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

# Handbook for Students and Parents 2026-2027

***Come Excel with us!***

**EXCEL**
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**Revised 7/26**

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

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**Excel Staff**

| | |
|---|---|
| **Administrator** | **Jené Olsson; olssonhome@gmail.com; (405) 317-0600** |
| **Assistant to Administrator** | **Debi York; dyorkmail@aol.com; (405) 919-7659** |
| **E-mail Coordinator; Database; Volunteer Coordinator** | **Paul and Jana Whatley; whatfourever@sbcglobal.net; (405) 596–5937** |

# Statement of Purpose

Excel Home Extended Classes ("Excel") is a volunteer-driven service organization that coordinates facilities, teachers, students, and parents for the purpose of offering an enhancement to home education for students grades 4-12. Excel does not offer a complete curriculum. Classes offered on the high school level are college preparatory. Classes are taught from a biblical worldview. Excel has high academic and Christ-like standards.

Parents or guardians are expected to monitor and encourage students in their Excel work. Grades are given by the teachers so parents can use them to build a transcript for their students.

# Statement of Faith

Excel conforms to the following statement of faith:

A. The Bible is the inerrant, infallible, inspired word of God.

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, rose bodily from the grave, and now reigns with the Father. He will return visibly and personally to earth.

E. All humans are sinful by nature and can only be forgiven and saved by repentance and trust in Jesus as Savior, brought about by the Holy Spirit.

F. The work of the Holy Spirit continues and indwells the Christian at the point of salvation.

G. God created only male and female.

H. As God's Word clearly states and Jesus affirmed, marriage is between a man and woman.

I. The only way to eternal life is through a relationship with Jesus Christ, the Son of God.

# Parent Responsibility

1. Agree with our Statement of Faith and core values.

2. Excel has general guidelines for conduct and behavior. Each teacher has specific guidelines that apply to students while in the classroom. Should a problem arise with a student, parents will be notified.

3. Obtain all textbooks, syllabuses, and other materials.

4. Student attendance and completion of assigned work is required. Parents are responsible for checking work and seeing that homework is completed. Please contact the administrator and teachers when absent to obtain missed assignments.

5. Every Excel family needs to have an email and check it every Sunday night.

6. Fulfill their financial obligations. See Contract No. 7.

7. Excel teachers are under the umbrella of Excel. If you have any concerns, feel free to see the administrator.

# Student Responsibility

Each teacher will make policies specific to their classroom, and students should follow those as well as Excel guidelines.

1. Be respectful to adults and other students.

2. Follow the dress code.

3. Attend each scheduled class unless parents have made prior arrangements with teacher(s).

4. Students need to be in class on time or inform administration.

5. Have all assignments, tests, and projects completed by the due date.

6. Enter and exit the HBC parking lot driving at a safe speed.

7. Students are expected to help clean up after lunch by putting away chairs and tables.

8. Obtain permission from the Administrator for any guests to attend lunch or class.

9. We encourage friendships among students of both sexes. We do not allow public displays of affection inside or outside of Heritage Baptist Church (“HBC”) or any Excel functions.

# Dress Code

All Excel students need to dress modestly.

1. Parents are responsible for ensuring that students adhere to the dress code. Parents of any student wearing inappropriate clothing will be contacted.
2. Skirts, dresses and shorts need to approach the knee.
3. Undergarment needed with see through clothing. When wearing leggings or yoga pants, tops come down to mid-thigh.
4. Please refrain from wearing pants/jeans with holes.
5. Midriff and cleavage need to be covered.
6. Straps on tops need to be at least one inch thick.
7. Inappropriate messages or graphics on clothing is not allowed.
8. Undergarments should not be visible.
9. If a student wears any jewelry or accessories that might be distracting, the student may be asked to remove the item(s).
10. 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 contact to the parent/guardian concerning the dress code, your student will be required to wear a uniform that will consist of a polo shirt and khaki pants for the remainder of the school year.

# Policies

We are grateful for the trust that HBC has extended in allowing Excel to use their facility. The following standards are applicable to all Excel families and students while on HBC campus as well as all Excel functions.

**Student absences and tardies**: When a student is absent or tardy**,** call or text Jené Olsson, Administrator, at (405) 317-0600.

**Campus**: Students need to remain on campus for their entire class day unless parents contact the Administrator. Study hall and/or student lounge are available for those who have open periods of time between classes.

**Visitors**: All visitors need to check in with Excel administration.

**Parking lot**: Students need to 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 need to remain in the building unless they are leaving for the day. (Unless accompanied by a parent or guardian).

**Medication**: 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 Excel medical form completed and upon the request of the student.

