Excel Academy-Irvine will reimburse KNN for its reasonable out of pocket expenses, which shall not exceed \$3,000 per each financing. Such expenses include, but are not limited to, travel and administration costs, the expense of any outside copying costs, courier or delivery charges, conference call charges, data information (fees for data information services such as TM3 and Bloomberg will be billed at \$550 per transaction), processing services and the costs of obtaining statistical data from outside sources. Furthermore, Excel Academy-Irvine will pay all costs and expenses incurred by other consultants retained by Excel Academy-Irvine.

6. Other Provisions

Insurance

KNN shall maintain in full force and effect, workers' compensation insurance, general liability and professional liability insurance covering its employees at KNN's expense.

Indemnification

Each party (the "Indemnifying Party") shall indemnify and hold harmless the other party, its officers, directors, employees, and affiliates (collectively, the "Indemnified Party") against any claims or actions arising out of any and all claims by third parties arising out of the performance or non-performance of the Indemnifying Party's obligations under this Contract, except to the extent attributable to the negligence or willful misconduct of the Indemnified Party; provided, however, that this indemnity shall not preclude the Indemnified Party's recovery of direct damages pursuant to the terms and subject to the limitations of this Contract. This provision shall survive termination of the Agreement to the terms and subject to the limitations of this Contract. This provision shall survive termination of the Agreement.

Additional Disclosures

Please see Exhibit C for disclosures pursuant to Municipal Securities Rulemaking Board ("MSRB") Rule G-42, on Duties on Non-Solicitor Municipal Advisors, Municipal Advisors MSRB disclosure and pursuant to MSRB Rule G-10, on Investor and Municipal Advisory Client Education and Protection.

Excel Academy Charter School
Agreement for Municipal Advisory Services
September 26, 2022
Page 4

7. Termination

Each party may terminate this agreement, with or without cause, at any time by giving the other party thirty (30) days written notice of termination. KNN may also resign from performing services upon written notice in the event that KNN has a conflict with professional regulations, standards or guidelines as required by Municipal Advisory rules and regulations. All written notices shall be given to the Director of Business Services of Excel Academy-Irvine or Principal of KNN.

To the extent termination of this contract is invoked subsequent to services rendered and/or expenses incurred, KNN will submit a final fee invoice based on costs incurred up to termination date. Such invoice shall be submitted to Excel Academy-Irvine within thirty (30) days of the written notice of termination and shall identify any/all services provided under this agreement, who provided such service and the corresponding hourly rate for such person. Excel Academy-Irvine will review the invoice and pay any undisputed amounts due within thirty (30) days after receipt of said itemized invoice.

8. Notice to Parties

Notices to be given to parties named in this agreement shall be made in writing and delivered by United States Post Office, registered:

To Excel Academy-Irvine Charter School
Joe Sorrera
Director of Business Services
Excel Academy-Irvine Charter School
1 Technology Drive
I-811, Irvine, CA 92618


To the Municipal Advisor
Blake Boehm
Principal/Managing Director
KNN Public Finance
2054 University Avenue, Ste. 300
Berkeley, CA 94704

The following signatures indicate acceptance of the responsibilities and services described in this contract:

EXCEL ACADEMY-IRVINE CHARTER
SCHOOL

KNN PUBLIC FINANCE, LLC
a California limited liability company

By _____
Joe Sorrera, Director of Business Services

By  _____
Blake Boehm, Principal/Managing Director

Date _____

Date 9/26/2022

Excel Academy Charter School
Agreement for Municipal Advisory Services
September 26, 2022
Page 5

EXHIBIT A

Scope of Municipal Advisory Services

If acting in the capacity of an Independent Registered Municipal Advisor (“IRMA”) with regard to the IRMA exemption of the SEC Rule, KNN Public Finance, LLC will review all third-party recommendations submitted to KNN Public Finance, LLC in writing by Excel Academy-Irvine Charter School (Irvine, CA).

A. Program Management.

1. *General Management.* Advise Excel Academy-Irvine as it relates to all financing matters including decisions that need to be made and the actions that need to be taken related to securing a line of credit and/or loan, the issuance of securities, structuring of bonds, the expenditure of bond proceeds, and the repayment of bonds issued.
2. *Timing.* Advise as to the timing for each financing or series of bonds to be sold based upon Excel Academy-Irvine’s historical and projected program expenditures, market interest rate environment, work schedules of the interested parties, and other factors.
3. *Sizing.* Advise as to the sizing of each financing or series of bonds to be sold based upon Excel Academy-Irvine program needs, federal tax law limitations, state regulatory restrictions, available revenues, funding goals, and other matters.
4. *Structure.* Advise as to the repayment structure of each financing or series of bonds to be sold based on available revenues, impact on interest costs, prudent debt management practices, and other considerations.
5. *Ongoing Support.* Answer questions, attend meetings, and make presentations as appropriate to support Excel Academy-Irvine’s financing needs.
6. *Monitor for Refundings.* Monitor interest rates and evaluate refunding opportunities for outstanding securities. Provide periodic updates to Excel Academy-Irvine on the feasibility of refunding outstanding bonds.
7. *Evaluate Financing Alternatives.* Evaluate financing alternatives whether developed by KNN Public Finance, inquired about by Excel Academy-Irvine, or presented to Excel Academy-Irvine by a third party. Recommend financing alternatives to be pursued based on such evaluations.

