

***EXCEL Home Extended Classes
Excellence in Home Education***

Handbook for Students and Parents 2022-2023

*Serving the greater Oklahoma City area
by offering excellence in home
education*

Come Excel with us!

EXCEL
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Revised 5/22



**Jené Olsson, Administrator
Cell phone number: (405) 317-0600**

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<p>Administrator E-mail Coordinator; Database</p>	<p><u>EXCEL Staff</u> Jené Olsson; olssonhome@gmail.com; (405) 317-0600 Paul and Jana Whatley; whatforever@sbcglobal.net; (405) 596-5937</p>
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EXCEL admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in its classes. It does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies and admissions policies.

EXCEL Statement of Purpose

EXCEL Home Extended Classes (“EXCEL”) is a volunteer-driven service organization—not a school—that coordinates facilities, teachers, students, and parents for the purpose of offering an enhancement to, not a replacement of, home education for students grades 5-12. EXCEL does not offer a complete curriculum for either middle school or high school. Classes offered on the high school level are college preparatory, taught by experienced teachers, the majority of whom are degreed in their areas of expertise.

The mission of EXCEL Home Extended Classes is to offer weekly classes to home educated students as an extension of homeschooling, with parents as active participants in the overall discipline and learning process. Classes reflect traditional teaching methods and a biblical worldview in content. Our goal is to help parents develop students who are self-governed by Jesus Christ under the authority of their parents.

Our core values:

- High academic and Christ-like behavioral standards.
- Teamwork among staff, teachers, families and students to fulfill the standards set by EXCEL as a whole and by each teacher.
- Parental responsibility is for the discipline of their own children.

Our teachers are a support to parents’ ongoing efforts to educate their students; they do not accept sole responsibility to educate students.

Parents or guardians are ultimately responsible for their students’ education. On non-EXCEL days, parents are expected to teach, monitor, and encourage students in their EXCEL work. Parents are responsible for assigning the final grades earned by students in their classes, **as well as for keeping accurate transcripts of students’ work.** **(EXCEL does not give and/or make transcripts for any EXCEL student—that is the FULL responsibility of the parents.)**

A completed enrollment packet, a face-to-face family interview with our Administrator, Jené Olsson and attendance at a New Family Meeting are required for new students and their families. All families must fully complete all documents in your enrollment packet, include all administrative fees to Excel, and tuition for teachers as part of their financial responsibility to fully complete their enrollment.

EXCEL Statement of Faith

EXCEL Home Extended Classes conforms to the following statement of faith:

- A. The Bible is the inerrant, infallible, inspired word of God from beginning to end.
- B. God exists in three Persons: God the Father, God the Son, and God the Holy Spirit. All Persons are equal in power and glory.
- C. Christ is fully God and man.
- D. Christ was born of a virgin, was sinless in His life, died on the cross as a substitute for all men, rose bodily from the grave, and now reigns with the Father. He will return visibly and personally to earth both in salvation and in judgment.
- E. All humans are sinful by nature and can only be forgiven and saved by repentance and the expression of trust in Jesus as Savior, brought about by the regenerating work of the Holy Spirit.
- F. The work of the Holy Spirit continues and indwells the Christian at the point of salvation and enables him or her to live a godly life.
- G. As God’s Word clearly states and Jesus affirmed, marriage is between a man and woman.
- H. The only way to eternal life is through a relationship with Jesus Christ, the Son of God.
- I. God created only male and female.

Parent Responsibility

Parents are responsible to:

