



2025 – 2026

Student Handbook

Excel
HIGH SCHOOL

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Introduction to Excel High School

Purpose of the Student Handbook

The Student Handbook serves as a comprehensive guide to support students as they begin their academic journey with Excel High School and/or Excel Middle School. It outlines the essential information, policies, and resources needed to navigate our virtual learning environment successfully. From understanding academic expectations and enrollment procedures to discovering enrichment opportunities and accessing support services, this handbook empowers students to make informed decisions, stay engaged, and thrive in an online setting.

Aligned with our mission to provide flexible, accredited, and student-centered education, this handbook also introduces students to our vibrant virtual community, university partnerships, and career readiness programs. Whether pursuing a full-time diploma, single-course recovery, or preparing for college and beyond, students will find clear guidance and support throughout each stage of their experience.

In addition to its role as a student resource, the handbook functions as the official document governing academic policies, program requirements, and accreditation standards. Students are generally held to the graduation requirements in effect at the time of their enrollment. However, Excel Education Systems, Inc. reserves the right to modify programs or policies as needed, and when changes occur, reasonable efforts will be made to help students transition effectively and remain on track for graduation.

Reservation of Rights

Excel High School reserves the right to revise, modify, or discontinue policies, procedures, academic programs, and other provisions outlined in this handbook at any time, with or without prior notice, in accordance with applicable accreditation and licensing requirements. This handbook is not a binding contract but serves as a general guide to the school's current programs and expectations.

While students may be permitted to complete their academic program under the requirements in place at the time of their enrollment (as outlined in our grandfather clause policy), revised policies may, in some cases, supersede prior guidelines. When feasible, the school will provide support to ensure a smooth transition under updated policies or academic structures.



Message from the President

Dear Excel Students and Families,

Welcome to Excel High School! It is both an honor and a privilege to extend my warmest greetings as President of the school. Whether you're beginning your educational journey with us at Excel High School or Excel Middle School, you are now part of a vibrant and supportive learning community dedicated to helping you succeed.

At Excel, we believe that every student deserves access to a high-quality, flexible, and affordable education—one that not only meets the highest academic standards but also supports your personal growth and long-term goals. Our talented team of certified academic coaches, instructors, and administrators is committed to delivering a personalized and professional online learning experience designed with your success in mind.

We understand that learning online can present both exciting opportunities and unique challenges. That's why we prioritize a caring, responsive approach—offering guidance and support at every step, whether academic, technical, or administrative. Our team brings both passion and expertise to help you stay on track, thrive in your coursework, and prepare for what comes next—whether that's college, career, or a new chapter in life.

Excel High School is fully accredited by Cognia, including the North Central Association CASI, the Southern Association of Colleges and Schools CASI, and the Northwest Accrediting Commission. This ensures that your education meets rigorous standards recognized by colleges, universities, and employers nationwide. We are proud of our ongoing commitment to continuous improvement and innovation in online education.

This Student Handbook is your go-to resource for understanding the expectations, policies, and opportunities available to you throughout your time at Excel High School. I encourage you to download and keep it handy for easy reference.

Thank you for choosing Excel. We are excited to partner with you on your educational journey—and we're here to help you succeed every step of the way.

Warm regards,

Mark A. Ulven, EdD

President, Excel High School

 mulven@excelhighschool.com

 (952) 465-3700



Welcome!

We're excited to welcome you to Excel High School, where learning meets flexibility, innovation, and excellence. Excel High School is a fully accredited, non-public, private school committed to delivering a high-quality distance education that empowers students to learn on their terms—anytime, anywhere.

Whether you're pursuing a diploma, recovering credits, or getting ahead, you'll be supported by a team of highly qualified instructors and academic coaches who are passionate about student success. Our interactive virtual learning environment is designed to engage, challenge, and inspire—while offering the freedom to learn at your own pace from anywhere in the world with a stable internet connection.

This handbook is your guide to understanding how our school operates, what resources are available to you, and what is expected throughout your academic journey. Please take time to read it thoroughly. It outlines essential school policies and procedures that ensure a productive and supportive learning experience.

Academic success at Excel depends on your active engagement: attending classes, completing assignments on time, utilizing the support resources available, and following the guidelines that help us maintain a respectful and effective learning community. We are honored that you've chosen Excel, and we look forward to supporting you every step of the way!

Mission Statement

Excel High School will provide an exceptional online learning experience that exceeds the highest academic standards in a nurturing, flexible, and affordable environment.

Vision Statement

Excel High School is committed to becoming the best online high school in the country because of our unwavering dedication to student success and our own professional development.

Core Values

Our Students

We put our students' best interests at the heart of everything we do.

Integrity

We strive to operate our school with honesty, transparency, and high ethical standards. We keep our promises and honor our commitments.



Innovation

To best serve our students, we strive for continuous improvement of our teaching and learning processes and our business performance.

Collaboration

To ensure we are using best practices in all areas of operation, we recognize the need for robust and professional collaboration, both with our students and their families, as well as among EHS staff.

Accountability

We commit to being accountable for serving the best interests of our students and their families. We also honor the accountability to each other as professionals, trusting that our colleagues will hold themselves to the mission and vision of the school.

Optimism

We commit to being an optimistic organization that brings a positive outlook for the future to our workplace. We expect great achievements and success from our students and our staff members. We hold high expectations and reward accomplishments.

Key Institutional Information

History of Excel High School

Excel High School, a wholly-owned subsidiary of Excel Education Systems, Inc. (EES), operates as a non-public school headquartered in Minnetonka, Minnesota. Excel Education Systems, Inc. holds corporate systems (district) accreditation by Cognia. Since its establishment in 2005, Excel High School has assisted thousands of high school-age and adult learners in graduating and progressing to higher education, employment, military enlistment, and job advancement.

Excel was founded by a group of educators, business people, and technology experts who understand the potential of the Internet to provide a world-class education to students who might not have access to such education through any other means. Every one of the school's founders is or has been a parent of school-age children and knows from personal experience the importance of providing their children with a superior education.

The school founders searched for like-minded administrators and coaches – people passionate about education, committed to student learning, and interested in creating a safe school environment where student needs drive the overall direction and the daily decisions of all individuals involved in the school. Our coaches come from all over the United States and are highly qualified to teach in their respective subject areas.



Most importantly, Excel High School is made up of students who are committed to their learning and interested in pursuing their education in a unique, safe, and flexible environment. Students may be looking for additional credits to accelerate their learning, or a few makeup credits so they can graduate from their local school on time. Students may be looking for a flexible online middle or high school where they can more easily blend school with work, travel, or home responsibilities. Online students may be excited about trying a new form of schooling – more vibrant, up-to-date, and personalized than anything they have previously experienced.

Excel Education Systems operates Excel High School and Excel High School for grades 9-12. Additionally, Excel High School's middle school division offers education for grades 6-8. Excel's college division provides undergraduate certificates and credits in various fields, including business, paralegal studies, criminal justice, health care, and information technology.

Legal Governance

Excel High School is organized under the laws of the State of Minnesota, statute 302A as a Minnesota based, non-public, accredited high school. Excel is a nationally recognized high school that serves students in all 50-states and worldwide. Excel's accreditation is recognized by the Minnesota Department of Education and all other states. Excel's school code assigned by the Department of Education is: 0284-31-022. Excel's national school (CEEBS) code is: 240-707.

Excel High School operates under the local leadership of Rod Clarkson, MBA, EdS, Mark Ulven, EdD, Charlie Buehler, EdD, and Nate Herrmann, MBA, SHRM-CP, and appointed board of educational professionals.

Non-Discrimination Policy

We are dedicated to fostering a respectful and fair educational environment for all students and staff. Our school is firmly committed to a policy of non-discrimination, ensuring equal opportunities in all aspects of our operations – whether in student admissions, hiring practices, or educational programs – regardless of race, ethnicity, gender, religion, disability, or any other characteristic protected by law.

We strive to provide all students, faculty, and staff with the resources they need to achieve success. By treating every individual with respect, we build a supportive and innovative community that encourages growth and achievement.

Concerns or complaints regarding discrimination are taken seriously and will be addressed promptly through our established procedures. Together, we can uphold a respectful environment where everyone has the opportunity to succeed. For any questions or additional assistance, please contact our administration office.



Accreditation



Middle States Association CESS

3624 Market Street, 2 West.
Philadelphia, PA 19104
www.msa-cess.org

The Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS) is a globally recognized accrediting body that supports educational institutions in achieving excellence through a rigorous, research-based accreditation process. Serving over 3,000 schools across the U.S. and more than 100 countries, MSA-CESS accredits public, private, charter, and faith-based schools from early childhood through non-degree postsecondary programs. With a focus on continuous improvement, peer collaboration, and adherence to high standards, MSA-CESS helps schools build trust, enhance performance, and foster student success.



Cognia

9115 Westside Parkway
Alpharetta, GA 30009
www.cognia.org

Excel High School is regionally Accredited by Cognia, the parent organization of the North Central Association (NCA CASI), the Southern Association of Colleges & Schools (SACS CASI) CASI, and the Northwest Accrediting Commission. The North Central Association (NCA CASI), the Southern Association of Colleges and Schools (SACS CASI), and the Northwest Accrediting Commission is dedicated to advancing excellence in education worldwide through accreditation, research, and professional services. NCA CASI, SACS CASI, and NWAC accredit over 13,000 schools and school systems throughout the United States and overseas and is an accreditation division of Cognia. Excel High School is accredited by the Middle States Association of Colleges and Schools CESS as a component school of the EES school district/system.

STEM Certified *(Science, Technology, Engineering & Mathematics)*

Excel High School is proud to be Cognia STEM Certified, a distinction that reflects our commitment to delivering high-quality, forward-thinking education. Our STEM curriculum is designed to equip students with the analytical, technological, and problem-solving skills they need to thrive in an increasingly complex world. Through hands-on projects, integrated technology, and cross-disciplinary learning, students gain practical experience that prepares them for college, careers, and lifelong success. This certification ensures all learners—regardless of background—have equitable access to future-ready opportunities in science, technology, engineering, and math.



CBE Certified *(Competency-Based Education)*

Excel High School is CBE Certified. Cognia's Competency-Based Education (CBE) Certification is a designation that affirms our commitment to student-centered, mastery-driven learning for adult learners. This upcoming certification will recognize our efforts to design programs that allow students to progress at their own pace - demonstrating real competency before moving forward. Backed by research-based standards and a rigorous evaluation process, the CBE model empowers adult learners with personalized pathways, increased flexibility, and clearly defined outcomes. As we finalize this certification, Excel is poised to deliver an innovative, future-focused experience that supports every adult student's success—on their own terms.



Contact Information

As your education progresses, you'll be in contact with the Excel support team, coaches, and administrators at the school. Students can connect with school staff by submitting a Help Desk Ticket via Learn Stage. For staff listing, please see our [website](#).

Excel High School Campus
601 Carlson Parkway, Suite
1250, Minnetonka, MN 55305

Phone 952-465-3700
Toll-free 800-620-3844
Fax 952-465-3701

Starting Your Academic Journey

Academic Expectations

By the time you've gotten this far, you certainly know that Excel High School is a school that is quite different from traditional brick-and-mortar schools. Because of Excel's unique nature, **students must take primary responsibility for their own learning. Self-motivation, dedication to learning, and regular participation are essential.** The staff at Excel High School is available to support the student's education, but in reality, **it is the student who determines their own level of success.**

At Excel High School, we offer a learning experience that is intentionally different from the traditional brick-and-mortar model. As an online student, you have the flexibility to learn on your own schedule—but with that flexibility comes greater responsibility.

Success in our virtual learning environment requires self-discipline, consistent effort, and a strong commitment to your goals. Students are expected to take primary ownership of their education by actively participating in coursework, managing their time effectively, and staying on track with assignments and deadlines.

While our dedicated instructors, academic coaches, and support staff are here to guide and encourage you every step of the way, your success ultimately depends on your engagement and determination. The students who thrive at Excel are those who are motivated, proactive, and ready to take charge of their learning journey.

Remember, the level of success you achieve is directly related to the effort you invest—and we're here to help you make the most of that investment.

Transfer Credits

Excel High School proudly welcomes transfer credits from a variety of educational backgrounds, including U.S.-based accredited schools, international institutions, qualified homeschool programs, and foreign academic records validated by our credential evaluation partners. We are committed to providing a smooth transition for students continuing their academic journey with us.



We accept transfer credits from the following sources:

- Regionally or nationally accredited U.S. high schools
- Public and charter schools recognized by the U.S. Department of Education
- Accredited international schools recognized by their country's Ministry of Education
- Qualified homeschool providers meeting state and academic standards
- Foreign academic transcripts evaluated and certified by approved credential evaluation services

Students interested in transferring credits should contact the Registrar's Office for detailed guidance or refer to the [Excel High School Credit Transfer Policy](#).

In accordance with accreditation guidelines, Excel High School allows the transfer of up to **75% of the total credits required for graduation**. To earn an EHS diploma, all students must complete a **minimum of 5.5 to 6 credits** directly through Excel High School, regardless of how many credits have been previously earned.

Students who have completed only one quarter of a course are not eligible to transfer the full semester of credit. In such cases, the student would need to retake the semester from the beginning. We are here to assist you in maximizing your prior learning while ensuring you meet the standards required for graduation through our accredited program.

GED and HiSET Credit Transfer Policy

Excel High School awards up to 5.0 high school credits for students who have passed sections of the GED or HiSET exam. Students earn 2.0 English credits for passing the Reasoning Through Language Arts (RLA) section, which assesses reading comprehension, writing, grammar, and language conventions. Additionally, students receive 1.0 credit each for passing the Math, Science, and Social Studies sections. These credits are considered ungraded transfers and do not impact GPA or class rank. All students must complete at least 6.0 credits or 25% of their program through Excel High School to be eligible for graduation. The total credit requirement for a diploma is 21.5 credits. To receive credit, students must have their official GED or HiSET transcript sent directly from the testing service to the Excel High School registrar's office. If this is not possible, students may provide the website and login credentials for their score portal so the school can retrieve a copy. For assistance in obtaining GED or HiSET scores, students may contact records@excelhighschool.com.

Academic Records Policy

Excel High School recognizes 6th grade as a transitional entry point into middle school and, in most cases, does not require incoming 6th-grade students to submit academic records. However, students who enroll mid-year for a single 6th-grade semester must provide an official transcript or report card from an accredited school to verify completion of a full 6th-grade record prior to placement into 7th grade. For all students entering grades 7–12, whether coming from traditional schools or homeschooling, submission of official academic documentation - such as an official transcript from an accredited school, report card, or a signed homeschool attestation form - is required to ensure appropriate placement, accurate evaluation of transfer credits, and alignment with graduation requirements.



Adult learners (age 18+) who begin a high school program at Excel High School with the intent to complete all graduation credits through the school are not required to submit prior academic records at the time of enrollment. If an adult student wishes to have previous coursework considered for transfer credit, appropriate documentation must be submitted for review. For domestic students, this includes an official transcript from an accredited school. For international students, academic credentials must be evaluated by Scholaro, an approved Educational Credential Evaluator. Homeschool credit transfers are not accepted for adult students.