**Student safety**: Any student who verbalizes with intent to harm themselves or others will be taken seriously. Parents will be promptly informed. The administration reserves the right to search backpacks, purses or any personal items. Excel does not allow the possession of weapons of any kind, or drugs, tobacco, vaping or alcohol on the HBC campus. Parents will be notified immediately about any violation of this policy.

**Study hall**: Study hall is available for students who have an open class and need a quiet place to study with a parent monitor. Study hall allows the use of laptops for homework. Study hall or student lounge are also available on an emergency basis.

**Student lounge**: Student lounge is available for those students who have an open class period but prefer to hang out with other students with a parent monitor.

**Lunch**: Students may not leave campus for lunch unless given permission by a parent or guardian and that parent has communicated directly with the administrator.

**Leaving class**: All students need to 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**: The administrator and/or teacher will communicate with the student. A parent will receive a phone call and/or text. If needed, a conduct notice will be given.

**Communication**: Excel communicates with our families via e-mail.

**Weather**: If Putnam City Schools close due to weather, classes held at HBC will not meet. Please use your own judgment when deciding whether or not to attempt driving to classes in questionable weather.

**Contact**: Please do not call HBC. Call Jené Olsson, Administrator.

**Cell phone**: Cell phones need to be silent or on vibrate mode during class and put away unless the teacher requests otherwise.

**Grades**: Grades can be accessed on Google Classroom or your teacher provides them directly to you.

**Student Pick Up**: Parents need to be in the parking lot as soon as your student(s) class ends. If you are habitually late, a fee will be charged.

**Volunteer:** Each family must serve in some capacity.

## New Family Enrollment

New families need to complete our enrollment packet. Set a date for family interview with our Administrator, Jené Olsson. Include administrative fees, and first month's tuition and class fees, if applicable, for all teachers.

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

## See our 2026-2027 schedule and course descriptions at:

## www.excelnwokc.com

*Excel admits students of any race, color, and ethnic origin to all the rights, privileges, programs, and activities made available to students in its classes. It does not discriminate on the basis of race, color and ethnic origin in the administration of its educational policies and admissions policies.*

# Financial Policies and Information

**Commitment to a full term**: Teachers are independent contractors with whom each family is making a financial commitment. Parents agree to pay their students' tuition/fees.

**Class changes**: The financial contract will be upheld if withdrawing from a class after August 31, 5:00 p.m.

**Family administrative fee**: A nonrefundable administrative fee of $150 for the first student, plus $25 for each additional student from the same family. The administrative fee is due with enrollment. Refund is only available if classes are cancelled by Excel.

**Study hall/student lounge**: There is a monthly charge of $15 per student per period enrolled in study hall/student lounge.

**Monthly tuition**: First month's tuition is due upon enrollment and is nonrefundable. All monthly tuition is due by 2:00 p.m. All payments received after 2:00 p.m. will require a $10 late fee per student, per class, per week. Tuition is due a week early if your first class is 2:00 p.m. or later.

**Payment options**: Teachers accept Venmo, CashApp, checks or cash. Each teacher will let you know which form they prefer. [Cash payments must have family and teacher name on the envelope.]

Excel accepts checks, cash and/or Venmo or CashApp. If you choose to use Venmo or CashApp, please add a $1 to each transaction.

Returned checks will pay all bank charges involved.

**Advanced payments**: Full semester or year payments are welcomed. If you will be out of town on a scheduled tuition date, please pay each teacher before you leave.

## Tuition due dates for 2026-2027

- **With enrollment:** August tuition and Fall class fees
- September 14, 2026
- October 5, 2026
- November 2, 2026
- December 7, 2026
- January 4, 2027
- February 1, 2027
- March 1, 2027
- April 5, 2027

# Class Work Requirements

| Teacher | Class | Expected daily workload |
|---|---|---|
| Cunningham, Ava | PE Classes | No homework |
| Filleman, Scott | Algebra I<br>Algebra II<br>Geometry | 1 hour<br>1 hour<br>1 hour |
| Hardy, Brett | 4th-5th Grade History<br>6th- 8th Grade History<br>Understanding The Times | 20 minutes<br>30 minutes<br>30 minutes to 1 hour |
| Ives, Sheila | American Sign Language I and II | 30 to 45 minutes |
| Knapp, George | 5th-6th Grade Science<br>Middle School Science<br>Physical Science<br>Biology | 30 minutes<br>30 minutes<br>1 hour<br>1 hour |
| Moore, Debbie | American Government<br>Oklahoma History<br>High School History<br>Spanish I and II<br>Sewing | 30 to 45 minutes<br>30 to 45 minutes<br>30 to 45 minutes<br>30 to 45 minutes<br>Varies weekly |
| Peltier, Kristin | ACT Prep | No homework |
| Pendell, Teresa | Intermediate Math<br>Math Foundations<br>Pre-Algebra<br>Yearbook/Photography Class<br>Finance | Varies weekly<br>Varies weekly<br>Varies weekly<br>Varies weekly<br>Varies weekly |
| Strickland, Charlotte | Advanced Art<br>Middle School Art<br>High School Art<br>Drawing<br>Painting | 30 to 45 minutes<br>30 to 45 minutes<br>30 to 45 minutes<br>30 to 45 minutes<br>30 to 45 minutes |
| Thomason, Kenica | Anatomy<br>Chemistry<br>Life Science | 1-2 hours daily<br>1-2 hours daily<br>30 minutes to 1 hour |
| Warren, Melody | Middle School English<br>High School English<br>STEM Class<br>Route 66 Bible<br>Cooking | 45 minutes<br>1 hour<br>No homework<br>15 minutes<br>No homework |