1. Agree with our Statement of Faith and recognize the principles stated in our mission statement and core values.
2. Discipline their students: EXCEL provides general guidelines for conduct and behavior and each teacher has specific guidelines that apply to students while they are in his or her classroom. Should a problem arise with a student, parents will be notified and asked to take care of the problem. A conduct notice will be delivered to the parent that must be acknowledged and returned to the administrator, with the parent's course of corrective action outlined. **Please note: Students may be suspended or expelled from class by the administrator or the teacher if no action is taken.**
3. Obtain all appropriate textbooks, syllabuses, and other materials. Parents must review with their students the requirements of each class syllabus.
4. **Team-teach with the teacher on non-EXCEL class days.** This includes teaching, monitoring, and ensuring that students complete all work required by the EXCEL teacher. **Student attendance and completion of assigned work is not optional.** Parents are responsible for checking work, as required, and seeing that homework has met the standards set by the teacher. Failure to attend class and to be on time to class or to complete homework assignments is grounds for expulsion from EXCEL classes. Also, **always contact** Administrator, Jené Olsson and teachers when absent to obtain missed assignments.
5. Maintain good communication with teachers and administration. **Check your e-mail every Sunday night.**
6. Fulfill with integrity their financial obligation to the teacher for the entire term of the course in which a student is enrolled. Prompt payment of tuition is expected. Our teachers are independent contractors with whom each family is making a financial agreement.
7. Volunteer in some capacity during the academic year. This organization is volunteer-driven and cannot exist unless each family does its part.
8. Support the administration and teachers of EXCEL. If differences arise, those differences should be directed to the person directly affected. Administration supports the teachers who have agreed to offer classes under the umbrella of EXCEL.
9. **If your student has any type of learning problems, please share this information with your teacher and Administrator Jené Olsson.**
10. **The parent responsible for educating the enrolled student(s) MUST have e-mail AND check it daily in order to enroll at EXCEL.**
11. Your student(s) will risk expulsion, left to the discretion of the EXCEL Administrator, if you do not adhere to these rules.

Student Responsibility

EXCEL's teachers instruct based on Biblical moral values, reflecting Christian integrity and promoting high academic standards. Teachers expect students to abide by accepted standards of proper classroom behavior. Each teacher will also make and communicate policies specific to behavior in his or her classroom, and students are expected to abide by those standards as well.

1. Be self-governed by Jesus Christ under the authority of their parents.
2. Follow the guidelines of EXCEL and the guidelines and expectations of each teacher in whose classes they are enrolled.
3. Be respectful to adults and other students.
4. Follow the dress code strictly, in submission to the authority of parents and out of respect for the EXCEL guidelines.
5. Attend each scheduled class unless parents have made prior arrangements with teacher(s). Class attendance is **not** optional.
6. **Students are responsible to be in class on time unless EXCEL administration has been informed before they are tardy (in case of car trouble, etc.).**
7. Have all assignments, tests, and projects completed by the date due and have all materials necessary for each class session.
8. Enter and exit the parking lot using caution and driving at a safe speed.
9. Stay on campus for lunch and between classes. **Students are expected to help clean up after lunch by putting away chairs and tables.**
10. Obtain permission from the Administrator for any guests to attend lunch or class. Parents will be notified and the student and guest will be asked to leave if prior permission has not been granted (see No. 3 under "EXCEL Policies/Safety Issues").
11. Boy-girl relationships: We encourage friendships among students of both sexes. **We do not allow public displays of affection inside or outside of Heritage Baptist Church ("HBC"), Francis Tuttle ("FT") or any EXCEL functions.**
12. CD players, iPods, MP3 players, headphones, or other similar devices are only allowed in student lounge. Laptop computers may be allowed with the parent monitor's permission in study hall.

EXCEL Dress Code

All EXCEL students are expected to adhere to modest standards of dress, as becomes a Christian young man or woman, and to consider and respect others' standards and the standards expected by HBC and FT whose facilities we use. If apparel and/or accessories could be distracting or offensive to a student, teacher, parent, or member of HBC and FT who happen by, do not wear these items to EXCEL classes. **The EXCEL dress code applies equally to students, teachers, staff and volunteers.**