Adult Program Reengagement Policy

Excel High School's Adult Program Reengagement Policy is intended to promote academic integrity, student accountability, and successful program completion. Adult students whose accounts are paid in full and who have been placed on attendance hold for six months or more must pay a non-refundable \$200 reengagement fee to resume enrollment. Additionally, students who have been inactive for six months or longer may be required to restart coursework or retake previously enrolled courses to ensure alignment with current academic standards and course requirements.

Students who have voluntarily withdrawn or failed to make meaningful academic progress on three separate occasions must submit a formal written appeal to be considered for reentry. Appeals must demonstrate a substantial change in circumstances and a clear, actionable commitment to academic success. All outstanding financial obligations from prior enrollments must be satisfied in full before reengagement requests will be processed. This policy is designed to ensure that returning students are adequately prepared to reenter the program and successfully complete their studies.

Homeschool Credits and Transfer

Homeschool credits are accepted according to the [following policy](#).

At Excel High School, we recognize the value of homeschool education and offer a clear process for transferring eligible credits.

To transfer homeschool credits, students must provide a homeschool transcript that lists course titles, grades earned, and credit values. For each course approved for transfer, students are required to complete a final exam administered by Excel High School. The cost for each exam is \$50.

Excel High School accepts most homeschool credits following a transcript review and successful completion of a test-out exam for each course. After a passing exam score of at least 70%, credit may be awarded.

Credit transfer is limited to a maximum of two high school grade levels, or up to 12 credits total. Only courses offered through Excel High School are eligible for review and potential transfer. Homeschool credits cannot be transferred for adult students; adult learners must complete all required coursework through Excel High School's approved adult curriculum.

For middle or high school-age students enrolling in grades 7 through 9, documentation confirming completion of the previous grade level is required before current grade-level courses can be



scheduled. Homeschooled students may use Excel's Homeschool Attestation Form to verify prior grade completion.

Please note: Students entering 9th grade who have completed Algebra I, Geometry, or a foreign language course and wish to receive high school credit must follow Excel's Homeschool Credit Transfer process **if those courses were completed in a homeschool setting**. If the courses were completed at an accredited school, an official transcript from that school is required for credit transfer.

Guidelines for International Students

Excel High School is a fully online school and does not issue Form I-20 for F-1 student visas. U.S. immigration regulations require that international students on an F-1 visa attend schools that offer in-person instruction. Because all coursework at Excel High School is completed online, students cannot use Excel High School enrollment to obtain or maintain an F-1 visa.

International students are welcome to enroll in EHS courses from outside the United States. However, it is the student's responsibility to ensure that online education meets their country's academic and legal requirements.

Excel High School accepts international (non-U.S.) credits only under specific conditions. If the original transcript from an international school is in English, includes a letter or numerical grade, and lists credits earned, it may be accepted - provided the transcript is emailed directly from the school to the Excel High School Registrar's Office. Transcripts that meet these requirements must be sent to records@excelhighschool.com. In compliance with regulatory requirements, Excel High School cannot legally accept official transcripts submitted by students.

If the transcript does not meet the aforementioned requirements, or if there is any uncertainty about the document's completeness or clarity, students must have their academic credentials evaluated by Scholaro, an approved Educational Credential Evaluator. For more information or to begin the evaluation process, visit Scholaro's website at www.scholaro.com. All Scholaro evaluations must be completed on a course-by-course basis, and it is the student's responsibility to pay all associated fees and ensure that Scholaro sends the official evaluation report directly to Excel High School.

Please note that Excel High School will not review or evaluate any transcripts until the student is officially enrolled and the first tuition payment has been received.

For students residing outside the United States, Excel High School offers Apostille and Legalization services to authenticate academic credentials for international use. This includes certification of diplomas and transcripts through the Secretary of State. If requested, Excel High School can mail the authenticated documents to the student's home country's embassy. However, Excel does not obtain the embassy stamp on behalf of students. If needed, students must coordinate directly with their embassy to complete the final steps.



Enrollment Policy for State-Funded Programs (School Vouchers, ESA, etc.)

Excel High School is committed to delivering high-quality, accessible education to students participating in public education initiatives, including those funded by state agencies such as voucher programs and Education Savings Accounts (ESAs). This policy outlines the specific terms and responsibilities for families or individuals engaged in these state-supported programs.

In instances where the requirements of a state-funded program conflict with provisions outlined in the Excel High School Enrollment Agreement or Student Handbook, the regulations and guidelines of the applicable state agency will take precedence.

Tuition and Financial Responsibility

Tuition for students participating in state-funded programs may be paid in installments or disbursements in accordance with the payment schedule established by the applicable state agency or funding manager. Regardless of the payment method, parents or guardians remain ultimately responsible for ensuring that the total tuition amount is satisfied. This includes cooperating with Excel High School by providing all required documentation, addressing any delays in funding disbursement, and actively resolving funding shortfalls. In the event that state funding is denied, delayed, or does not cover the full cost of tuition and applicable educational expenses, the parent or guardian agrees to cover any remaining balance.

Attendance Tracking and Verification

State-funded programs often mandate documented proof of attendance as a condition for continued funding. Parents and students must comply with any attendance tracking or verification protocols required by their funding agency. This may include submitting attendance logs, verifying participation in coursework, or providing supporting documentation upon request. Consistent engagement with course materials and completion of assignments is expected to support ongoing eligibility for funding. Given the variability in attendance or participation requirements across state-funded programs, parents or guardians are strongly encouraged to review the specific guidelines set forth by their state agency. If any aspects of the requirements are unclear, it is advised that they contact the agency directly for clarification and additional information.

Norm-Referenced Testing

If participation in nationally norm-referenced testing is required by the funding agency, students are required to complete these assessments during the designated testing windows. As a condition of enrollment, these test results must be reported to Excel High School to demonstrate compliance with the program. Failure to complete required testing may result in the suspension or termination of funding and could jeopardize the students' continued enrollment.



Parent and Guardian Reporting Obligations

Parents and guardians are responsible for ensuring all required documentation is completed and reported to the appropriate agency to maintain the student's enrollment and funding status. These reports must be submitted according to the timelines established by the funding agency. Failure to comply with the required documentation may result in the loss of funding or removal from the program in accordance with the state-funding agency rules. For more details on reporting requirements, please contact your state agency.

State-Funded Program Acknowledgment

By enrolling in Excel High School through a state-funded program, parents or guardians acknowledge their full understanding and acceptance of the terms outlined in this policy. Participation in the program signifies agreement to meet all associated responsibilities, including but not limited to tuition, attendance, standardized testing, submission of required documentation, and consistent communication.

In the event that state funding is suspended or discontinued, the parent or guardian agrees to assume full financial responsibility for covering tuition costs to maintain the student's enrollment at Excel High School. Failure to fulfill this obligation may result in the student's temporary removal from the program. Access to coursework will be reinstated once payment has been received.

Noncompliance with any component of this policy may lead to consequences such as suspension of state funding, restricted access to courses, or administrative withdrawal from Excel High School. **For specific program obligations and expectations, please refer to the signed agreement with your respective state agency.**

State-Funded Program Resources and Support

Excel High School proudly partners with several state-funded programs to support students in achieving their educational goals. To assist families in understanding and navigating the requirements of these programs, we offer a variety of resources. For more detailed information, please visit [our website](#).

Refund Policy for State Funded Programs (School Vouchers, ESA, etc.)

If a student's enrollment is funded, in whole or in part, by a state-funded program - such as a school voucher, education savings account (ESA), or any similar public education funding initiative - any refunds that may become due under the terms of the student's enrollment will be issued directly to the state agency that provided the funding. Under no circumstances will refunds from state-funded programs be issued to the student, parent, guardian, or any third party.

Excel High School is legally obligated to comply with all applicable state laws, agency regulations, and program-specific refund requirements. In the event of a withdrawal or cancellation, any tuition, fees, or other payments made on behalf of the student through a state-funded program will be refunded in



accordance with the applicable state agency's guidelines and policies. Students and families acknowledge that the administration of state funds carries unique responsibilities, and Excel High School must adhere strictly to those legal requirements.

Students and families expressly acknowledge, understand, and agree that:

- Funds disbursed by a state-funded program are public funds.
- Refund and withdrawal procedures for students receiving state-funded support will be governed by the specific regulations and requirements of the state that issued the funding.
- Refunds attributable to payments made through state-funded programs must be returned to the funding agency, not to the individual student, parent, or guardian.

Failure to comply with these terms may result in administrative actions, including but not limited to the withholding of transcripts, diplomas, or access to enrollment services, until all financial obligations and refund procedures have been fulfilled in accordance with the requirements of Excel High School and any applicable state-funded educational program.

Awarding of Credits and Diplomas/ Grading and Reporting

Excel High School is committed to upholding rigorous academic standards while providing flexibility through its online learning environment. Final grades are issued based on demonstrated mastery of course objectives, timely submission of coursework, and overall quality of performance. Course completion results in the awarding of **high school credits**, and accumulated credits contribute to diploma eligibility based on the selected graduation track.

Below is an overview of the grading scale and reporting terms used at Excel High School:

A	Approximate average of 90-100%	Indicates exceptional mastery of course objectives. The student has consistently submitted high-quality work and met or exceeded expectations in a timely manner.	B	Approximate average of 80-89%	Reflects a strong understanding of course material. Work is completed with care and competence, generally submitted on time.
C	Approximate average of 70-79%	Demonstrates an acceptable grasp of most course outcomes. Work meets minimum requirements and is completed within a reasonable timeframe.	D	Approximate average of 60-69%	Represents limited understanding of key concepts. While all major assignments were submitted, performance and comprehension were below average.
P	60-100%	Issued for pass/fail courses. Indicates the student met the minimum requirements for course completion. Does not impact GPA.	F	Approximate average of below 59%	The student did not demonstrate sufficient mastery to earn credit. Coursework may be incomplete, submitted late, or consistently poor in quality.
IN	Incomplete	Indicates major coursework remains unsubmitted. Grade is withheld until missing assignments are completed. A temporary F is assigned until resolved.	W	Withdrawn	Assigned when a student officially withdraws within one month of last course activity. If no action is taken, a final F will be recorded after two months of inactivity.



Credit Awarding & Diploma Eligibility

- High school credit is awarded upon **successful completion of coursework** with a passing grade (D or higher, or ‘Pass’ in pass/fail courses).
- Students must complete the **minimum number of credits required** under their selected diploma track (Standard 21.5 credits, College Prep 24 credits, or Adult Program).
- Final grades, GPA, and earned credits are recorded in the **Learn Stage Student Information System** and are reflected on official transcripts.
- Credits from previously attended schools may be accepted upon review and in accordance with Excel’s **Transfer Credit Policy**.

Students and families are encouraged to stay informed by regularly reviewing grade reports in Learn Stage. Questions about grading, credit recovery, or diploma eligibility should be directed to your Academic Coach or Success Coach.

Credit Requirements for Graduation

Excel High School offers two diploma pathways designed to meet the diverse academic goals of our students: the **Standard Diploma (21.5 credits)** and the more rigorous **Honors Diploma (24 credits)**. Both options are accredited, college-eligible programs that prepare students for post-secondary success. High school-aged students may select either track based on their academic goals and future plans. Students planning to attend a four-year university or pursue competitive scholarships are encouraged to consider the Honors Diploma track.

24 Credit Honors Diploma	21.5 Credit Standard Diploma
4.0 credits of English	4.0 credits of English
4.0 credits of Math	3.0 credits of Math
3.0 credits of Science	3.0 credits of Science
3.5 credits of Social Studies	3.5 credits of Social Studies
1.0 credits PE/Health	1.0 credits PE/Health
2.0 credits Foreign Language	1.0 credits Fine Arts
1.0 credits Fine Arts	6 Elective credits
5.5 Elective credits	0.5 Credits of Personal Fitness
	0.5 Credits of Health

Excel High School encourages all college-bound students to take advantage of test preparation opportunities to support their success in post-secondary admissions. Students should consider enrolling in **SAT, ACT, or Classical Learning Test (CLT)** prep courses during their **sophomore or junior year**, based on when they plan to sit for these exams.

Excel High School is a registered member of the **College Board®**, and students should use the official school code when registering for standardized tests:  **Excel High School CEEB Code: 240707**



Accepted College Entrance Exams:

- **SAT® (Scholastic Assessment Test)**
- **ACT® (American College Testing)**
- **CLT® (Classical Learning Test)** – A growing number of colleges and universities now accept CLT scores as part of their admissions criteria, particularly liberal arts and faith-based institutions.

Students may choose the exam that best aligns with their academic strengths and college application goals. Test preparation resources are available through **Peterson's Career and Test Prep platform**, and additional support may be provided through the **ElevatED enrichment program**.

For questions about which test to take or how to prepare, students and families are encouraged to contact a **Success Coach** or the **school counseling office** for personalized guidance.

Minimum Performance Requirements for Credit

To earn academic credit for any standard course at Excel High School, students must meet all of the following minimum performance criteria:

1. **Final Exam:** A score of 60% or higher on the final exam is required.
2. **Writing Assignments:** Each writing assignment must receive a score of 60% or higher (equivalent to 12 out of 20 points or more).
3. **Final Course Average:** The student must achieve a final average of 60% or higher for the course.

Note: For Advanced Placement (AP) and University of California A-G (AG-CA) approved courses, a minimum of 70% is required on the final exam and overall course grade to be eligible for credit. These benchmarks ensure that students have demonstrated adequate mastery of the course content in both objective assessments and written communication.

Instructional Time and Credit Equivalency

Credit is awarded based on the completion of instructional time aligned with standard academic expectations:

Course Type	Instructional Time	Credit Granted
Standard Semester Course	90–110 hours	1.0 semester credit
Half-Semester Course	45–55 hours	0.5 semester credit
Honors Course	55–100 hours	0.5 semester credit



Diploma Credit Residency Requirement

To maintain the integrity of the Excel High School diploma, students must complete **at least 25% of their required graduation credits** through Excel. All students must complete a **minimum of 5.5 to 6 credits** directly through Excel High School, regardless of how many credits have been previously earned. Transfer credits will be evaluated in accordance with Excel's [Transfer Credit Policy](#).

California A–G (CA-AG) Program Requirements

The University of California (UC) system requires students to complete a defined sequence of 15 yearlong high school courses across core academic subjects such as history/social science, English, mathematics, laboratory science, world language, visual and performing arts, and college-preparatory electives. To be eligible for admission, students must earn a grade of 70% or better in each course, with at least 11 of the 15 completed by the end of their junior year.

Excel High School's CA-AG Program aligns students' academic plans with UC requirements by automatically enrolling them in A–G approved courses. Students in the CA-AG Program will be placed on the alternate 24-credit diploma track, which includes additional recommended coursework in mathematics, laboratory science, and world language to enhance UC eligibility and overall college readiness. If a student chooses not to pursue the full 24-credit diploma, they must formally opt out by contacting the school to be placed on the standard 21.5-credit diploma track. This opt-out process allows for academic advising to ensure students and families understand the implications of selecting a reduced credit pathway, especially as it may relate to UC college admissions.

NCAA Eligibility *(pending)*

2025–2026 Status Update: Excel High School is currently in the process of applying for NCAA approval. At this time, Excel courses **do not yet fulfill NCAA Division I or II academic eligibility requirements**, but the school is actively working toward approval.