B. Issuance of Securities.

1. *Coordination and Communication.* Attend all meetings and present materials in connection with any financing issues as requested by Excel Academy-Irvine.
2. *Manage Financing Process.* Manage the financing process, on behalf of Excel Academy-Irvine. In connection with prospective financing, prepare a schedule of activities and monitor the schedule to ensure the financing is completed in a timely manner.

Excel Academy Charter School
Agreement for Municipal Advisory Services
September 26, 2022
Page 6

3. *Authorizing Documentation.* Provide bond counsel with all information necessary for their preparation of all appropriate authorizing documentation (including a resolution prepared for Excel Academy-Irvine Board approval), and review and comment on such authorizing documentation prior to their approval.
4. *Financial Documentation.* Review the draft official statement prior to its approval by the governing board, prior to the posting of the preliminary official statement, and prior to the printing of the final official statement.
5. *Rating and Insurance Process.* Determine appropriate strategy for the rating and insurance process and perform all tasks necessary to implement such strategy. For an issue that requires a presentation to the rating agencies, work in conjunction with Excel Academy-Irvine's underwriter and bond counsel to prepare a presentation booklet and prepare the appropriate Excel Academy-Irvine representatives to make such presentation and assist in presenting to insurance and rating agencies.
6. *Closing Documentation.* Provide bond counsel with all appropriate information necessary for their preparation of appropriate closing documentation, and review and comment on such documentation prior to Excel Academy-Irvine approval.
7. *Ongoing Responsibilities.* Review with Excel Academy-Irvine certain ongoing responsibilities of Excel Academy-Irvine in connection with the financing and assist in arranging for the provision of certain of ongoing services at the direct written request of Excel Academy-Irvine.

Excel Academy Charter School
 Agreement for Municipal Advisory Services
 September 26, 2022
 Page 7

**Exhibit B
 Compensation***

Municipal Advisor Transactional Fees^[1]

General Obligation Bonds	\$65,000 per series
Certificates of Participation	
Lease Revenue Bonds	
Municipal Lease	
Tax and Revenue	\$25,000 per series
Anticipation Notes	

[1] Expenses: not to exceed \$3,000 per transaction

Municipal Advisor Fees for Non-Transactional Assignments

The hourly fees reflected below shall apply to financial advisory consulting services for non-transactional assignments. Before commencement of work, KNN and Excel Academy-Irvine shall determine a specific not-to-exceed amount for a designated project. The not-to-exceed amount may only be adjusted if mutually agreed upon by both parties or work will cease once the not-to-exceed is reached.

Hourly Fees

Managing Director	\$350
Director	\$300
Vice President	\$275
Assistant Vice President	\$250
Analyst	\$200

*See Section 5, Compensation

Excel Academy Charter School
 Agreement for Municipal Advisory Services
 September 26, 2022
 Page 8

EXHIBIT C MSRB Disclosures

Disclosures Pursuant to MSRB Rules G-42 and G-10

Pursuant to Municipal Securities Rulemaking Board (“MSRB”) Rule G-42, on Duties of Non-Solicitor Municipal Advisors, Municipal Advisors are required to make certain written disclosures to clients which include, amongst other things, Conflicts of Interest and any Legal or Disciplinary events of KNN Public Finance, LLC (“KNN Public Finance”) and its associated persons.

Conflicts of Interest

Other Municipal Advisor Relationships. KNN serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of another KNN client. For example, KNN serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it will to your entity, if hired. These other clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various clients, KNN could potentially face a conflict of interest arising from these competing client interests. KNN fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with its clients.

Compensation. KNN Public Finance represents that in connection with the issuance of municipal securities, KNN Public Finance may receive compensation from an Issuer or Obligated Person for services rendered, which compensation is contingent upon the successful closing of a transaction and/or is based on the size of a transaction. Consistent with the requirements of MSRB Rule G-42, KNN Public Finance hereby discloses that such contingent and/or transactional compensation may present a potential conflict of interest regarding KNN Public Finance’s ability to provide unbiased advice to enter into such transaction. This conflict of interest will not impair KNN Public Finance’s ability to render unbiased and competent advice or to fulfill its fiduciary duty to the Issuer.