1. Parents are responsible for ensuring that students adhere to the dress code. Parents of any student wearing inappropriate clothing will be contacted.
2. **ALL SKIRTS AND DRESSES MUST COME TO THE KNEE, WITH NON-SEE THROUGH TIGHTS WORN UNDERNEATH.**
3. **MUST wear jeans, sweat pants, crop pants or slacks—NO SHORTS ALLOWED. Solid—no see through--leggings or yoga pants allowed as long as tops come to half way down your thigh. NO HOLES ALLOWED ANYWHERE IN JEANS OR ANY OTHER PANT/SLACKS.**
4. No cleavage, midriff skin, front or back, may be seen while the wearer is standing, sitting, bending over, reaching, or moving. **No rips or holes in any garment are allowed.**
5. No tube tops, tank tops, or spaghetti straps are allowed unless worn over another layer of clothing (for example, a T-shirt).
6. No clothing with inappropriate or offensive messages or graphics is allowed.
7. No undergarments may be visible at any time. This rule applies to both males and females.
8. No Goth-style clothing or makeup may be worn.
9. Shoes must be worn at all times.
10. If a student wears any jewelry or accessories that might be distracting to a teacher or another student, the student may be asked to remove the item(s) during class. In addition:
 - Females may wear no more than two pairs of earrings on the ears.
 - Males may not wear earrings.
 - **No other visible body piercings—including but not limited to tongues, eyebrows, lips, or nose— are allowed.**
11. **No tattoos are allowed.**
12. **Hair must be a natural-born color for a student (i.e. no unnatural colors).**
13. **Hats – Students can wear hats but need to remove them if requested by your teacher.**
14. It is impossible to make a comprehensive list of all forms of inappropriate dress. In the event that a judgment needs to be made, the Administrator will make the determination of appropriateness. **If in doubt, don't wear it!**

NOTE: If administration or a teacher makes more than one call/e-mail/contact with your family, your student will be required to wear a uniform that will consist of a polo shirt and khaki slacks for the remainder of the school year.

EXCEL Policies

We are grateful for the trust that HBC and FT have extended in allowing EXCEL to use their facilities. The following standards are applicable to all EXCEL families and students while on HBC and FT campuses as well as all EXCEL functions:

Safety Issues

1. **Student absences and tardies:** A parent must inform EXCEL administration of a student's absence when the student is absent or tardy by calling Jené Olsson, Administrator, at (405) 317-0600.
2. **Tardy policy:** Any student who accumulates more than two (2) unexcused tardies in a teacher's class will be suspended from that class. Suspension means that the student will not be allowed to attend class until his or her parents have met with the teacher and EXCEL Administrator.
3. **Campus policy:** Students must remain on campus for their entire class day unless parents contact the Administrator. Lunchroom and study hall/student lounge are available for those who have open periods of time between classes. All visitors are required to check in with EXCEL administration.
4. **Parking lot policy:** Students must park on the north side of the building. Parents may drop off or pick up students on the north side of the building. Student drivers are not permitted to loiter, to sit in cars to study or socialize (unless accompanied by a parent or guardian), to drive recklessly, or to use excessive speed in the parking lot.
5. **Medication policy:** EXCEL is not responsible for administering prescription medications needed by any student. Motrin, Advil or Tylenol may only be dispensed to a student, with the written permission of a parent or guardian, upon request of the student.
6. Any student who verbalizes intent to harm themselves or others will be taken seriously. Parents will be promptly informed and appropriate law enforcement notified, if deemed necessary.
7. The staff of EXCEL reserves the right to search backpacks, purses or any personal items, without notice, for any reason the Administrator deems necessary. EXCEL does not allow the possession of weapons of any kind, drugs (including cigarettes, cigars, illegal drugs, vaping materials, etc.) or alcohol on the HBC and FT campuses. Parents will be notified immediately about any violation of

this policy, and appropriate law enforcement will be notified. Immediate expulsion from EXCEL's current and future classes, with no refunds, will occur for any violation of this type. Likewise, parents are still obligated to pay tuition to all teachers for the remainder of the school year.

Classroom Policies

1. **Study hall:** Study hall is available for students who have an open class period and wish to have a quiet place in which to study. No talking or group study is allowed. Study hall or student lounge are also available on an emergency basis.
2. **Student lounge:** Student lounge is available for those students who have an open class period and do not desire to utilize study hall. Conversation and hanging out with other students are allowed, under supervision by an adult parent monitor. Students attending student lounge may be required to help set up or take down chairs and tables in the gym.
3. **Lunch:** Students may not leave campus for lunch unless accompanied by a parent or guardian. Several food or drink items are available for purchase in the gym during lunch.
4. **Leaving class:** All students must receive permission from the teacher or classroom monitor and obtain a hall pass before leaving class for any reason other than an extreme emergency.

Discipline Procedure

Step 1: Your student will be talked to by the administrator and/or teacher.