What NCAA Requires

The NCAA does **not require live (synchronous) instruction** for nontraditional (online) courses. However, it does require that courses include:

- Ongoing, teacher-initiated interaction
- Regular, individualized feedback on student work
- Instruction by a qualified educator
- Defined start and end dates
- A pace that reflects traditional academic engagement—not overly accelerated

How Excel High School Aligns with NCAA Guidelines

To support student-athletes and meet NCAA expectations, Excel High School offers:



- **Teacher-initiated academic interaction** through consistent grading, feedback, and proactive communication from Academic Coaches
- **Six checkpoint meetings per semester** with a **dedicated Success Coach** to ensure students remain on track academically and athletically
- Access to instructional guidance through our **Excel High School Help Desk** and the intelligent BRYTE AI tutor for on-demand support.
- **Optional synchronous support sessions** offered multiple times per week to enhance learning (not required for eligibility, but recommended for engagement)

Excel High School is committed to supporting student-athletes and maintaining NCAA-compliant course structures. Families are encouraged to consult with athletic advisors or the NCAA Eligibility Center when planning academic schedules, especially while Excel's application for approval is under review.

Enrollment Status

Full-Time vs. Part-Time Status

Excel High School supports both full-time and part-time students with the same level of commitment, ensuring every learner receives personalized attention regardless of their enrollment status. At the time of enrollment, students select their full-time or part-time designation and are provided with a customized learning plan tailored to their academic goals. The key features of each enrollment option are summarized below.

Part-Time Students

- Part-time students typically take between 1 and 3.5 credits, while full-time students enroll in 4 to 6 credits. Part-time enrollment offers the flexibility to complete a single course or several courses, making it ideal for students supplementing their education, focusing on credit recovery, or needing to complete just a semester of coursework for their grade level.

Full-Time Students

- Full-time students enroll in 4 to a maximum of 6.5 credits per grade level. While 4 credits meet the minimum for full-time status, students typically take 5 to 6 credits to remain on track for graduation and meet all diploma requirements at Excel High School.
- Students enrolled full-time at Excel High School may not be concurrently enrolled full-time at another school or in an additional program within the institution.
- Each grade level typically includes the following course requirements:
 - At least 1 English course
 - At least 1 Math course
 - At least 1 Science course
 - At least 1 Social Studies course
 - At least 2 Elective credits



- Some flexibility may be allowed in how certain credits are distributed, particularly in the senior year, to ensure students are following the best path toward meeting graduation requirements.

Middle School Full-Time Status

- **Sixth Grade:** Full-time status requires enrollment in four courses.
- **Seventh and Eighth Grades:** Full-time status requires enrollment in five courses.

Participation Time & Learning Requirements

Excel High School offers a flexible, self-paced learning environment designed to accommodate diverse student needs and learning styles. While students enjoy the freedom to study from anywhere and on their own schedule, consistent and substantive participation is essential for academic progress and compliance with compulsory education laws for students under the age of 18.

Time Expectations by Course Type

- **Full Grade Level (Two Semesters):** Students are given **12 months** to complete a full academic grade level.
- **Advanced Placement (AP) Courses:** Students have **5 months per semester** (10 months total) to complete AP courses.
- **Individual Standard Courses:** These are designed to be completed within **6 months**.
- **Course Extensions:** Extensions may be granted for an additional **\$200 fee**, pending approval from a designated school representative.

To stay on track, students should plan to spend approximately **45 minutes to 1 hour per course, per day**, five days per week. This schedule supports successful completion of coursework within the intended 4–6 month timeline.

Participation Requirements

Students under the age of 18 are expected to:

- Maintain a **minimum of 20 hours of academic engagement per week** across all active courses.
- Log in regularly and demonstrate **substantive participation**, which includes completing assignments, taking assessments, participating in discussions, and communicating with academic staff.

Failure to meet these expectations may result in academic warnings, account review, or administrative withdrawal. Students who do not participate in their coursework for **30 consecutive days or more** may receive a **Notice of Intent to Withdraw**, and their enrollment may be subject to cancellation in accordance with the school's non-participation policy.

Expectations for Adult Learners



Adult students are not subject to compulsory attendance requirements but must still demonstrate a consistent pattern of academic activity. Students who are inactive for **60 consecutive days or more** may have their accounts locked and risk termination.

Communication and Flexibility

We understand that life circumstances vary. If a student anticipates an extended absence due to illness, travel, or personal obligations, it is essential to **notify the school in advance**. Our support team will work with students and families to make reasonable accommodations in alignment with school policies.

Success in our program requires commitment, discipline, and regular engagement. While Excel High School offers exceptional flexibility, consistent participation is the key to academic achievement and program completion.

State Compulsory Attendance Laws

Compulsory Attendance Laws: Students under the age of 18 are responsible for complying with their state's compulsory attendance laws. These laws vary by state, and it is the responsibility of parents/guardians to ensure compliance with their local education regulations. Excel High School does not monitor or enforce state attendance requirements. Parents should consult their local school district or state education agency for guidance on meeting attendance obligations.

For students utilizing government-funded programs such as vouchers, daily participation is required per state compulsory attendance laws. Extended absences will be reported to the student's home district for appropriate action. Students must maintain regular engagement in coursework to remain in good standing.

Attendance Records: Excel High School operates as a self-paced, asynchronous online institution and does not maintain traditional attendance records like public schools. However, student progress is tracked through course activity and engagement. Parents or guardians seeking verification of student participation may request progress reports through the school.

Status Letters and Transcripts: Excel High School provides status letters and transcripts upon request, provided the student has official transcripts on file (if they attended a previous high school), has successfully completed at least one course, and is current on all tuition payments.

Learning Environment and Time Management

Single Course Credit Recovery (Grades 6–12)

Excel High School offers flexible, fully online **Single Course Recovery** for students in **grades 6–12** who need to retake previously failed or incomplete classes. These self-paced, teacher-supported courses are designed to help students catch up and stay on track for grade-level progression or high school graduation.



Courses are aligned with national and state academic standards and include meaningful assessments to ensure subject mastery. Students have **up to 6 months** to complete each course. Tuition is billed per course.

Note: Prior to enrollment, please confirm credit acceptance with your student's current school or district.

Course Extension Policy

In extremely rare situations, Excel High School will approve a one-time per grade level, two-month extension allowing a student more time to finish a class. To be approved for an extension, the following criteria must be met:

Reasonable Progress:

The student must have made reasonable progress toward course completion, as determined by the approval committee.

Legitimate Reason:

- A legitimate reason for needing the extension must be submitted in writing.
- The explanation must be signed by both the student and a parent.
- The request must be submitted through the Learn Stage Help Desk which will route it to the approval committee.

Examples of Legitimate Reasons:

- Unforeseen family emergencies.
- Personal or medical emergencies.
- Natural disasters.

Extension Cost:

The cost of a 2-month program extension is \$200.00.

Note: *Lack of time to communicate or participate will not be considered a legitimate reason for granting an extension.*

By adhering to this policy, Excel High School ensures that extensions are granted only in genuine cases of need, maintaining the integrity and accountability of its academic programs.



Communication & Login (Including Attendance, Participation, and Truancy)

Consistent and meaningful participation is essential for student success in an online learning environment. As a self-paced, asynchronous learning environment, Excel High School measures “attendance” through academic engagement and participation rather than physical presence. The Learn Stage LMS automatically tracks and records all student activity, including:

- Login dates and times
- Lesson progression
- Assignment submissions
- Course completions

While our programs offer flexibility, students are still required to demonstrate **substantive participation** on a regular basis. This includes logging into each enrolled course, completing assignments, and engaging with instructors, academic coaches and/or course content.

To remain in good standing, students are expected to:

- Log in and actively participate in **each course at least three times per week**
- Complete a **minimum of 20 hours of academic engagement per week**, especially if under the age of 18 and subject to compulsory education laws

Extended inactivity (no logins, submissions, or communication for 14 consecutive days) without prior approval may result in administrative intervention or withdrawal.

Definition of Truancy

A student may be considered **truant** if they fail to participate in required instructional activities—without a valid excuse—for an extended period of time (e.g., 7 or more consecutive days or 15 days total within an academic year). In a virtual school setting, this includes failure to log in, complete coursework, or maintain communication with school staff. In such cases, the school may be required to notify the student's parent/guardian, withdraw the student from enrollment, or report the absence to the appropriate local or state educational authority.

Parent and Guardian Responsibilities

Parents or guardians of students under age 18 are responsible for ensuring regular academic participation and may be subject to their state's compulsory attendance laws. We encourage families to become familiar with their local requirements and support their students in maintaining a consistent schedule.



Absences and Communication

If a student anticipates an absence due to travel, personal obligations, or other commitments, they should notify the school at least **one week in advance**. In the event of illness or emergency, the student or guardian should notify the school as soon as possible to discuss accommodations or course extensions.

Students may communicate with staff by submitting a **Help Desk Ticket in Learn Stage**, our learning management system. Excel staff and academic coaches are committed to supporting students through timely, responsive communication.

School Academic Calendar and Hours of Operation

At Excel High School, flexibility is at the heart of our educational model. Our virtual learning platform is accessible **24 hours a day, 7 days a week, 365 days a year**, allowing students to learn at their own pace and on their own schedule—anytime, anywhere with a reliable internet connection.

Academic Year:

Excel High School's academic year runs August 1 through July 31.

Although coursework can be accessed year-round, the **school office operates Monday through Friday, from 8:00 a.m. to 5:00 p.m. (U.S. Central Standard Time)**. During these hours, our academic coaches, instructors, and support staff are available to answer questions, provide assistance, and ensure your academic experience remains smooth and successful.

The **school office is closed on weekends** and during nationally recognized holidays. However, students may continue progressing through their courses uninterrupted—even when the office is closed. Our **Help Desk Ticket system remains available 24/7**, and tickets will be addressed during regular business hours.

We believe that this combination of round-the-clock access to coursework and responsive weekday support from our dedicated team is one of Excel High School's greatest strengths — and a distinct advantage for students and families seeking a flexible, high-quality, and supportive educational experience.



Observed Holidays

Excel High School observes the following U.S. holidays. When a holiday falls on a weekend, it may be observed on the nearest weekday:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Online Courses and Study Strategies

Online Courses

Excel High School offers a robust selection of accredited online courses designed to support academic success, college preparation, and lifelong learning. Whether you're working toward your high school diploma, preparing for college admission, or exploring enrichment opportunities, our course catalog provides flexible options to meet your educational goals.

Explore our full range of offerings below:

- [Standard High School Courses & Syllabi](#) – View all core and elective courses available to students in grades 9–12.
- [Honors Courses](#) – Challenge yourself with advanced coursework designed for high-achieving students.
- [University of California A-G Approved Courses](#) – Explore courses that meet the UC/CSU admissions requirements.
- [Middle School Courses \(Grades 6–8\)](#) – Discover our accredited online curriculum for middle school students.

Each course is designed with flexibility, rigor, and student engagement in mind. Our standards-aligned curriculum is delivered through an intuitive learning platform supported by qualified instructors and academic coaches.

Classes and Assignments

At Excel High School, each course is thoughtfully structured to provide a comprehensive, engaging, and interactive learning experience. Courses are organized into a series of lessons, each designed to promote mastery through a variety of instructional tools and assessments. Each lesson typically includes:

- A digital textbook
- Instructional resources and lectures



- Interactive activities and assignments
- Formative and summative assessments, such as multiple-choice or fill-in-the-blank exams

Assessment & Grading

- Multiple-choice exams are auto-graded immediately upon submission, allowing students to view their results in real time.
- Written assignments are reviewed and graded by instructors within 3 to 5 business days of submission. Students receive both a grade and personalized feedback to support continued growth.

Curriculum & Format

Excel High School exclusively uses digital textbooks and online learning resources for all courses—eliminating the need for printed materials in most cases. Video lectures, interactive activities, and digital content are integrated throughout our Middle School, Standard, and Honors courses to ensure a dynamic and accessible learning experience. (Note: AP® courses may require supplementary materials or hard-copy textbooks.)

Course Load and Progression

Students typically enroll in five to six courses at a time, depending on their academic goals and graduation plan. Courses are sequenced intentionally to support cumulative learning and skill development. Students are expected to follow the designated course progression for their grade level unless transfer credits have been applied and an adjusted course plan has been approved.

This structured yet flexible model allows students to take ownership of their learning while progressing through a high-quality, accredited curriculum at their own pace.

Study Tips for Online Learning Success

Excel High School provides students with a flexible, self-paced learning environment designed to support a wide range of learning styles and academic goals. Success in an asynchronous online program requires personal responsibility, consistent engagement, and smart study strategies. Whether you're preparing for assessments, working on assignments, or building long-term academic habits, the tips below will help you stay focused, productive, and successful.

Understand the Grading Rubric

Most written assignments include a **grading rubric**—a detailed guide used to assess your performance.

- Review the rubric **before** beginning the assignment to understand the expectations.
- Use the rubric as a **checklist** while you work to ensure you cover all required components.



- Aim to meet the **highest criteria** outlined in the rubric for the best possible score.

Rubrics ensure that all student work is graded consistently and fairly. By understanding how your work will be evaluated, you can take direct steps to improve your outcomes.

Know When Assignments Use Specific Answers

Some assignments, especially in math, science, and grammar-based lessons, may have **objectively correct answers** and are graded using an answer key rather than a rubric.

- Pay close attention to instructions for these assignments.
- Review any provided examples or reference materials to guide your answers.
- Accuracy matters—double-check your work before submitting.

Prepare for Multiple-Choice Assessments

Multiple-choice and fill-in-the-blank assessments are used throughout Excel courses to measure comprehension.

- Study regularly—**avoid cramming** right before a test.
- Take organized notes while reading or watching instructional videos.
- Review any incorrect answers from past quizzes to better understand the material.
- Use **practice questions**, where available, to test your knowledge before taking graded assessments.

Most multiple-choice exams are **automatically graded** upon submission, so you'll receive instant feedback to help guide your next steps.

Use BRYTE AI Tutor for On-Demand Support

When you need help outside of normal school hours—or simply want quick, intelligent support—turn to [**BRYTE AI Tutor**](#).

BRYTE is Excel's 24/7 AI-powered academic assistant, available directly within your courses to:

- Explain difficult concepts
- Guide you through assignments
- Provide real-time academic help
- Support independent learning at your own pace

Think of BRYTE as a personal tutor, always ready to assist when you're stuck, curious, or preparing for your next quiz or exam.



Submit High-Quality Work

Your assignments should reflect thoughtful, well-organized work. Strong writing and clear communication are essential. Be sure to follow all instructions, formatting guidelines, and word count requirements. Always proofread your assignments before submitting them.

While tools like AI can be helpful for planning and proofreading, the work you submit should be your own and represent your honest effort - not someone else's.

Make use of available resources to help you strengthen your writing skills, improve clarity and structure, and ensure your work is polished and complete.

Finally, read instructor feedback carefully and apply it to future assignments to continue improving your performance.

Please note: Written assignments are typically evaluated within 3 to 5 business days, and constructive feedback is provided to support your academic growth.

Stay Organized and Consistent

Online learning gives you the flexibility to learn on your own time—but that means you must take ownership of your schedule.

- Set aside **dedicated time** each day for schoolwork.
- Create a **weekly study plan** to stay on track with all courses.
- Break down larger projects into smaller, manageable tasks.
- Regularly check your course dashboard to monitor progress and upcoming assignments.

Final Thought: Be Proactive

The most successful students at Excel High School are those who take initiative, use the resources available to them, and communicate regularly. Your academic coach and instructors are here to support you—but your growth begins with **your effort**.