# Excel 2026-2027 Fee Schedule

| | |
|---|---|
| Family administrative fee (per year), for one student is $150<br>**NOTE**: Additional student(s) in the same family add $25 for each child. | **PLEASE COMPLETE AND SUBMIT YOUR ENROLLMENT BEFORE THE CLASSES ARE FULL** |

**Tuition Information**

| Teachers | Monthly Tuition | Classes | Additional Fees |
|---|---|---|---|
| Excel | $15 | Study Hall/Student Lounge | |
| Cunningham, Ava | $50 | PE Classes | |
| Filleman, Scott | $50 | Algebra I | |
| | $50 | Algebra II | |
| | $50 | Geometry | |
| Hardy, Brett | $50 | 4th-5th Grade History | **$15 per semester** |
| | $50 | 6th-8th Grade History | **$15 per semester** |
| | $50 | Understanding The Times | **$15 per semester** |
| Ives, Sheila | $50 | American Sign Language I | |
| | $50 | American Sign Language II | |
| Knapp, George | $50 | 5th-6th Grade Science | **$40 per science class, per year** |
| | $50 | Middle School Science | |
| | $50 | Physical Science | |
| | $50 | Biology | |
| Moore, Debbie | $50 | American Government | |
| | $50 | High School History | |
| | $50 | Spanish I | |
| | $50 | Spanish II | |
| | $50 | Sewing | |
| Peltier, Kristin | $50 | ACT Prep | |
| Pendell, Teresa | $50 | Math Foundations | |
| | $50 | Intermediate Math | |
| | $50 | Pre-Algebra | |
| | $50 | Yearbook/Photography | |
| | $50 | Finance | |
| Strickland, Charlotte | $50 | Advanced Art | **$55 material fee for all art classes per semester, except for Advanced Art** |
| | $50 | Middle School Art | |
| | $50 | High School Art | |
| | $50 | Drawing | |
| | $50 | Painting | |
| Thomason, Kenica | $50 | Anatomy | **$50 per semester** |
| | $50 | Chemistry | **$50 per semester** |
| | $50 | Life Science | **$50 per semester** |
| Warren, Melody | $50 | Middle School English | |
| | $50 | High School English | |
| | $50 | STEM Class | **$15 supply fee per semester for STEM and cooking** |
| | $50 | Route 66 Bible | |
| | $50 | Cooking | |

# Excel Calendar for 2026-2027

| DAY | DATE | DESCRIPTION |
|---|---|---|
| Monday | April 27, 2026 | Last day of 2026 spring semester |
| **ENROLLMENT DATES** | | |
| | Now through August 24, 2026 | Enrollments: $150 administrative fee for first student; add $25 for each additional student in same family. |
| Monday | August 24, 2026 and after | $250 administrative fee for first student; add $25 for each additional student in the same family |
| **OTHER IMPORTANT DATES** | | |
| Monday | August 17, 2026 | Fall Orientation, Heritage Baptist Church, 7:00 p.m. |
| Monday | August 24, 2026 | First day of 2026 fall semester—THIS IS OUR BEST YEAR YET!!! |
| Monday | September 7, 2026 | Labor Day--NO CLASS |
| All week | November 23-26, 2026 | No classes—have a blessed Thanksgiving!! |
| Monday | December 14, 2026 | Last day of 2026 fall semester—pray a wonderful Christmas for your family! |
| Monday | January 4, 2027 | First day of 2027 spring semester |
| Mon.–Fri. | March 15-19, 2027 | SPRING BREAK |
| **Tuesday** | **March 30, 2027** | **EXCEL'S ANNUAL SPRING OPEN HOUSE,** Heritage Baptist Church, 7:00 p.m. |
| Monday | April 26, 2027 | Last day of 2027 spring semester |
| Friday | May 7, 2027 | Excel's Senior Graduation, 6:00 p.m. at Heritage Baptist Church |

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