Step 2: You will receive a phone call from the administrator and/or teacher.

Step 3: A conduct notice will be mailed to you and your student may be placed on probation for the remainder of the school year.

This policy is a general policy and therefore will be used in general situations. However, if a student does something to endanger another student or property or directly defies authority, the student may be expelled immediately, with parents still obligated to pay tuition to all teachers for the remainder of the school year.

Communication

1. **Weather:** If Putnam City Schools close due to weather, classes held at HBC will not meet. If FT closes due to weather, classes held at FT will not meet. Please use your own judgment when deciding whether or not to attempt driving to classes in questionable weather.
2. **Phone or cell phone usage:** Parents should never call Heritage Baptist Church. Calls to EXCEL, for any reason, should be made to Jené Olsson, Administrator, at (405) 317-0600. If no answer, please send a text. All student cell phones must be on silent or vibrate mode and must remain inside a backpack, in a pocket or a purse during class. Cell phones cannot be used as calculators unless the teacher gives permission.
3. **Communication with families:** On non-class days, EXCEL will communicate with our families via e-mail (sent blind carbon copy for your protection). We expect all families with internet access to check their e-mail at least every Sunday for EXCEL communications.
 - Each family is assigned a mail folder near the administration table in the Commons. Students are to check their folders each week and deliver the contents to their parents or guardians. Please note that anything put in student mail folders must be approved by the EXCEL administration.
 - EXCEL maintains a website at www.excelnwokc.com, enabling families to view our class schedule, handbook, etc.
 - Each family can access grades on Gradebook Wizard. Each family is given login and password information by early September of each school year.
4. **Homework due:**

If any homework is needed to be given to any teacher on campus, please leave it with an EXCEL staff person at the administration table. Be sure to leave your items before the teacher leaves for the day.

Medical Alerts

Please notice that your enrollment form asks for medical information. For any condition EXCEL needs to be aware of, give a complete written description of the condition, and list detailed information regarding any intervening actions that must be taken should your student experience problems while attending EXCEL classes.

Dismissal

EXCEL Administrator and/or Teachers may dismiss a student who does not follow stated responsibilities. If such an event occurs, it does not relieve parents of the obligation to pay tuition and fees owed for the remainder of the academic year. There will be no refunds.

Responsibility to Volunteer

Because we are a nonprofit service organization, EXCEL relies completely on its partnership with parents to help with the myriad of tasks that must be done throughout the year.

All EXCEL staff members are also unpaid volunteers—including the administrator.

Each family that participates in EXCEL classes must serve in some capacity during the year. Any family who does not fulfill their volunteer responsibilities will not be allowed to return to EXCEL.

An EXCEL staff person will coordinate each family's volunteer responsibilities for the 2022-2023 school year.

Parents are needed to assist with lunch, set up classrooms and to serve as hall monitors and study hall/student lounge monitors. Some jobs can be done while a parent teaches younger students. We have other volunteer positions that do not require you to be on campus. Please see our complete list of volunteer positions enclosed in your enrollment packet.

Picking Students Up After Class

Parents need to be in the parking lot as soon as your student(s) class ends. If you are repeatedly late, you will be charged a fee.

EXCEL Financial Policies and Information

2022-2023

Because our teachers invest their time in preparing, teaching, and grading, we believe that they should be compensated financially. Therefore, the following fees and policies are required for EXCEL families:

A. Commitment to a full term: Our teachers are independent contractors with whom each family is making a financial commitment. **By enrolling in EXCEL classes, parents are agreeing to pay their students' teachers their listed tuition.** Failure to do so will result in a family not being allowed to reenroll in further EXCEL classes.

B. Dropping or adding classes: Classes may be dropped or added no later than 5:00 p.m. on August 31, 2022, without incurring additional tuition charges. **Only one schedule change will be allowed per student, per year. Additional schedule changes will cost \$25 per change.** Withdrawal from a class may be made after this date **only** at the discretion of the teacher (see "Withdrawal Procedure" on next page).