By combining consistent study habits with powerful tools like the grading rubric, BRYTE AI Tutor, and other available academic resources, you'll be well-equipped to succeed in your courses and achieve your educational goals.

Diploma Completion Time and Credit Track Options

At Excel High School, we offer multiple diploma pathways to accommodate the diverse needs, goals, and timelines of our students. Whether you're a traditional high school student, an adult learner returning to finish your diploma, or transferring in with existing credits, our flexible and self-paced programs are designed to support your success.



Diploma Credit Track Options

Excel High School offers the following diploma tracks:

21.5-Credit Standard Track Diploma

- Designed to meet the general high school graduation requirements for most U.S. states.
- Ideal for students who plan to graduate and either enter the workforce, a trade program, or a community college.
- Can be completed in up to **48 months** (4 years) or as few as **6 months** with sufficient transfer credits.
- Flexible pacing and transfer-friendly.
- Best suited for students who do not need the additional academic rigor required by selective colleges or universities.

24-Credit College Prep Track Diploma

- Designed for students planning to apply to **four-year colleges or universities**.
- Includes additional coursework in core academic subjects and electives to strengthen college readiness.
- Fulfills admission requirements for most public and private colleges.
- Follows the same flexible format and can be completed in up to **48 months**, with earlier completion possible depending on transfer credits.

Adult High School Diploma Program (21.5 Credits Minimum)

- Specifically designed for adult learners returning to complete their high school education.
- Can be completed in as little as **12 to 18 months**, depending on the number of accepted transfer credits.
- Offers flexibility in pacing while meeting state-approved diploma requirements.
- Tailored academic support and success coaching available for adult learners balancing school with work or family obligations.

	21.5 Standard Credit Track	24-Credit College Prep Track	Adult High School Diploma
Total Credits Required	21.5	24	21.5 (Minimum)
Intended Audience	General High School Students	College-Bound Students	Adult Learners (18+)
College Prep Focus	No	Yes	Optional
Typical Completion Time	6 To 48 Months	6 To 48 Months	12 To 18 Months
Eligible for Transfer Credits	Yes	Yes	Yes



Meets 4-Year College Requirements	No	Yes	Depends On Course Selection
Standardized Testing Required (if under 17)	Yes (Sat 1270+ Or Act 26+)	Yes (Sat 1270+ Or Act 26+)	No

Middle School Program (Grades 6–8)

Excel Middle School students typically complete each grade level in **6 to 8 months**. While no diploma is issued for middle school completion, **unofficial transcripts** can be downloaded from the student's Learn Stage dashboard upon the conclusion of each academic year.

Self-Paced Learning and Progress Monitoring

All diploma tracks are fully **self-paced**, giving students the ability to set a schedule that aligns with their personal goals, learning style, and availability. Students are encouraged to complete **1 to 2 lessons per week, per course**, to maintain steady progress and complete their program within a reasonable timeframe. To support consistent engagement:

- The **student portal includes a built-in progress tracker**, allowing students to monitor their completion status.
- Academic coaches and school staff may reach out to support students who pause or slow their progress.

Graduation Eligibility for Students Under Age 17

Excel High School requires that students be at least **17 years of age** to be awarded a diploma. If a student has completed all academic requirements but has **not yet turned 17**, they must also meet one of the following **standardized testing benchmarks**:

☒ **SAT score of 1270 or higher** or ☒ **ACT composite score of 26 or higher**

This policy ensures academic maturity and post-secondary readiness for early graduates. Standardized test scores should be submitted directly to Excel High School and will become part of the student's **permanent academic record**.

Please contact the school office for assistance with graduation planning, transfer evaluations, or to determine which diploma track is the best fit for your educational and career goals.



Academic Success and Career Preparation

Concurrent Enrollment Policy

Excel High School maintains a clear policy regarding full-time enrollment to ensure academic integrity and compliance with accreditation standards.

Students enrolled in Excel High School's diploma program may not be concurrently enrolled in another full-time high school program. This means a student must be enrolled in only one full-time high school at a time.

If a student is seeking to supplement their education while enrolled full-time at another institution, Excel offers **individual course enrollment options** for credit recovery, advancement, or enrichment. These courses may be taken on a part-time basis and are ideal for students who need specific credits without pursuing a full diploma through Excel. Before enrolling, students and families should confirm their enrollment status and consult with the school registrar if they have any questions about full-time or part-time eligibility.

End-of-Course Survey

At the conclusion of each course, all students are required to complete the **End-of-Course Survey**. This brief but important survey gathers feedback on a variety of key areas, including:

- Student engagement and course readiness
- Support provided by Academic Coaches and Success Coaches
- Ease of use and accessibility of technology
- Curriculum quality and instructional resources
- Overall learning experience and outcomes

The End-of-Course Survey serves as a vital tool in our **continuous improvement process**. Student feedback helps us identify strengths, address areas for enhancement, and ensure that Excel High School continues to provide a high-quality, student-centered learning experience.

Your input matters. By completing the survey thoughtfully, you play an active role in shaping the future of our programs and improving the experience for future students.

Standardized Testing

Excel High School is an official **member of the College Board®**, and students who wish to take the **SAT**, **ACT**, or **Classical Learning Test (CLT)** may do so at a local authorized testing center. These standardized assessments are valuable for students preparing for college admissions and may also be required for students participating in state-funded education programs.



- **Excel High School's CEEB Code is 240707**

Students should use this code when registering for standardized tests to ensure results are sent directly to Excel High School and included in the student's official academic record.

Requirements for Students Using State-Funded Programs, ESAs, or Vouchers

If a student is enrolled in Excel High School through a **state-funded scholarship, education savings account (ESA), or school voucher**, additional **testing and reporting requirements** may apply. These programs often require submission of results from **nationally norm-referenced standardized assessments** as a condition for continued funding.

Parent/Guardian Responsibilities:

- It is the responsibility of the **parent or guardian** to ensure that their student completes any **required testing** associated with their scholarship or funding program.
- Families must submit results from an approved nationally norm-referenced exam directly to Excel High School.
- Accepted assessments often include (but are not limited to):
 - **SAT (College Board®)**
 - **ACT**
 - **Classical Learning Test (CLT)**
 - **Iowa Assessments**
 - **TerraNova**
 - **Stanford 10**
 - Other assessments accepted by your specific scholarship program or state agency

Note: *These assessments are typically administered independently and are not provided by Excel High School.*

Know Your Program Requirements

Each state or funding program has its own policies and timelines regarding:

- Testing frequency (e.g., annual or biennial)
- Acceptable testing providers and locations
- Score reporting procedures

Families are strongly encouraged to **review the specific guidelines of their state-funded program** to ensure full compliance and avoid interruptions in funding.

If you have questions about which tests are accepted or how to submit results, please contact your scholarship provider or program administrator directly, or reach out to Excel High School for guidance.



Student Success Services

Success Coaching: Powered by the ElevatED Program

The **ElevatED Program** is Excel High School’s premier student success initiative, designed to offer personalized support and enrichment opportunities to middle and high school students. Students receive the level of guidance and engagement that best fits their academic goals and post-secondary aspirations.

ElevatED provides access to a **Success Coach** who supports students in the following areas:

- ☒ Goal setting and pacing
- ☒ College and career readiness
- ☒ Personal growth and life skills
- ☒ Accountability and motivation
- ☒ Engagement in community and enrichment activities

ElevatED	ElevatED	ElevatED
<i>Academic Resources & Personal Growth</i>	<i>Academic & College Guidance</i>	<i>Personalized Coaching & Elite Opportunities</i>
• Access to Peterson’s college and career planning tools • Monthly skill-building curriculum (e.g., writing, goal setting, time management) • Expert-led virtual seminars • Personalized learning paths and student-led initiatives • Participation in Excel’s student-led community and clubs	• Virtual college and career fairs • Life skills and academic assessments • SAT/ACT/CLT prep (HS only) or PSAT/CLT prep (MS only, coming soon!) • Common App support for high school students	• Eligibility to apply for National Honor Society (HS) or Junior NHS (MS, coming soon) • Personalized college admissions portfolio development • Semesterly advising sessions with tailored guidance • Résumé building, letters of recommendation, and extracurricular documentation

Through the ElevatED enrichment program, Success Coaches work closely with students and families to ensure they stay on track, build confidence, and make informed decisions about their future.

Academic Coaching: Course-Specific Support

Academic Coaching at Excel High School is designed to provide targeted support within individual courses. Our qualified Academic Coaches are available to help students with:

- Clarifying course content and instructions
- Developing study strategies and improving time management
- Preparing for assessments and exams
- Recommending additional learning resources



To access academic support, students should submit a **Help Desk Ticket** through the Learn Stage platform. Our team will connect you with an Academic Coach to assist with your specific needs.

Career and College Counseling

At Excel High School, we believe that preparing for life after graduation is just as important as earning your diploma. That's why we provide all students with **free access to comprehensive career and college counseling tools** through [Peterson's Career and Test Prep](#)—an industry-leading platform for academic and professional planning.

Peterson's helps students explore meaningful post-secondary options and develop a personalized path toward success. Through this powerful online tool, students can:

- Explore **thousands of career pathways** based on their skills, interests, and values
- Complete **career assessments** to discover suitable fields and industries
- Research detailed profiles for **colleges and universities nationwide**
- Prepare for key exams such as the **SAT®, ACT®, CLT®, and more**
- Receive guidance on selecting a **college major** aligned with their goals
- Access **financial aid and scholarship resources**

Peterson's Career and Test Prep is available to all Excel High School students and is a core component of our **ElevatED student success programming**. Whether you're exploring potential careers, planning for college, or considering technical and trade programs, this platform offers the insight and support to make confident, informed decisions. To access the platform, students may log in via the student portal or contact a Success Coach for setup support.

Academic Distinction and Enrichment Programs

Academic Distinctions

"Alpha" Honor Roll

Unweighted 4.0 Scale:

Term GPA: 3.667 and above

This indicates a strong performance across standard coursework.

Weighted 4.5 Scale:

Approximate Term GPA: 4.125 and above

Reflects additional recognition for engaging in higher-level courses such as Honors.

Weighted 5.0 Scale:

Approximate Term GPA: 4.584 and above

Acknowledges excellence in advanced coursework, celebrating achievement in AP classes.



"Beta" Honor Roll

Unweighted 4.0 Scale:

Term GPA: 3.000 to 3.666

Marks a commendable level of achievement in standard courses.

Weighted 4.5 Scale:

Approximate Term GPA: 3.750 to 4.124

Reflects additional recognition for engaging in higher-level courses such as Honors.

Weighted 5.0 Scale:

Approximate Term GPA: 3.750 to 4.583

Acknowledges excellence in advanced coursework, celebrating achievement in AP classes.

Laude Latin Model

At EHS we honor outstanding academic achievement by adopting the Laude Latin Model, a refined approach that goes beyond traditional class rankings. This model reflects our commitment to recognizing each student's unique academic journey and their exceptional dedication to learning.

Your final cumulative grade point average (GPA) will determine the academic honor that is noted on your high school transcript, diploma, and celebrated at commencement. The three distinguished levels of academic honors are as follows:

Summa Cum Laude (With Highest Distinction):

Unweighted GPA (4.0 Scale): 4.000 and above

Weighted Equivalent (4.5 Scale): Typically, a weighted GPA of 4.500 and above. This reflects the extra rigor and challenge of advanced courses.

Weighted Equivalent (5.0 Scale): Typically, a weighted GPA of 5.000 and above. This reflects the highest academic achievement, incorporating the difficulty of advanced courses.

Magna Cum Laude (With Great Distinction):

Unweighted GPA (4.0 Scale): 3.850 to 3.999

Weighted Equivalent (4.5 Scale): Approximately 4.337 to 4.499. Taking more challenging courses could enhance a GPA within this range.

Weighted Equivalent (5.0 Scale): Approximately 4.812 to 4.999. This range acknowledges significant achievement, considering the extra rigor of Honors, AP, or IB classes.

Cum Laude (With Distinction):

Unweighted GPA (4.0 Scale): 3.667 to 3.849



Weighted Equivalent (4.5 Scale): Roughly 4.150 to 4.336. The added weight reflects any advanced coursework, maintaining a high standard of achievement.

Weighted Equivalent (5.0 Scale): Roughly 4.584 to 4.811. This reflects substantial academic dedication and success in more challenging coursework.

Important Note: In instances where miscalculations are identified, adjustments will be made to award honors retrospectively. Honors that were mistakenly awarded will not be rescinded, ensuring fair and just recognition of your achievements.

At EHS, our goal is to celebrate and foster every student's academic success. The Laude Latin model exemplifies our dedication to flexible and personalized learning paths, ensuring that each student's accomplishments are recognized in a meaningful and prestigious manner.

For additional guidance and support, please do not hesitate to reach out. Your academic journey is our top priority, and we are here to support you every step of the way.



Class Rank Position Statement

Excel High School serves a diverse, global student body of learners with varying academic histories, goals, and needs. Our students include high-achieving college-bound scholars, students re-engaging in education after interruption, and those seeking a flexible, self-paced path to graduation. Enrollment is open year-round to accommodate individual schedules and learning styles, creating a uniquely personalized academic environment.

In recognition of our growing partnerships with colleges and universities—many of which offer academic incentives, scholarships, or admissions benefits based on academic performance—Excel High School has adopted a **quartile-based class ranking system**.

Beginning with the Class of 2026, students will be ranked based on cumulative GPA and placed into the following quartiles:

- **Top 25% (First Quartile)**
 - **Second Quartile (Top 26–50%)**
- **Third Quartile (Top 51–75%)**
 - **Fourth Quartile (Bottom 25%)**

This approach ensures fairness and comparability while maintaining the flexibility and inclusivity that define our program. Class rank by quartile will appear on official transcripts upon request and may be submitted to colleges, scholarship programs, and other institutions that require or consider class rank in their evaluations.

Students and families are encouraged to contact their **Success Coach** for guidance on how class rank, GPA, and academic achievements can impact college admissions and eligibility for university-partner incentives.

Student Community Achievement Hub

The **Student Community Achievement Hub** is an online space where students come together to **celebrate wins, reflect on growth, and inspire one another** throughout their academic journey. Whether it's completing a course, hitting a personal milestone, or launching a creative project, every student achievement matters here.

Vision	Mission
We inspire students to build a better world through academic achievement and personal development.	To engage, support, and empower students to accomplish their personal and educational goals—fostering academic success and lifelong growth.

Core Goals

- **Empowerment** – Support students in setting and achieving their goals
- **Support** – Offer guidance that encourages progress and timely graduation



- **Opportunities** – Create pathways for students to enhance their learning experience
- **Excellence** – Promote high-quality, research-based academic engagement

Monthly Achievement Prompts: Each month, students are encouraged to respond to thoughtful prompts that promote reflection and celebration. Sample prompts include:

- “What’s something you accomplished this month that you’re proud of?”
- “Which challenge did you overcome, and how did it help you grow?”
- “What’s one goal you’ve set for next month, and how do you plan to achieve it?”

Students may respond in writing, images, or short videos to contribute to the hub, fostering a sense of connection and encouragement in our virtual community.