If KNN Public Finance becomes aware of any additional potential or actual conflict of interest after this disclosure, KNN Public Finance will disclose the detailed information in writing to the Issuer in a timely manner.

Legal or Disciplinary Events

KNN Public Finance, LLC, has never been subject to any legal, disciplinary or regulatory actions nor was it ever subject to any legal, disciplinary or regulatory actions previously, when it was a division of Zions First National Bank or Zions Public Finance, Inc.

A regulatory action disclosure has been made on Form MA-I for one of KNN Public Finance municipal advisory personnel relating to a 1998 U.S. Securities and Exchange Commission (“SEC”) order that was filed while the municipal advisor was employed with a prior firm, (not KNN Public Finance). The details of which are available in Item 9; C(1), C(2), C(4), C(5) and the corresponding regulatory action DRP section on Form MA and Item 6C; (1), (2), (4), (5) and the corresponding regulatory action DRP section on Form MA-I. Issuers may electronically access KNN Public Finance’s most recent Form MA and each most recent Form MA-I filed with the Commission at the following website: www.sec.gov/edgar/searchedgar/companysearch.html.

The SEC permits certain items of information required on Form MA and Form MA-I to be provided by reference to such required information already filed on a regulatory system (e.g., FINRA CRD). The above noted regulatory action has been referenced on both Form MA and MA-I due to the information already filed on FINRA’s CRD system and is publicly accessible through BrokerCheck at <http://brokercheck.finra.org>. For purposes of accessing such BrokerCheck information, the Municipal Advisor’s CRD number is 4457537.

There has been no change to any legal or disciplinary event that has been disclosed on KNN Public Finance’s original SEC registration Form MA filed on February 8, 2016 or Form MA-I’s filed on January 22, 2016.

Excel Academy Charter School
Agreement for Municipal Advisory Services
August 23, 2022
Page 9

Additional Disclosures - MSRB Rule G-10

Pursuant to Municipal Securities Rulemaking Board Rule G-10, on Investor and Municipal Advisory Client Education and Protection, Municipal Advisors are required to provide certain written information to their municipal entity and obligated person clients which include the following:

- a) KNN Public Finance, LLC is currently registered as a Municipal Advisor with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board.
- b) Within the Municipal Securities Rulemaking Board (“MSRB”) website at www.msrb.org, Excel Academy-Irvine Charter School may obtain the Municipal Advisory client brochure that is posted on the MSRB website. The brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

Coversheet

Approval of Special Education Vendor Contracts

Section: XIV. Education/Services
Item: A. Approval of Special Education Vendor Contracts
Purpose:
Submitted by:
Related Material: 10.13.2022 BUS - Special Education (1).pdf

Excel Academy CHARTER SCHOOLS

Date: October 13, 2022

X	Business/Financial Services
	Consent Agenda
	Correspondence/Proposals/Reports
	Curriculum
	Education/Student Services
	Organizational Structure of the Board
	Personnel Services
	Policy Development
	Public Hearing

Item Requires Board Action: X

Item: Approval of the 2022-23 Special Education Vendor Contracts

Background:

Excel Academy enters into standardized “Nonpublic, Nonsectarian School/Agency Services, Master Contracts” with numerous agencies, consultants, and contractors to provide special education services. Excel Academy is requesting the Board approve the special education vendor contracts to increase the 2022-23 total cost for these services.

The master contracts for the 2022-23 school year are listed below. These vendors provide services as needed, to special education students. Services include psycho-educational assessments, counseling, assistive technology, audiological, adapted physical education, vision therapy, physical therapy, deaf and hard of hearing, specialized academic instruction, speech services, and vision and hearing screenings:

Cornerstone Educational Solutions
Dr. Kohtz, Optometry
Effectual Educational Consulting Services
EMH Sports USA, Inc.
Gallagher Pediatric Therapy
Horizon Therapy Services

Infinity Kids
Jump and Schout Therapy
Little Ears Therapy Center
Oxford
Marshall B. Ketchum University (Vision)
Partners in SPED

Small Talk OC
Specialized Therapy Services
SpeechCom
Sunny Kids Therapy

Therapy in Action
Total Education Solutions
The Spoken Word Therapy

The services contracted will adhere to the Fiscal Control Policy section where special education service expenditures are referenced.

Per EA - 3010 Fiscal Control Policy (Purchasing Section, Item 5)

For materials or services outlined in a student's IEP, the Executive Director or designee may authorize materials and/or service expenditures without limit. These expenditures will be ratified by the Board of Directors at the subsequent board meeting.

The 2022-23 total budget projection for special education services is estimated not to exceed \$300,000, a decrease of \$122,000. At the beginning of the 2022-23 school year, the special education student population decreased by 27 percent, from the start of the previous school year. It is recommended that the Board approve the 2022-23 special education master contracts as presented.