C. Family base administrative fee: A nonrefundable administrative fee of \$100 for the first student, plus \$20 for each additional student in the same family. This fee covers costs of building usage, liability insurance, and administrative needs (web site, postage, printing, office supplies, etc.). The administrative fee is due **in full** upon enrollment and **is refundable only if all classes in which the student has enrolled are cancelled by EXCEL.**

All enrollments received after school begins pay an administrative fee of \$150 for the first student, plus \$20 for each additional student in the same family.

D. Study hall/student lounge fees: There is a monthly charge of \$10 per student per period enrolled in study hall/student lounge. **NOTE: EXCEL prefers payment for the entire semester or the entire year, if at all possible.**

E. Monthly tuition:
First month's tuition for each class is due upon enrollment in EXCEL classes and is **nonrefundable.**

All monthly tuition payments are due by 2:00 p.m. on the scheduled dates. All payments

received after 2:00 p.m. will require you to pay a \$10 late fee per student, per class, per week payable to the teacher.

Please note that it is critical to the operation of EXCEL that tuition payments are made on time each month. Families whose payments are late multiple months may not be allowed to return to EXCEL per the discretion of the board.

Write a check payable to each teacher and include student's name on the memo line. All payments need to be placed in the tuition basket on the administration table in the Commons when the student arrives for his or her first class of the day. **EXCEL prefers checks or money orders but cash is accepted ONLY IF exact change is given and is in separate envelopes to each teacher. WE DO NOT ACCEPT AUTOMATED CHECKS.**

Writers of checks that are returned will be responsible to pay all bank charges involved.

F. Advance payments: Tuition payment for a full semester or year is welcomed.

However, we cannot offer a discount for early payment. If you will be out-of-town on a scheduled tuition date, please mail your checks to:

EXCEL, P.O. Box 720253, OKC, OK 73172-0253

Tuition due dates for 2022-2023

- **With enrollment:** August tuition and Fall science fee
- September 12, 2022
- October 3, 2022
- November 7, 2022
- December 5, 2022
- January 9, 2023
- February 6, 2023
- March 6, 2023
- April 3, 2023

Enrollment

- **New family**—any family enrolling a student for the first time in EXCEL classes.

ALL NEW FAMILIES must attend a New Family Meeting AND have a face-to-face family meeting with Administrator, Jené Olsson, before their enrollment is considered “complete”.

- **Returning family**—a family in which any member has enrolled in and completed EXCEL classes during a previous year as well as fulfilled their obligation from the previous year to volunteer and pay tuition to each teacher.

An enrollment packet with specific instructions is available for both returning and new families to EXCEL by contacting:

Jené Olsson
405-317-0600
olssonhome@gmail.com

Withdrawal Procedure

Students may withdraw from a class without penalty if the withdrawal is completed by 5:00 p.m. on August 31, 2022. **If you withdraw after that date, you will be financially responsible for the remainder of the year to your respective teacher(s).** **NOTE:** Only one schedule change will be allowed per student, per year—this includes dropping a class. Additional schedule changes will cost \$25 per change.

A formal withdrawal from any class is required. **Withdrawal requests must be discussed with the Administrator and the Teacher.** Check with each teacher for the procedure he or she requires. Students will not be eligible to enroll in classes during a subsequent academic year unless EXCEL’s withdrawal procedure is followed and all financial obligations from the previous year have been satisfied.



EXCEL
Course Descriptions
2022-2023

All course descriptions can be found on our website.
Our address is www.excelnwokc.com.

See our 2022-2023 schedule on our website
for times/days/location of classes.

Class Work Requirements

Teacher	Class	Expected daily workload
Bowling, Linda	Spanish I	30 to 45 minutes
	Spanish II	30 to 45 minutes
Braddy, Josie	Algebra II	1 to 2 hours
Evans, Karen	Chemistry with Honors Option lab/lecture	1 to 2 hours
Griffin, Angela	Middle School English	30 to 45 minutes
	High School English	1 hour
	Middle School History	45 minutes
	High School History	45 minutes
Ives, Sheila	Psychology	1 hour
	American Sign Language I	30 to 45 minutes
	American Sign Language II	30 to 45 minutes
Kasbohm, Angela	Health and Fitness	30-45 minutes
Knapp, George	Science (Grades 6-8)	30 minutes
	Physical Science	1 hour
	Biology	1 hour
Mollick, Steve	Geometry	1 to 2 hours
Nix, Susie	ACT Prep	Varies
O'Hair, Michelle	Intermediate Math	30 to 45 minutes
	Pre-Algebra	30 to 45 minutes
	Algebra I	45 minutes to 1 hour
Olsson, Brent	American Government	Varies weekly
Spicer, Vickie	Understanding The Times	1 hour
Strickland, Charlotte	Middle School Art	25 minutes
	High School Art	25 minutes
Willman, Ken	Economics/Personal Finance	1 hour