ElevatED Enrichment Program

The **ElevatED Enrichment Program** is designed to empower middle and high school students through a structured, tiered approach that nurtures both academic success and personal development. Students are supported at every stage of their educational journey through personalized resources, expert guidance, and meaningful connections. Whether exploring career paths, preparing for college, or building leadership skills, ElevatED provides a comprehensive foundation for lifelong success.

At Excel High School, learning goes beyond the classroom. Our **Enrichment Programs** provide students with opportunities to build meaningful connections, pursue passions, and celebrate personal and academic growth in a vibrant online community.

The **ElevatED Enrichment Program** offers students a wide range of opportunities to engage in meaningful academic, leadership, and social experiences beyond the classroom. These initiatives are designed to support personal growth, encourage collaboration, and recognize student excellence.

National Honor Society (NHS)

High school students enrolled in the ElevatED program may become eligible to apply for the National Honor Society beginning as early as sophomore year. Students must maintain a GPA of 3.5 or higher and demonstrate excellence in scholarship, leadership, character, and service. This prestigious recognition reflects a student’s commitment to academic and civic leadership.

Junior National Honor Society (JNHS)

Middle school students—typically in grades 7 and 8—may qualify for the Junior National Honor Society as part of their participation in ElevatED. Eligible students are recognized for upholding strong values in scholarship, leadership, character, citizenship, and service. JNHS provides a foundation for leadership development and academic achievement at an early stage.



Virtual Clubs

As an integral part of the ElevatED experience, we are developing **Virtual Clubs** to help students connect, collaborate, and grow in areas that match their personal interests. Students in the ElevatED program will be invited to share their preferences and help shape the club offerings. Potential clubs include:

- **Debate Club** – Strengthen critical thinking and public speaking
- **STEM Club** – Engage with science, technology, engineering, and math through interactive virtual activities
- **Creative Writing Club** – Explore storytelling, poetry, and fiction writing

Additional student-led clubs may form throughout the year based on interest.

Clubs will meet regularly in a safe, inclusive virtual environment and be facilitated by staff or student leaders. These co-curricular opportunities help ElevatED students build community, practice leadership, and explore new passions.

Inclusive Education and Support Systems

Excel High School (EHS) is committed to providing a high-quality, flexible, and inclusive online education that supports the diverse needs of students, when possible, within the structure of our virtual learning environment. As a **non-public, tuition-funded school**, EHS does not receive state or federal funding (e.g., Title I, IDEA), and therefore is **not legally required to implement IEPs or 504 Plans**. However, we recognize the value of individualized support and are committed to doing what is feasible and educationally appropriate within our model.

Discretionary Support for IEP Implementation

EHS may, **at its discretion**, support the implementation of certain components of a student's **existing IEP or 504 Plan**—as long as those accommodations are:

- Reasonably aligned with the self-paced, asynchronous format of our courses
- Logistically feasible in a virtual setting
- Do not require modifications to curriculum, assessment standards, or learning outcomes

Examples of accommodations that may be considered include:

- Extended time on assignments or assessments
- Flexible scheduling or pacing support
- Recorded instructional content
- Assistive technology tools (e.g., text-to-speech, screen readers)
- Adjusted assignment instructions or structure
- Parent or learning coach support at home



Neurodivergent Students

Our school embraces and values neurodiversity. Students who think, learn, or process the world differently—including those with autism, ADHD, dyslexia, anxiety, or sensory sensitivities—often find that our asynchronous, self-paced model provides a natural fit for their learning needs. This flexible structure allows students to work at their own pace, take breaks when needed, and learn in a comfortable, low-stimulation environment. With personalized pacing guidance, optional coaching support, and tools to build organization and self-advocacy, we empower every student to thrive in a way that honors their strengths and respects their individual journey.

EHS **does not provide** the following services:

- Modified or alternate curricula
- One-on-one paraprofessional or in-person instructional support
- Behavior intervention plans
- Accommodations requiring fundamental changes to course structure or grading
- Services that require state-certified special education personnel

Disclosure and Documentation

Families must disclose any diagnosed learning disabilities or support needs during the enrollment process. To be considered for discretionary support, parents/guardians must submit:

- The student's most recent IEP, 504 Plan, or professional evaluation
- Any formal accommodation documentation from a public or private school

Our team will review these materials and determine, in consultation with the parent, whether EHS is an appropriate fit and which supports may be offered. Again, EHS do

Making an Informed Enrollment Decision

Because EHS is a **school of choice**, it is essential that families evaluate whether our asynchronous, college-prep curriculum represents the student's **Least Restrictive Environment (LRE)**. We will always strive to support success—but we cannot guarantee full IEP or 504 compliance.

English Proficiency and Multilingual Learner Support

Excel High School (EHS) delivers a high-quality, English-language academic program. To succeed in our coursework, all students must have sufficient English proficiency to independently read, write, and comprehend instructional material.



English Language Proficiency Requirements

- **Middle school students** must be proficient at or above a **6th-grade English level**
- **High school students** must be proficient at or above a **9th-grade English level**
- **EHS does not offer English as a Second Language (ESL)** instruction. Students needing ESL support should complete such instruction before enrolling.

Parents and guardians are required to disclose during enrollment if the student is **not a native English speaker**. This ensures proper placement and support, and helps maintain student success within our academic environment.

Built-in Language Support Features

While EHS does not provide formal ESL instruction, we leverage a variety of embedded tools and curriculum platforms designed to **support multilingual learners**, including:

- **Text translation features** available within most courses
- **Immersive text-to-speech audio readers**
- **Spanish-language accessibility** in specific programs and interfaces
- **AI-powered tools** that offer real-time writing support in both English and Spanish

Curriculum-Based Multilingual Support

Excel High School utilizes curriculum solutions that are grounded in **language development pedagogy** and built with multilingual learners in mind:

Into Literature (Grades 6–12)

This core English Language Arts program includes:

- Clear **language and skills objectives**
- **Background knowledge building** and **cultural connections**
- **Pre-teaching of academic vocabulary**
- Bilingual assessments and activities (**English & Spanish**)
- Support for **translanguaging** and **multi-modal expression**
- Focus on **formal discussion**, reflective learning, and **literature-driven language acquisition**

Writable

Writable supports multilingual students by developing lasting writing and reading skills:

- **AI-powered feedback and scoring** in English and Spanish
- **Writing frames** with differentiated scaffolding for varied support levels
- Spanish-speaking students can **navigate the platform in Spanish** and read content accordingly.
- Enables **gradual release of responsibility** toward independent writing.



Into Math & AGA (Algebra, Geometry, Algebra II)

These programs are designed to support language and content development simultaneously by:

- Integrating **reading, writing, speaking, and listening** into every math lesson
- Providing **frequent opportunities for math discourse**, building fluency in both language and concepts
- Supporting learners at every level of English proficiency

HMH Science Dimensions

This NGSS-aligned science curriculum includes:

- Embedded support for English learners facing both **content and language learning challenges**
- **Language-acquisition scaffolds** and multi-language tools
- Exciting, inquiry-based learning that supports **academic vocabulary growth** and comprehension

Social Studies (Middle & High School)

Digital editions are available in **Spanish**, and were developed using:

- **Culturally sensitive transadaptation**, not just direct translation
- **Native linguist teams** following international standards
- Enhanced readability and contextual accuracy for Spanish-speaking learners

Our Commitment

Excel High School is committed to academic equity, and we continuously adopt instructional technologies that **support diverse learners**, including multilingual students. While we do not provide ESL instruction, our programs are designed to help all students succeed—regardless of language background.

If you're unsure whether your student is ready for English-language instruction at Excel High School, please contact our enrollment team at admissions@excelhighschool.com for guidance before enrolling.

Participants: The Student

At Excel High School, students play a central role in their academic success. As part of a flexible, self-paced learning environment, students are expected to take **ownership of their education** by being proactive, self-directed, and accountable. Our program is designed to cultivate independence and self-discipline—essential skills for both academic and lifelong success.



Key Responsibilities of the Student

- 1. Take Initiative:** Students are expected to log in regularly, stay engaged with their courses, and complete all assignments with integrity and to the best of their ability.
- 2. Be Proactive in Seeking Support:** If challenges arise, students should actively seek assistance from their **Academic Coaches, Success Coaches, or support staff**. Reaching out for help is encouraged and seen as a sign of commitment—not weakness.
- 3. Practice Strong Self-Management:** Online learning requires students to manage their own time. This includes creating a consistent study schedule, setting realistic goals, and avoiding procrastination.
- 4. Meet Deadlines:** While Excel offers flexibility, students must adhere to course expectations and assignment timelines. Completing work on time is critical to staying on track and maintaining momentum.
- 5. Monitor Progress Regularly:** Progress reports and real-time performance data are available in **Learn Stage**, Excel High School's Student Information System (SIS). Students are encouraged to log in frequently to review grades, track completion status, and make informed decisions about their learning strategies.

By embracing these responsibilities, students will not only succeed at Excel High School, but also build the academic discipline and self-motivation needed for college, career, and beyond.

Participants: The Parent/Guardian

At Excel High School, parents and guardians play a vital role in the academic success and personal development of their students. While our program is designed to foster independence, students thrive when supported by an involved and attentive adult at home. We view parents as active partners in the educational process—especially in a flexible, asynchronous learning environment.

Key Responsibilities of Parents and Guardians

- 1. Provide a Supportive Learning Environment:** Ensure your student has a dedicated, distraction-free space that is organized, well-lit, and equipped for online learning. A stable internet connection and consistent daily routine are essential for productivity and focus.
- 2. Offer Encouragement and Motivation:** Stay engaged in your student's learning by offering encouragement, helping with time management, and providing support as needed. Celebrate successes and help your student overcome challenges with resilience and positivity.
- 3. Monitor Academic Progress:** Use the **Parent Portal in Learn Stage** to track your student's course activity, grades, assignment completion, and attendance patterns. Regular monitoring helps identify when additional support or coaching may be needed.



4. Communicate with Success Coaches: Parents are welcome—and encouraged—to request electronic progress updates from their student's **Success Coach** at any point during the semester.

These updates offer opportunities to:

- Ask questions and share concerns
- Receive updates on academic progress and pacing
- Collaborate on strategies to support student motivation and achievement

By actively participating in your student's educational journey, you help create a strong foundation for success. Your involvement sends a powerful message that education is a priority, and your encouragement can make all the difference in a student's confidence, consistency, and overall performance.

The Crucial Role of Parental Involvement in Online Education

As education continues to evolve, **online learning has emerged as a powerful alternative** to traditional classrooms—offering students flexibility, accessibility, and the opportunity to learn at their own pace. At Excel High School, we embrace an asynchronous model that empowers students to engage with their coursework when it best suits their individual needs and schedules. However, with this freedom comes a greater need for structure, accountability, and support—particularly from parents and guardians.

Parental involvement is a critical factor in helping students **develop academic independence** and take responsibility for their own learning. While the ultimate goal is for students to become self-directed and confident learners, parental support lays the foundation for that independence to take root and thrive.

1. Creating a Structured Environment

One of the most effective ways parents can support their students is by establishing a **structured and distraction-free learning environment** at home. This includes:

- Creating a dedicated workspace for study
- Establishing a consistent daily routine
- Ensuring reliable access to technology and internet
- Limiting distractions during designated learning times

By creating a physical and emotional space that promotes focus and discipline, parents help students approach their online education with the seriousness and commitment it requires.

2. Monitoring Progress and Staying Informed

Parents do not need to become subject matter experts—but they do need to stay engaged. Monitoring your student's academic progress through the **Parent Portal in Learn Stage** is essential. Additional ways to remain involved include:

- Reviewing completed assignments and upcoming deadlines



- Engaging in conversations about what your student is learning
- Helping them access academic resources when needed
- Understanding the support tools provided by Excel, including Success Coaches, Academic Coaches, and BRYTE AI Tutor

This engagement demonstrates that **education is a priority at home** and reinforces your student's sense of accountability.

3. Encouraging Engagement and Accountability

Asynchronous learning places a premium on **time management and self-discipline**. Students must take initiative to complete their work, stay on pace, and meet course expectations—often without the daily physical presence of a teacher.

Parents play a vital role by:

- Setting clear expectations for school engagement
- Encouraging students to maintain their weekly pacing
- Following up on assignment completion and attendance
- Reinforcing the importance of meeting deadlines

In short, parents help ensure students treat online school with the same commitment and structure as traditional schooling.

4. Providing Emotional Support and Encouragement

Beyond academics, online learners may face emotional and social challenges due to the independent nature of virtual education. Parents can provide much-needed support by:

- Being attuned to signs of stress, frustration, or disengagement
- Encouraging positive outlets for social interaction
- Offering motivation during difficult times and celebrating small wins
- Modeling resilience and a growth mindset

Emotional support helps students build confidence, stay motivated, and understand that they are not alone in their journey.

5. Understanding Your Responsibility

Parents and guardians are responsible for ensuring that their student is:

- Attending school regularly (i.e., logging in and participating consistently)
- Making academic progress in alignment with their diploma plan
- Meeting any required deadlines, testing requirements, or reporting obligations—especially if enrolled under **state-funded programs or educational savings accounts (ESAs)**



Excel High School provides the tools and structure; families help reinforce them.

The Lasting Impact of Parental Involvement

Decades of research confirm that **parental involvement is one of the strongest predictors of student success**. Engaged parents contribute to higher academic achievement, stronger self-esteem, better behavior, and increased motivation. Perhaps most importantly, when parents and schools work in partnership, students are more likely to develop the independence and confidence they need to thrive—not only in school, but in life.

As a parent or guardian, your role is more than supportive—it's transformative. Together, we can ensure that online learning is not just an alternative to traditional education, but a dynamic pathway to **academic excellence, personal growth, and lifelong success**.

Excel High School Support Team and Coaches

At Excel High School, we take great pride in the strength and expertise of our Support Team and Academic Coaches, who are at the heart of our student-centered approach. Our team is composed of highly qualified professionals with teaching licenses, advanced degrees, and deep subject-area expertise. More importantly, they share a passion for online education and a commitment to providing students and families with flexible, high-quality learning experiences.

Dedicated to Your Success

Our Academic and Success Coaches are here to:

- Provide timely, course-specific support
- Offer motivation and accountability to keep students engaged
- Guide students through challenges and help them stay on pace
- Communicate regularly with families to ensure a unified approach to academic success

We understand that learning online can be both empowering and demanding. That's why our support team is equipped not only to assist with content mastery, but also to foster resilience, confidence, and consistency in students at every stage of their journey.

How to Access Support

Students and parents can connect with the support team at any time by submitting a Help Desk Ticket through the Learn Stage platform. Whether the need is academic, technical, or motivational, we are here to respond quickly and thoughtfully.

Family Engagement Matters

We encourage parents and guardians to stay in close communication with our team. If a student appears disengaged or is facing challenges, please don't hesitate to reach out. Together, we can develop strategies to reignite enthusiasm, improve pacing, and reestablish momentum.



Dual Credit and Dual Enrollment

Dual Enrollment Program

Excel High School (EHS) provides qualified students the opportunity to participate in **dual enrollment**, allowing them to earn **both high school and college credit simultaneously**. Through this program, students remain enrolled full-time at EHS while taking approved college-level courses at a regionally accredited institution.

Dual enrollment offers motivated students early exposure to college academics, the chance to accelerate their learning, and the potential to reduce time and costs associated with earning a college degree. EHS has also established **formal partnerships with select colleges and universities**, providing students with enhanced dual enrollment opportunities, academic support, and access to exclusive post-secondary pathways.