EXCEL 2022-2023 Fee Schedule

EXCEL Administrative Fees Due Upon Enrollment

Base family administrative fee (per year), for one student	ALL ENROLLMENTS RECEIVED BY THE FIRST DAY OF SCHOOL: \$100 Enrollments received after classes begin: \$150
Additional student(s) in same family	Add \$20 for each additional student

Tuition Information

	Monthly Tuition	Classes	Additional Fees
Bowling, Linda	\$40 \$40	Spanish I Spanish II	
Braddy, Josie	\$40	Algebra II	
Evans, Karen	\$40 \$40	Chemistry (Honors Option) with lab 2022-2023 Anatomy (Honors Option) with lab 2023-2024 (Offer these classes every other year)	
EXCEL	\$10	Study Hall/Student Lounge	
Griffin, Angela	\$40 \$40 \$40 \$40	Middle School Composition and Literature High School Composition and Literature Middle School History High School History	
Ives, Sheila	\$40 \$40	Psychology American Sign Language I and ASL II	
Kasbohm, Angela	\$40	Health and Fitness	\$20 per semester for copies
Knapp, George	\$40 \$40 \$40	Science (Grades 6-8) Physical Science Biology	Lab fee payable to Mr. Knapp for ALL SCIENCE CLASSES--\$40 PER SEMESTER
Mollick, Steve	\$40	Geometry	
Nix, Susie	\$40	ACT Prep	
O'Hair, Michelle	\$40 \$40 \$40	Intermediate Math Pre-Algebra Algebra	
Olsson, Brent	\$40	American Government	
Strickland, Charlotte	\$40 \$40	Middle School Art High School Art	Material fee payable to Mrs. Strickland for ALL ART CLASSES—\$50 PER SEMESTER
Spicer, Vickie	\$40	Understanding The Times	
Willman, Ken	\$40	Economics/Personal Finance	

TUITION DUE DATES for 2022-2023

Fall Semester

- **With enrollment:** August tuition
- September 12, 2022
- October 3, 2022
- November 7, 2022
- December 5, 2022

Spring Semester

- January 9, 2023
- February 6, 2023
- March 6, 2023
- April 3, 2023



EXCEL

Home Extended Classes Calendar for 2022-2023

WEEKDAY	DATE	DESCRIPTION
Monday	April 25, 2022	Last day of 2022 spring semester
ENROLLMENT DATES		
Now through August 21		Enrollments: \$100 administrative fee for first student; add \$20 for each additional student in same family.
Monday	August 22, 2022 and after	\$150 administrative fee for first student; add \$20 for each additional student in the same family
OTHER IMPORTANT DATES		
Thursday	July 21, 2022	New Family Meeting, Heritage Baptist Church, Small Auditorium, 7:00 p.m.
Tuesday	August 9, 2022	New Family Meeting, Heritage Baptist Church, Small Auditorium, 7:00 p.m.
Monday	August 15, 2022	Fall Orientation, Heritage Baptist Church, 7:00 p.m.
Monday	August 22, 2022	First day of 2022 fall semester
Monday	September 5, 2022	Labor Day--NO CLASS (THIS IS THE ONLY MONDAY BESIDES SPRING BREAK THAT EXCEL DOES NOT MEET FOR CLASSES)
Monday	December 12, 2022	Last day of 2022 fall semester
Monday	January 9, 2023	First day of 2023 spring semester
Monday–Friday	March 13-17, 2023	SPRING BREAK
Tuesday	March 28, 2023	EXCEL'S ANNUAL SPRING OPEN HOUSE
Monday	May 1, 2023	Last day of 2023 spring semester
Friday	May 12, 2023	EXCEL's Senior Graduation, 6:00 p.m.