Eligibility Requirements

To be considered for dual enrollment, students must:

- ☒ Be enrolled full-time in an EHS diploma program
- ☒ Be in 10th, 11th, or 12th grade

Note: 9th-grade students may be eligible for dual enrollment in select cases, based on demonstrated academic readiness, maturity, and approval by the school administration and Success Coach.

Eligibility will be evaluated on a case-by-case basis and may require documentation such as prior academic performance, standardized test scores, or a counselor recommendation.

Graduation Requirements for Dual Enrollment Students

Students participating in dual enrollment must complete a minimum of 5.5 to 6 credits directly with Excel High School in order to be eligible for graduation. This ensures that every graduate has completed a substantial portion of their academic work through the school's own curriculum and standards.

In alignment with accreditation guidelines, Excel High School permits the transfer of up to 75% of the total credits required for graduation. However, regardless of how many credits a student has previously earned elsewhere, they must still complete the required 5.5 to 6 credits through Excel High School to qualify for an accredited Excel High School diploma.

Additionally, regardless of the number of EHS courses taken, students are responsible for paying **full tuition** for their grade level. However, **graduating seniors** may be eligible for semester-based tuition if they need fewer credits during their final term, subject to administrative approval.



Course Approval and Credit Transfer

- All courses from accredited colleges will be eligible for dual enrollment credit, regardless of whether they are part of an associate or bachelor's degree program. However, certificate-only courses that do not carry college credit will not qualify.
- All dual enrollment courses must be **pre-approved by the student's Success Coach** at the beginning of the academic year.
- College courses worth **3 or more semester credit hours** may be transferred as **1.0 high school credit**.
- EHS reserves the right to accept or deny any dual enrollment credits, especially in cases of content duplication (e.g., repeating a subject already fulfilled at the high school level).

Academic Performance and Graduation Impact

- Students who **fail a dual enrollment course** must immediately contact their Success Coach to determine whether the course can be repeated or substituted with an equivalent EHS course.
- Failure to resolve a failing grade may result in **delayed graduation**.

Course Notification and Transcript Submission

Students must notify EHS of their dual enrollment courses at the start of each term. Accepted forms of documentation include:

- A signed enrollment form or letter from the college
- A current college course schedule
- An unofficial transcript confirming enrollment

Official college transcripts must be sent directly to Excel High School at the end of each semester: records@excelhighschool.com.

Dual Enrollment Agreement

All students participating in dual enrollment must sign the **EHS Dual Enrollment Policy Agreement**, confirming they understand the program requirements, credit transfer policies, and graduation obligations.



Transfer Credits & Transcripts

Excel High School welcomes transfer credits from other accredited public or private schools. Students should request an official transcript be sent from their current or previous school to Excel High School at the following address:

Office of the Registrar, Excel High School

601 Carlson Parkway, Suite 1250

Minnetonka, MN 55305

Or emailed to records@excelhighschool.com

Upon receipt of an official transcript, an Excel Coach will review the transcript and award transfer credits as appropriate. Such transfer credits will appear on the student's Excel High School transcript as transfer credits with a notation regarding where the original credit was earned. The credit transfer policy is located on [our website](#).

During the initial placement process, each full-time student will have the opportunity to transfer in credits from their previous high school experiences. Transfer credits can be accepted from American public high schools or regionally accredited private schools in America. In order for transfer credits to be accepted at Excel High School, the student must have sealed, official transcripts mailed to the Excel High School office. Once the official transcripts are received, a formal credit evaluation will be completed, and the evaluation results will be available to the student. Regardless of how many credits a student transfers to Excel High School, at least 25% of the total coursework needs to be taken with Excel High School in order to receive a diploma from Excel.

Transferring from Excel High School to Another Institution

If you plan to transfer from Excel High School to another educational institution, it is important to understand how high school credits transfer and what steps are required to ensure a smooth process.

Important Considerations

- Students **may not transfer credits to another high school while still actively enrolled** at Excel High School.
- The **receiving institution** has full discretion over whether and how to accept transfer credits. Each school sets its own policies regarding transfer eligibility, course equivalency, and credit alignment.
- In general, for credit to be accepted, the coursework completed at Excel High School must be **reasonably comparable in content and rigor** to the curriculum offered at the receiving school.



Requesting an Official Transcript

To transfer credits, students must request that an **official transcript** be sent directly from Excel High School to the new institution. Please note the following:

- An **official transcript** is one that is sent **directly from Excel High School's Registrar's Office** to the designated records officer or admissions office at the receiving school.
- **Excel High School will not release official transcripts if there is an outstanding balance** on the student's account. All tuition and fees must be paid in full for the grade level transcript being requested.
- Transcripts can be requested through our secure online portal. [Click here to request an official transcript.](#)

For questions about transferring credits, please contact the **Registrar's Office** or your **Success Coach** for personalized assistance.

Institutional Policies

School Policies and Expectations

At Excel High School, we are committed to fostering a learning environment that is safe, respectful, secure, and academically honest for all members of our school community. To support this commitment, we have established a clear set of policies that uphold our values of integrity, accountability, and mutual respect.

Among the most essential are our policies on:

- Academic Integrity
- Harassment and Discrimination Prevention
- Acceptable Use of Technology and Communication

These policies are foundational to maintaining a positive and productive online learning environment. They are presented in full within this handbook and must be followed by all enrolled students.

Policy Acknowledgment and Compliance

All students and parents/guardians are required to review and sign a formal acknowledgment indicating that they have:

- Read and understand the school's policies
- Agreed to comply with the expectations set forth by Excel High School

This pledge signifies a shared commitment to the standards that make online learning effective, inclusive, and safe.



GED and HiSET Credit Transfer Policy

Excel High School awards up to 5.0 high school credits for students who have passed sections of the GED or HiSET exam. Students earn 2.0 English credits for passing the Reasoning Through Language Arts (RLA) section, which assesses reading comprehension, writing, grammar, and language conventions. Additionally, students receive 1.0 credit each for passing the Math, Science, and Social Studies sections. These credits are considered ungraded transfers and do not impact GPA or class rank. All students must complete at least 6.0 credits or 25% of their program through Excel High School to be eligible for graduation. The total credit requirement for a diploma is 21.5 credits. To receive credit, students must have their official GED or HiSET transcript sent directly from the testing service to the Excel High School registrar's office. If this is not possible, students may provide the website and login credentials for their score portal so the school can retrieve a copy. For assistance in obtaining GED or HiSET scores, students may contact records@excelhighschool.com.

Academic Records Policy

Excel High School recognizes 6th grade as a transitional entry point into middle school and, in most cases, does not require incoming 6th-grade students to submit academic records. However, students who enroll mid-year for a single 6th-grade semester must provide an official transcript or report card from an accredited school to verify completion of a full 6th-grade record prior to placement into 7th grade. For all students entering grades 7–12, whether coming from traditional schools or homeschooling, submission of official academic documentation - such as an official transcript from an accredited school, report card, or a signed homeschool attestation form - is required to ensure appropriate placement, accurate evaluation of transfer credits, and alignment with graduation requirements.

Adult learners (age 18+) who begin a high school program at Excel High School with the intent to complete all graduation credits through the school are not required to submit prior academic records at the time of enrollment. If an adult student wishes to have previous coursework considered for transfer credit, appropriate documentation must be submitted for review. For domestic students, this includes an official transcript from an accredited school. For international students, academic credentials must be evaluated by Scholaro, an approved Educational Credential Evaluator. Homeschool credit transfers are not accepted for adult students.

Adult Program Reengagement Policy

Excel High School's Adult Program Reengagement Policy is intended to promote academic integrity, student accountability, and successful program completion. Adult students whose accounts are paid in full and who have been placed on attendance hold for six months or more must pay a non-refundable \$200 reengagement fee to resume enrollment. Additionally, students who have been inactive for six months or longer may be required to restart coursework or retake previously enrolled courses to ensure alignment with current academic standards and course requirements.

Students who have voluntarily withdrawn on multiple occasions, demonstrated a pattern of insufficient academic progress, or failed to complete their program within the designated timeframe may be



required to submit a formal written appeal for reentry consideration. Patterns of repeated withdrawal and prolonged academic inactivity are strongly discouraged, and reentry is not guaranteed.

Appeals must demonstrate a substantial change in circumstances and a clear, actionable commitment to academic success. All outstanding financial obligations from prior enrollments must be satisfied in full before reengagement requests will be processed. This policy is designed to ensure that returning students are adequately prepared to reenter the program and successfully complete their studies.

Policy Enforcement and Grounds for Dismissal

Excel High School reserves the right to **withdraw a student's enrollment** if any of the following conditions apply:

- Chronic course inactivity or prolonged lack of academic engagement
- Disciplinary issues, including harassment, academic dishonesty, or disruptive behavior
- Failure to pay tuition or fees by established deadlines
- Violation of any school policy, including the Academic Integrity Policy, Acceptable Use Policy, or Code of Conduct

All decisions regarding dismissal or disciplinary action are made in accordance with our Progressive Discipline policy and with consideration of each student's individual circumstances. We appreciate the cooperation of our students and families in upholding these standards and creating a positive educational experience for all.

Age-Based Graduation Policy

As stated in Excel High School's academic policies, any student who wishes to graduate before the age of 17 must meet additional standardized testing requirements.

- Students under the age of 17 must submit official SAT or ACT scores before a diploma is issued, unless enrolled in an approved EHS partnership program.
- These scores become part of the student's permanent academic record.
- No diplomas will be issued to students under the age of 16.

Families are encouraged to contact their Success Coach with questions about graduation planning, testing, or diploma track selection.

GPA Weighting Policy

At EHS, we use a weighted Grade Point Average (GPA) system to accurately reflect the rigor of each course type and recognize students who pursue more challenging academic pathways. Our standard grading scale is based on a 4.0 system; however, students enrolled in Honors or Advanced Placement (AP) courses earn additional GPA points to account for the increased difficulty of these courses. This weighted system supports a more comprehensive view of student achievement for college admissions and scholarship considerations.



Course Type	Maximum GPA Value
Standard	4.0
Honors	4.5
AP	5.0

Final grades are converted to GPA points based on the letter grade earned and the level of the course. For example, an “A” in a standard course earns 4.0 points, while an “A” in an Honors course earns 4.5 points, and an “A” in an AP course earns 5.0 points. This system ensures that students are fairly recognized for pursuing advanced coursework while maintaining academic excellence.

Excel High School does not offer course forgiveness. All course attempts, including retakes, are included in the student’s official academic record and calculated into the cumulative GPA. When a course is repeated, both the original and repeated grades will appear on the transcript, and both grades will be factored into the GPA. This policy ensures transparency in academic performance and reflects the complete academic history of the student. Students are encouraged to carefully consider course selection and seek academic support if challenges arise to avoid the need for retakes.

Credit Granting & Instructional Time Policy

At Excel High School, academic credit is awarded based on **mastery of content**, **completion of instructional hours**, and **demonstrated performance** on key assessments. The following criteria govern how and when credit is issued for completed courses.

Final Exam Access Policy

To ensure sufficient instructional engagement:

- For high school-aged students, final exams are locked until a minimum of 60 days from the date of course enrollment.
- For adult learners, final exams are unlocked by default and may be taken at any time upon course completion.

Students and families are encouraged to review course pacing guidelines and work closely with their Academic Coach or Success Coach to ensure steady progress and credit eligibility. For more information, please contact the Registrar’s Office or submit a Help Desk Ticket via Learn Stage.

Behavior Expectations

At Excel High School, students are expected to uphold the highest standards of conduct in all academic and digital environments. As members of a global online learning community, students must demonstrate **respect, integrity, and responsibility** in their communication, coursework, and interactions with peers and staff.



Any behavior that—in the judgment of school staff or administration—negatively impacts the learning environment, violates school policies, or disrupts the operations of the school may result in disciplinary action, up to and including expulsion.

Examples of unacceptable behavior include but are not limited to:

- Plagiarism or academic dishonesty
- Harassment, bullying, or inappropriate language
- Repeated breaches of netiquette (online etiquette)
- Violation of the Acceptable Use Policy (e.g., misuse of digital platforms or resources)
- Disrespectful or disruptive communication with staff or peers

Progressive Discipline Policy

Excel High School follows a **progressive discipline model**, which provides opportunities for correction, support, and accountability while addressing inappropriate behavior. The process is designed to be fair and responsive. **Depending on the severity of the behavior, steps may be accelerated or skipped.**

	Example Trigger Behavior	Action
Step 1	Occasional or minor breaches of netiquette that slightly disrupt the learning environment (e.g., casual inappropriate tone in forums or emails).	The student receives a direct communication from their Coach or Advisor to address the behavior and reinforce expectations.
Step 2	Continued or more frequent breaches of netiquette that begin to affect the learning community.	Communication is escalated to include the student, parent/guardian, Coach/Advisor, and the President. Behavior expectations are clarified, and documentation is recorded.
Step 3	A moderate violation of the Acceptable Use Policy that does not impact other students or school operations (e.g., inappropriate search behavior, misuse of course platforms).	The student, parent/guardian, Coach, Advisor, and President are engaged in a formal meeting. The student may be placed on behavioral probation , with conditions clearly defined. Future violations may lead to suspension or dismissal. Terms are established in consultation with the Director.



Step 4

A serious violation such as **plagiarism, harassment, or a significant Acceptable Use Policy breach** that harms another student or undermines the academic integrity or operations of the school.

A formal review is conducted involving the student, parent/guardian, President, Coach, Advisor, and other relevant staff. Disciplinary outcomes may include **probation, removal from a course, or expulsion** from the school. In cases of severe or egregious misconduct, **immediate expulsion without a prior conference** may occur.



Excel High School Netiquette Guidelines

1. **Use Standard Written English (When Appropriate):** In most courses, students should use **standard written English** in discussion posts, messages, and assignments. Slang and informal language are generally discouraged in academic environments. Exceptions may apply in casual chat or discussion threads and foreign language classes.
2. **Avoid TYPING IN ALL CAPS:** In online communication, **ALL CAPS** is considered shouting. Use capital letters only for emphasis and proper grammar.
3. **Post with Purpose:** Course discussions are part of your academic record. Strive to write messages that demonstrate **clear, critical, and analytical thinking**. Avoid vague responses like "I agree" or "Good point." Instead, explain *why* you agree or add meaningful context to move the conversation forward.
4. **Engage Respectfully:** Healthy debate is encouraged, but disrespect is not. When you disagree with a peer or instructor, do so politely and constructively. For example, instead of saying, "*That makes no sense,*" try, "*I see it differently—could you explain your perspective a bit more?*"
5. **Be Patient and Supportive:** Your classmates may be at different levels of writing or technical skill. Be kind when offering corrections or feedback, and extend grace when mistakes happen—yours included.
6. **Let Your Personality Shine:** Online learning doesn't mean you have to sound robotic. Use your authentic voice while remaining respectful and on-topic. Humor and creativity are welcome when used appropriately.
7. **No Profanity or Offensive Language:** **Profanity, crude language, or hate speech of any kind is strictly prohibited.** Any use of vulgar, grotesque, or discriminatory language—whether written or spoken—will result in disciplinary action and may lead to immediate dismissal from Excel High School.

Reminder

Every message you write—whether in a course discussion, help desk ticket, email, or chat—is a reflection of your professionalism and character.

We encourage all students to communicate as though speaking in person, with courtesy, maturity, and academic integrity. If you have questions about appropriate communication or behavior online, please contact your **Academic Coach** or **Success Coach** for guidance.



Academic Integrity, Plagiarism, & Policies

I. Introduction

At Excel High School, we are committed to maintaining the highest standards of **academic integrity** in all areas of our online learning environment. A successful learning community depends on trust, honesty, and a shared commitment to ethical scholarship. Academic integrity is central to our mission—and Excel High School’s virtual format is no exception.

II. General Statement of Policy

Any form of academic dishonesty is strictly prohibited and will result in disciplinary action. Excel High School, as part of Excel Education Systems, upholds the rigorous standards of our accrediting agencies—**Cognia** and the **Middle States Association**—and treats academic integrity as a non-negotiable aspect of student conduct.

III. Violations of Academic Integrity

Violations include, but are not limited to:

- Impersonating another student or adult, or allowing someone else to impersonate you
- Copying and submitting another person’s work as your own
- Representing ideas or written content from others (including AI tools) without proper attribution
- Submitting assignments partially or entirely produced by AI without instructor permission and/or citation
- Using unauthorized assistance during assignments, quizzes, or tests
- Cheating, collusion, or any dishonest attempt to gain academic credit

Important Note on AI-Generated Content:

Excel High School recognizes the growing use of AI tools such as ChatGPT and Bard in academic environments. While we encourage exploration of these tools, submitting unedited or unattributed AI-generated content is considered a violation of this policy. All written assignments—including essays, case studies, and multimedia projects—are screened through AI detection systems.

IV. Student Responsibilities

Students are expected to:

- Take full responsibility for all work submitted under their name or account
- Understand what constitutes academic dishonesty, plagiarism, and AI misuse
- Use only approved resources, paraphrase correctly, and cite sources when incorporating outside ideas



- Seek help from an advisor or coach within **one week of starting any course** if unsure about academic expectations

Excel provides access to a comprehensive **Writing Lab** with instructional videos and tools to help students become strong, ethical, and confident writers.

V. School Response to Violations

All suspected or confirmed violations will be reported by the Academic Coach to the School Directors. The parent or guardian will be notified by the Director, Coach, or both.

Disciplinary actions may include, but are not limited to:

- Denial of credit for the assignment in question
- Denial of credit for the entire course (no refund issued)
- Placement on **Academic Probation**
- **Suspension or dismissal** from Excel High School



Academic Policies

Access to Final Exams

Final exams are locked for the first 60 days of enrollment for middle or high school-aged students. In the event of extenuating circumstances, access may be granted after 30 days by reaching out to the school for approval. Adult learners have immediate access to final exams upon enrollment. Students are allowed two attempts to pass a final exam. If both attempts are unsuccessful, the course must be retaken. A new exam will only be unlocked after 30 days.

Academic Probation

Students who fail two courses will be placed on Academic Probation. During this period, they are required to maintain regular communication with their Academic and Success Coaches to ensure they receive the support needed to improve their performance. A third course failure may result in dismissal from the school. The probationary status may remain in effect for the duration of the student's enrollment, or it may be lifted at the discretion of the school, depending on the student's progress and demonstrated commitment to academic success.

Course Withdrawal and Drops Policy

Prerequisite Requirement:

Students may request a course drop or replacement if they have not met the necessary prerequisite requirements. For example, students cannot take Algebra II without completing Algebra I or take Chemistry without completing both Biology and Algebra I.

Drop Window: Students have a window of 30 days from the date a course becomes available to request a course drop or transfer. This option is only available if the student has not completed coursework past the midterm. Requests outside of this 30-day period will not be eligible for a drop or transfer, except in cases where prerequisite issues exist or in situations unique to the adult program, where the course has not been attempted due to the nature of the program's course delivery.

Incompletes and Failing Grades Policy

Withdrawal Deadline: Courses must be dropped within the first 30 days of availability to avoid a record of completion status. Courses not dropped within this period are subject to grading policies based on completion and progress as outlined below.

Failing Grades: A course will be recorded as "Failed" on a student's transcript if the student attempts the midterm or completes lessons beyond the midterm but leaves remaining assignments unfinished by the course deadline.



Incomplete Grades: A course will be recorded as "Incomplete" if the student completes little to no coursework or any amount up to the midterm but discontinues progress without completing additional assignments.

Single Course Students: For students enrolled in a single course, the same policies apply regarding drop, transfer, incomplete, and failing grade rules. However, if a single course student requests to drop within the first 10 days of availability, no grade or completion status will be recorded on the transcript. In this case, the course will be deleted entirely from the student's academic record.

Semester Courses (0.5 Credit): Incomplete grades are not permitted for semester courses. Any semester course with unfinished assignments by the deadline will be recorded as a failed course.

Course Load Policy

- **Full Program Students:** Students may be enrolled in up to six (6) courses at a time, unless they are participating in the Gold, Platinum or California A-G programs which allow for additional course flexibility.
- **Single Course/Credit Recovery Students:** May be enrolled in up to three (3) courses at a time.
 - Students may take only one core course per subject area concurrently.
 - *For example, English 11 must be completed before enrolling in English 12.*

For questions about academic integrity, writing expectations, AI policy, or academic planning, please contact your **Academic Coach**, **Success Coach**, or a school administrator. We are here to help you succeed - ethically and confidently.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31).

- | | |
|--|--|
| • School officials with legitimate educational interest; | • Appropriate parties in connection with financial aid to a student; |
| • Other schools to which a student is transferring; | • Organizations conducting certain studies for or on behalf of the school; |
| • Specified officials for audit or evaluation purposes; | • Accrediting organizations; |
| | • To comply with a judicial order or lawfully issued subpoena; |



- Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Harassment, Bullying, and Discrimination Policy

I. Purpose

Excel High School (EHS) is committed to maintaining a safe, respectful, and inclusive learning environment, free from harassment, bullying, intimidation, and violence. This policy prohibits all forms of **harassment**—including but not limited to **religious, racial, sexual, and chronic or continual harassment**—whether conducted verbally, physically, in writing, or electronically.

II. General Policy Statement

It is the policy of EHS to promote a virtual academic environment free from harassment and violence. Harassment in any form—especially that which is based on race, religion, sex, gender identity, or creates chronic disruption—will not be tolerated.

This policy applies to:

- All students, staff, and faculty
- School advisory board members, agents, contractors, and volunteers
- All school-affiliated communication and learning platforms

It is a violation of this policy for any student or staff member to:

- Engage in conduct or communication that constitutes harassment or bullying
- Threaten, attempt, or commit violence or intimidation against another student or staff member
- Create a hostile, intimidating, or offensive educational environment

EHS will investigate all reported incidents and take appropriate disciplinary action when violations occur.

III. Definitions

A. Sexual Harassment

Sexual harassment includes unwelcome conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly a condition of educational access or advancement
- The conduct is used to influence academic decisions
- The behavior creates an intimidating, hostile, or offensive environment

Examples include:

- Unwelcome sexual advances or pressure



- Sexual jokes, gestures, messages, or images
- Comments or actions based on gender, sexual orientation, or perceived sexual orientation
- Demands for sexual favors, with implied threats or promises

B. Racial Harassment

Racial harassment consists of verbal, written, or graphic conduct based on race, ethnicity, or national origin that:

- Creates a hostile or offensive academic environment
- Unreasonably interferes with a student's academic performance
- Diminishes a student's educational opportunities

C. Religious Harassment

Religious harassment includes verbal or written conduct based on a person's religious beliefs or practices that:

- Creates an intimidating or offensive academic environment
- Interferes with participation or performance in school activities
- Targets a student or staff member for ridicule or exclusion

D. Chronic or Continual Harassment

This refers to repetitive behavior—verbal, written, or digital—that causes sustained emotional distress, intimidation, or interruption to the learning environment. Examples may include:

- Cyberbullying
- Persistent unwanted contact or messaging
- Targeted exclusion or rumor-spreading
- Hostile or demeaning language

IV. Reporting Procedures

Any student, staff member, parent, or community member who believes that harassment, bullying, or discrimination has occurred should report the incident immediately to:

- A school administrator, Success Coach, or Academic Coach
- The Director or Assistant Director
- The Help Desk or designated online reporting form

Both written and oral reports are accepted, and formal reporting forms are encouraged but not required. EHS will make every effort to respect the privacy of all parties involved while complying with legal and ethical responsibilities.

V. Investigation

The Director (or designee) will initiate a prompt, thorough, and confidential investigation. Investigations may include:

- Interviews with the complainant, alleged offender(s), and witnesses
- Review of messages, emails, discussion boards, or digital logs



- Analysis of contextual and behavioral patterns

EHS may implement interim measures during the investigation to ensure student safety and minimize disruption.

VI. Disciplinary Action

If a violation is confirmed, appropriate disciplinary action will be taken, which may include:

- Written warnings
- Suspension or removal from specific courses or platforms
- Expulsion from Excel High School

The outcome will be communicated in writing, consistent with applicable privacy laws.

VII. Retaliation Prohibited

Excel High School strictly prohibits retaliation against anyone who reports harassment, cooperates in an investigation, or testifies in any proceedings related to this policy. Retaliation includes threats, intimidation, exclusion, or digital harassment. Violators will face disciplinary action.

VIII. Alternative Legal Avenues

This policy does not restrict any individual's right to seek additional remedies through:

- State human rights agencies (e.g., Minnesota Department of Human Rights)
- Civil or criminal legal action
- Federal civil rights protections (Title VI, Title IX, ADA, etc.)

IX. Communication and Review of Policy

- This policy is included in the Student and Staff Handbooks and posted on the Excel High School website.
- Students and staff will be educated on this policy as part of onboarding and orientation.
- EHS will review and update this policy annually to remain compliant with applicable laws and best practices.



Acceptable Use Policy

I. Introduction

Access to the Internet and digital systems is critical to the function of Excel High School's academic programs. Students and staff regularly use EHS-provided platforms, including the learning management system (LMS), communication tools, email, and school-managed accounts. This policy outlines expectations for the responsible, ethical, and secure use of all EHS technology systems to maintain a **safe, respectful, and productive online learning environment**.

II. General Policy Statement

Use of EHS technology is a privilege—not a right. Access to the school's systems is governed by this Acceptable Use Policy and is subject to school rules and local, state, and federal law. Any user who fails to comply may face disciplinary action, including restricted access, removal from the program, or legal consequences.

EHS provides access to school-managed technology solely for **educational purposes**, including research, coursework, communication, and school-sponsored activities. Students and staff must use these tools in alignment with the school's **mission, values, and academic integrity standards**.

III. Limited Educational Purpose

EHS systems—including the LMS, email, assessment tools, communication platforms, and student portals—are provided for educational use only. Users may not use EHS systems for personal, commercial, or non-educational activities unless explicitly authorized.

IV. Use of the System Is a Privilege

All users are expected to:

- Comply with the school's AUP and Code of Conduct
- Respect the privacy and rights of others
- Use technology tools responsibly, safely, and legally

Unacceptable use may result in:

- Suspension or termination of access privileges
- Disciplinary action (up to and including expulsion or termination)
- Financial liability for damages
- Civil or criminal legal consequences



V. Unacceptable Uses

The following activities are strictly prohibited while using EHS systems or accessing the Internet through school-provided platforms:

1. Inappropriate Content

- Accessing, distributing, or transmitting pornography, sexually explicit material, or offensive images
- Using obscene, profane, racist, sexist, homophobic, or otherwise abusive language
- Posting or sharing materials that promote violence, hate, or discrimination

2. Harassment, Bullying, or Defamation

- Cyberbullying, stalking, or targeted harassment
- Knowingly posting false or harmful statements about individuals or groups
- Sharing another person's private information without consent

3. System Disruption and Tampering

- Introducing viruses or malicious software
- Attempting to bypass security filters or firewalls
- Altering, damaging, or destroying hardware, software, or network systems
- Tampering with any safety, filtering, or monitoring tools

4. Unauthorized Access

- Logging into another person's account
- Sharing passwords or access credentials
- Accessing restricted areas of the system or third-party accounts without authorization

5. Personal and Commercial Use

- Conducting business or commercial activity for personal gain
- Advertising, selling, or purchasing items unrelated to schoolwork
- Downloading pirated content or violating copyright law

6. Privacy Violations

- Sharing personal contact information without permission
- Posting identifiable details about another person without consent
- Reposting private communications without authorization

7. Intellectual Property Violations

- Plagiarizing or copying digital content without proper citation
- Downloading or sharing copyrighted media or software unlawfully
- Submitting AI-generated work as original content without acknowledgment

8. Failure to Report Misuse

- If a user unintentionally accesses inappropriate material, they must immediately report it to school staff.



VI. Privacy and Monitoring

EHS reserves the right to monitor all activity on school systems. Users should have **no expectation of privacy** when using school platforms or email accounts. Student accounts and messages may be reviewed by parents or guardians upon request.

VII. Internet Use Agreement

By enrolling in Excel High School, all students and parents/guardians acknowledge and agree to:

- Use EHS systems responsibly and solely for educational purposes
- Abide by the rules outlined in this Acceptable Use Policy
- Accept potential consequences for misuse

VIII. Limitation of Liability

Excel High School is not liable for:

- Data loss, service interruptions, or technical issues
- Inaccurate information obtained via the Internet
- Financial obligations incurred through unauthorized use
- Damage to personal devices used to access EHS systems

IX. Policy Acknowledgment and Notification

This policy is:

- Included in the **Student and Parent Handbook**
- Shared during orientation and upon enrollment
- Acknowledged through a signed **Acceptable Use Agreement Form**

All users are informed that:

1. Internet and system use must align with school rules and this policy.
2. The school is not responsible for the accuracy or safety of online content.
3. Violations may result in revocation of privileges, disciplinary action, and legal accountability.
4. This policy is subject to applicable **local, state, and federal laws**.



Immunization Policy *(Applies to Students residing in Texas or Minnesota)*

Excel High School is committed to supporting the health and well-being of our students and ensuring compliance with state immunization requirements. Families enrolling non-adult students who have legal residence in the states of Texas or Minnesota must provide immunization records or approved exemption documentation as part of the enrollment process. In Texas, this requirement applies specifically to students entering 7th grade, while in Minnesota, it applies to all middle school and high school students. Students who do not submit the required documentation may experience delays in enrollment.

What is Required

Families are asked to provide a copy of the student's immunization record or an exemption form, as permitted by state law, prior to the start of the student's program. This ensures a smooth enrollment process and helps maintain compliance with applicable state regulations.

Exemptions

We understand that exemptions may apply in certain circumstances, such as medical, religious, or conscientious reasons. Families seeking exemptions must provide the appropriate documentation in compliance with state laws.

For detailed information on exemption requirements, please refer to the following:

- [Texas Immunization Exemptions](#)
- [Minnesota Immunization Exemptions](#)

How to Submit Records

Immunization records or exemption forms can be uploaded through the student's Learn Stage portal, submitted to records@excelhighschool.com, or emailed directly to their Success Coach.

Internet Safety Policy *(CIPA Compliance)*

I. Purpose

Excel High School (EHS) is committed to providing a safe, responsible, and legally compliant online learning environment. In accordance with the **Children's Internet Protection Act (CIPA)** [Pub. L. No. 106-554 and 47 USC 254(h)], this policy is established to:

1. Prevent access to and transmission of inappropriate materials over the EHS network and school-managed systems
2. Protect users from unauthorized access, illegal online activities, and security threats
3. Safeguard personal identifying information of minors
4. Promote safe and ethical use of electronic communication tools
5. Ensure that all employees working with students are properly vetted and monitored



II. Definitions

EHS adopts all relevant definitions from the **Children's Internet Protection Act**, including:

- **Technology Protection Measure:** A filtering or blocking technology that restricts access to visual content that is:
 - **Obscene** (18 U.S.C. § 1460)
 - **Child Pornography** (18 U.S.C. § 2256)
 - **Harmful to Minors**, including sexually explicit or inappropriate materials lacking educational value

III. Access to Inappropriate Material

EHS uses advanced **technology protection measures** to block access to inappropriate or harmful content on the Internet and through digital communications. These filters apply to:

- Pornographic, obscene, or sexually explicit content
- Visual depictions deemed harmful to minors
- Inappropriate materials on email, discussion boards, or online platforms

Filtering tools may only be disabled by authorized personnel for educational research or other lawful purposes, and only under strict supervision.

IV. Inappropriate Network Usage

To the extent practicable, EHS implements safeguards to prevent:

- Unauthorized access or hacking attempts
- Use of the system for illegal activities
- Disclosure or distribution of personal identification information
- Online harassment, cyberbullying, or unsafe interactions

V. Supervision, Monitoring, and Employee Screening

All EHS staff are responsible for supervising and monitoring student activity across school systems. This includes:

- Reviewing interactions on school email, forums, and learning platforms
- Monitoring submissions, assessments, and virtual class participation
- Enforcing acceptable use and safety policies



In addition to digital supervision, EHS maintains rigorous personnel screening standards:

- All employees are fingerprinted and undergo comprehensive background checks prior to being hired
- EHS uses a continuous monitoring service that alerts the school to any relevant updates in an employee's background
- Staff must maintain compliance with school safety standards throughout their employment

Only individuals who meet these screening and monitoring requirements are permitted to interact with students or access student data.

VI. Student Safety and Privacy

EHS is committed to protecting student privacy and personal information. The school strictly prohibits:

- Sharing of student contact or identification details
- Use of unauthorized platforms for communication
- Circumventing or disabling content filters or protection tools

Parents are encouraged to engage with their child's digital activity and collaborate with EHS to maintain safe learning environments at home.

VII. Policy Adoption and Review

This policy was adopted by the Excel High School Board on July 5, 2014, and is reviewed annually to ensure continued compliance with CIPA, privacy laws, and digital safety best practices.

VIII. Enforcement

Violations of this policy—by students or staff—may result in:

- Restriction or loss of access privileges
- Disciplinary action, including removal from the school
- Legal action if violations involve criminal conduct

Technical Information & Requirements

Technology Skills

Students do not need advanced technical skills to succeed at Excel High School. However, basic digital literacy is essential. Students should be able to:

- Navigate the Internet confidently
- Use email, including sending attachments



- Create and edit documents using common office software, such as:
 - Google Docs / Google Sheets
 - Microsoft Office (Word, Excel, PowerPoint)
 - OpenOffice or other similar programs

Excel provides user-friendly tools and an intuitive learning platform. Clear instructions are included in all courses, and additional support is available through video tutorials and Help Desk assistance.

Hardware & Internet Requirements

Students will need the following to participate successfully in Excel High School's online courses:

Computer Access

- A reliable desktop or laptop computer (Windows or macOS)
- Chromebooks may be used for most coursework, though some advanced features may be limited
- Tablets and smartphones may be helpful for reviewing content but cannot be used for final exams or certain assignments

Note: Excel High School does not provide computers or devices. Students must have access to their own device or borrow one from a family member or friend.

Internet Access

- A stable internet connection is required for all coursework
- A high-speed connection (broadband or higher) is recommended, especially for video-based lessons and language courses
- Excel High School does not offer paper-based or correspondence courses

Email Address

- Each student must have a **valid, unique email address**
- Students using free email services (e.g., Gmail, Yahoo, Outlook) should mark EHS emails as safe or "not spam" to ensure delivery of important messages

Computer Specifications

Component	Minimum Requirement
Operating System	Windows 7 or later, or macOS 10.12 or later
Internet Browser	Google Chrome (recommended), Firefox, Safari, or Edge
RAM	4 GB or more (8 GB recommended)
Internet Speed	56K modem minimum (broadband recommended for optimal use)



Webcam & Microphone	Built-in or external for select courses and live sessions
Display	Minimum resolution of 1024×768

Some courses may open external resources in new windows. Be sure to allow **pop-ups** in your browser settings for full functionality.

Software Requirements

No specialized software is required. However, students should have access to:

- Google Docs and Sheets (free with a Gmail account), or
- Microsoft Office (Word, Excel, PowerPoint)

These tools are essential for completing written assignments, spreadsheets, and other coursework.

Learning Management System (LMS)

All courses are delivered via **Learn Stage**, Excel High School's proprietary Learning Management System (LMS). The platform is optimized for ease of use and compatibility with most modern devices and browsers. Key features include:

- Intuitive navigation
- Built-in progress tracking
- Access to digital textbooks, assignments, video lectures, and assessments

Students are encouraged to:

- Use the **LMS Help Pages** to troubleshoot basic issues
- Watch orientation videos for platform training
- Submit a **Help Desk Ticket via Learn Stage** for technical support or questions

Important Considerations

- Excel's courseware is **not fully compatible with mobile devices or tablets**. While some materials may be accessible via smartphones, full functionality—including exams and some interactive assignments—requires a desktop or laptop computer.
- Some language courses or advanced electives may require **audio playback or recording**, making a working **microphone and speakers/headphones** necessary.

At Excel High School, our technology infrastructure is designed to minimize barriers and maximize flexibility. If you have any questions about hardware, software, or system compatibility, please contact the Help Desk for assistance.



Tuition Payment Plans, Refunds, and Enrollment Process

Program Tuition Overview

(Subject to change – always refer to the official website and enrollment agreement)

Silver Program – Standard High School Diploma Track (Ages 14–18)

- Full Grade Level: 6 credits
- Tuition: Typically offered with a 10-month installment plan
- Completion Timeline: 12 months

Gold Program – Honors and UC A–G Diploma Track (Ages 14–18)

- Enhanced academic rigor and college-prep alignment
- Tuition includes up to 8 full-credit classes
- Completion Timeline: 12 months

Platinum Program – Advanced Placement (AP®) Diploma Track (Ages 14–18)

- College-level courses designed for students seeking competitive college admissions
- Tuition includes up to 10 AP courses
- Completion Timeline: 10 months

Adult (Fast Path) High School Diploma Program (Ages 18+)

- For learners who have been out of traditional high school for at least six months
- Monthly tuition until graduation (maximum cap applies)
- Maximum Program Duration: 2 years from enrollment date

Competency-Based Education (CBE) Adult High School Diploma Program (Ages 18+)

- For learners who have been out of traditional high school for at least six months
- Tuition paid in full at the time of enrollment (includes up to five months of course access)
- Maximum Program Duration: Up to 5 months of course access upon enrollment. Additional time to complete coursework is available through a monthly installment extension plan, with a maximum access period of 2 years from the original enrollment date.

Credit Recovery & Individual Courses (Ages 14+)

- Standard Courses: Half or full-credit
- AP Courses: Advanced Placement single course enrollment
- Timeline: 6 months per course
- No installment plan available for individual courses

Middle School Program (Grades 6–8)

- Full-time, comprehensive curriculum
- Tuition installment plans available
- Completion Timeline: 12 months per grade level



Important Tuition and Payment Policies

- Tuition pricing is subject to change. Always refer to the official enrollment agreement and the school website for the most accurate and up-to-date information.
- Students on installment plans are expected to keep accounts in good standing.
- Installment plans become invalid after three delinquent payments, and any remaining balance will become due in full.
- Students are encouraged to complete their grade level within the allotted timeframe to avoid additional extension fees.

Need help with payment planning?

Contact our admissions team or visit www.ExcelHighSchool.com for assistance.

Flexible Payment Plans

Excel High School offers interest-free payment plans for middle and high school diploma programs, Honors/AP courses, and the adult high school program.

Monthly installment plans are available for all programs and are required for adult students. Payments are automatically charged to a valid credit or debit card. Please note, if three payments are missed, the full remaining balance becomes immediately due.

Full payment at the time of enrollment is also available, but only for middle and high school programs. This option is not offered to adult students.

Additional Expenses

- Course Extension Fee: Students may purchase a one-time, two-month course extension for \$200 if additional time is needed to complete their coursework.
- Students are encouraged to complete their program within the standard time frame to avoid extension costs.

Excel High School Guarantee & Refund Policy

Credit Transfer Guarantee

Excel High School guarantees that credits earned through our regionally accredited programs meet academic standards and are widely accepted by:

- U.S. colleges and universities
- Community and junior colleges
- The military and most employers

If a post-secondary institution does not accept EHS credits:



- We will **collaborate with the institution** to help facilitate acceptance
- If the credits are ultimately denied, EHS will **refund tuition paid** for any **non-accepted credits**

Note: *This guarantee does not apply to single/summer school courses or part-time enrollments. Students are strongly encouraged to verify credit transfer with their school or institution prior to enrolling in individual courses.*

Tuition Refund Policy

Refunds are available according to the following schedule:

- Within 10 calendar days of the initial enrollment date:
 - A full refund is granted minus a 3% transaction fee
- After 10 days:
 - No refunds are issued

See your **Enrollment Agreement** for full details and exceptions. There are specific policies with state-funded scholarships, education savings plans, scholarships, and vouchers.

Application & Enrollment Process

Applying to Excel High School is fast, secure, and 100% online. To get started:

1. Visit www.ExcelHighSchool.com
2. Choose the appropriate program (full-time, part-time, or adult diploma)
3. Complete the **online registration form**
4. Submit payment and agree to the terms and policies

Once enrollment is complete, courses will be activated within **one business day or less**.

Need assistance? Submit a **Help Desk Ticket** through our Learn Stage portal, and a member of our team will respond promptly.

Proof of Enrollment (POE)

Excel High School provides **Proof of Enrollment (POE)** documentation for students who require official verification for purposes such as **DACA, Social Security Administration (SSA), Department of Motor Vehicles (DMV), insurance, work permits**, or other institutional or legal requirements.

POE documents are issued in accordance with our **"Active Full-Time Student"** policy, which ensures that enrollment verifications reflect meaningful academic participation.

Definition of an Active Full-Time Student

To be considered an **active full-time student** and qualify for a POE letter, the student must meet the following criteria:



- **Enrolled in a full-time high school diploma track program** at Excel High School
- **Enrolled for a minimum of 10 consecutive days** prior to the POE request
- **Demonstrated academic engagement** through course attendance and participation

In some cases, students may be required to have the following on file before a POE will be issued:

- A **valid photo ID**
- A **transcript from their previous school** (if applicable)

Urgent POE for State Compliance

An exception to the 10-day policy is made when documentation is required by a public school district or education authority to comply with state compulsory attendance laws. In such cases, Excel High School will issue a POE letter immediately upon enrollment to confirm educational placement.

If you need a Proof of Enrollment letter, please submit your request through the **Help Desk Ticket system in Learn Stage**, and allow up to 3–5 business days for processing, provided all requirements are met.

For questions about POE eligibility or documentation requirements, please contact the school office directly.

Enrollment Policy

At Excel High School, our enrollment process is designed to be simple, flexible, and accessible year-round. Students are considered officially enrolled once the following steps have been completed:

Steps to Enrollment

1. Online Application

Complete the application form at www.ExcelHighSchool.com.

2. Enrollment Agreement

Review and sign the official enrollment agreement.

3. Required Documentation

Submit transcripts and any additional records requested by the school office.

- *Note: During enrollment, parents or guardians must indicate whether the student is a native English speaker to ensure appropriate placement and academic support.*

4. Student Consultation

A Student Services Specialist will conduct a consultation to review transcripts and place the student in the appropriate course sequence based on prerequisites and academic goals.

- Students enrolling for credit recovery are not subject to standard course prerequisites.



Frequently Asked Questions (FAQ)

1. What types of courses are available? How do I know they're high quality?

Excel High School offers over **100 online courses**, including:

- Standard high school subjects
- Honors and Advanced Placement (AP®) courses
- University of California A-G courses
- Middle school and adult diploma options

All programs are regionally accredited by **Cognia** (formerly AdvancED), ensuring alignment with state and national academic standards. Excel is a **state-recognized, non-public high school**.

2. When can students start, and how do we enroll?

Excel High School operates on a **rolling open-enrollment model**. Students can enroll and begin classes **any day of the year**.

To enroll, simply complete the application at www.ExcelHighSchool.com.

Courses will appear on the student's LMS dashboard within **one business day or less**.

3. What support do students receive, and what are the staff qualifications?

Our certified coaches and support team are committed to helping students succeed. Support is available via:

- The **Learn Stage Help Desk Ticket system**
- Scheduled check-ins with Success Coaches
- Optional live sessions or academic coaching as needed

Coaches hold **advanced degrees and/or state teaching licenses** in their subject areas. Staff are regularly evaluated to maintain our high instructional standards.

4. Is the school's online environment safe?

Yes. Excel maintains a **secure online platform** with:

- Moderated chatrooms and discussion boards
- A strict **Acceptable Use Policy**
- Staff oversight to ensure a safe, respectful, and inclusive learning environment



5. How can I track my child's academic progress?

Parents and guardians can monitor progress in real-time through the **EHS LMS portal**. Grades, assignment status, and pacing information are updated continuously.

Students aged 18 or older must submit a **FERPA release** to authorize parent/guardian access to academic records.

6. How do I know my student is learning?

Each course contains:

- Meaningful, standards-aligned assessments
- Writing assignments, projects, and discussion-based evaluations
- Tools for parents to view student work and performance

We encourage families to regularly talk with students about their coursework to reinforce understanding and accountability.

7. Is there a face-to-face or attendance requirement?

Excel High School is 100% online and asynchronous—no in-person sessions are required. However:

- Daily engagement is expected for high school-age students
- Students under state compulsory attendance laws should adhere to their state's required weekly participation hours
- Regular logins and consistent assignment submission are essential for success

8. How much does it cost?

Visit our **Tuition & Fees** page for the most current pricing: [🔗www.ExcelHighSchool.com/tuition](https://www.ExcelHighSchool.com/tuition)

Excel offers **affordable payment plans** with **no hidden fees**, and tuition is often **less than half the cost** of other accredited private high schools. Our virtual model allows us to pass significant savings on to families.

9. Will colleges and universities accept Excel High School graduates?

Yes. Excel High School graduates have been accepted to:

- Public and private universities in nearly every U.S. state
- Community and junior colleges
- Vocational and technical programs
- U.S. military branches



We stand behind the **transferability of our regionally accredited diploma and credits**. If credits are not accepted by a post-secondary institution, we will:

1. Work with the institution to facilitate acceptance
2. If unresolved, **refund tuition paid for the non-accepted credits or diploma**

Note: *Part-time students should confirm in advance whether credits will be accepted by their current or future high school.*

For additional questions or personalized assistance, contact us at www.ExcelHighSchool.com/contact or submit a Help Desk Ticket through Learn Stage.



