



School Catalog

2021-22

www.excelhighschool.com



Excel High School is Regionally Accredited by Cognia, the parent organization of the North Central Association CASI, the Southern Association of Colleges and Schools CASI, and the Northwest Accrediting Commission, and a candidate for accreditation with the Middle States Association CESS.

Purpose

This catalog is the official document for academic policies, practices, and program requirements. The general academic policies govern the academic standards and accreditation requirements to maintain matriculated status and to qualify for middle school and high school enrollment. Excel High School has adopted a 'grandfather clause' policy such that students may complete their academic programs under the program requirements that existed at the time of their enrollment to the extent that curriculum offerings make that possible. If program changes are made that affect student programs of study, every effort will be made to transition students into a new program of study that meets new graduation requirements. Students proceeding under revised academic policies must comply with all requirements under the changed program.

Reservation of Rights

Excel High School reserves the right to make changes to the provisions of this catalog and its rules and procedures at any time, with or without notice, subject to accreditation and licensing requirements. This catalog is not a contract but merely a general outline of the programs being operated presently by the school. Certain policies may be grandfathered in at the time of enrollment, and other revised policies may supersede prior policies.

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Message from the President

Dear Excel High School Students and Parents,

It is my privilege to welcome you to Excel High School. As President of the school, I have the honor of working with a great group of educators and administrative staff that are committed to one purpose: *to provide an exceptional online learning experience that exceeds the highest academic standards in a nurturing, flexible and affordable environment.*

In short, we are here to help you, the student, be successful and move into the next chapter in your life. At Excel, it truly *is* all about you and your academic success. We have assembled a talented, experienced staff, use cutting edge, standards-based curriculum, and deliver it to you with a personal, professional style.

The Excel teaching staff is here because they are the best in their field, and they care the most about their students. They all have children of their own, and their caring, nurturing approach is a quality that separates our staff from other schools. All Excel instructors are highly qualified in their subject area and meet the required standards for teaching at non-public schools.

This is going to be challenging! We adhere to the absolute highest and most rigorous academic standards here at Excel, and we are continually finding new innovations and breakthroughs in online education. Excel High School is regionally accredited by Cognia, the North Central Association CASI, the Southern Association of Colleges and Schools CASI, and the Northwest Accrediting Commission, which enables EHS graduates to gain admission to colleges and universities and qualify for employment opportunities. At Excel High School, we pride ourselves in striving towards excellence by committing to a school-wide improvement plan. We constantly try to improve so that we can continue to deliver the highest quality education to our students.

I would recommend saving this handbook to your desktop for easy reference. It contains a variety of useful information for you as you make your way through your time here with Excel. We look forward to working with you, and welcome to Excel!

Sincerely,



Dr. Mark A. Ulven, EdD
Excel High School, President
mulven@excelhighschool.com
(952) 465-3700

Welcome!

Welcome to Excel High School! Excel is a unique accredited, non-public, online middle school and high school dedicated to providing the highest quality of distance education to our students in a flexible, interactive, virtual learning environment. Students will work closely with highly qualified staff and instructors, and you will be able to do all of this online and from any location in the world.

The school catalog is designed to provide you with essential information about the school and its unique approach to meeting your academic needs. It is important that you read through it carefully. Pay particular attention to the policies set forth by the school. It is the responsibility of every student/parent to closely adhere to them. Excel High School is about learning, and your academic success as a student is dependent on your active participation in class and following school policy.

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 decisive, 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 as well as our staff members. We hold high expectations and reward accomplishments.

History of Excel High School

Excel High School is a wholly-owned subsidiary of (EES) Excel [Education Systems, Inc.](#), (EES) Excel Education Systems, Inc. holds corporate systems (district) accreditation by Cognia. Excel High School is a non-public school headquartered in Minnetonka, Minnesota, and has been in operation since 2005. Since then, Excel has helped many thousands of high school age and adult learners graduate and move onto higher education, employment, military enlistment, and job advancement.

Excel was founded by a group of educators, businesspeople, 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 founders of the school 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 instructors – 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 instructors 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 Northgate Academy for grades 9-12. Excel High School (*middle school division*) offers middle school for grades 6-8, and Excel's college division offers undergraduate certificates and credits in business, paralegal, criminal justice, health care, and IT.

Excel offers dual enrollment through the school's ACE recommended credit program. This allows high school juniors, seniors, and adult learners the opportunity to earn college credit while attending high school.

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 around the world. Excel's accreditation is recognized by the Minnesota Department of Education, as well as all other states. Excel's school code assigned by the Department of Education is: **0284-31-022**. Excel's national school (CEEb) code is: **240-707**.

Excel High School operates under the local leadership of Rod Clarkson, MBA, Ed.S., Dr. Mark Ulven, Ed.D, Dr. Koorosh Vaziri, Ph.D., Dr. Muhammad Raheel, Ph.D., Lori Applegate, M.Ed., and Lisa McDonald, and appointed board of educational professionals.

Accreditation

Excel High School is regionally Accredited by Cognia, the parent organization of the North Central Association (NCA CASI), the Southern Association of Colleges and 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.

Cognia
9115 Westside Parkway
Alpharetta, GA 30009
888-413-3669
www.cognia.org

Excel Education Systems, Inc., Excel High School's parent company, is systems accredited by Cognia as a school district/system.

As of the date of publishing this catalog, Excel High School is a candidate for systems accreditation with the Middle States Association of Colleges and Schools CESS.

Middle States Association CESS
3624 Market Street, 2 West.
Philadelphia, PA 19104
www.msa-cess.org

Contact Information

As your education progresses, you'll be in frequent contact with the Excel support team, instructors, and administrators at the school. Students are able to connect with school staff by submitting a support ticket via SIS, or direct message via the LMS.

For staff listing, please see www.excelhighschool.com/staff.php

***Excel High School Campus is located at
601 Carlson Parkway, Suite 1250, Minnetonka, MN 55305***

Phone: 952-465-3700

Toll-free 800-620-3844

Fax: 952-465-3701

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 a 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 and actively involved in supporting the students' education, but in reality, it is the student who determines his or her own level of success.

Transfer Credits

Excel High School welcomes transfer credits from other US accredited schools, international schools, and qualified homeschool providers and foreign credits certified by our credential evaluation partners. Excel High School will accept transfer credits from other Department of Education recognized, accredited high schools, public schools, charter schools, qualified homeschools, and accredited international schools that are recognized by a foreign Ministry of Education. For more information about transfer credits, please contact the Registrar's office or read the Excel High School credit transfer [policy here](#).

Excel High School has adopted the following policy for credit transfer, as set forth by the school's accreditors. Excel High School will accept up to 75% of transfer credits toward high school graduation. This means that regardless of how many credits a student has earned from a previous school, students must complete a minimum of 5-6 credits at EHS before a diploma can be issued.

Homeschool Credits and Transfer

Homeschool credits are accepted according to the following policy: ([Click Here](#))

International Students and Transfer Credits

International/foreign (non-US credits) will be accepted *only* when verified by [Scholaro](#), an Educational Credential Evaluator. International students wishing to transfer credits to EHS from outside of the US system are required to have their credits evaluated by Scholaro. Students are responsible for arranging Scholaro to evaluate credits, course by course, and have a transcript report forwarded to Excel High School. Students are responsible for all fees. Transfer credit reports must be sent directly from Educational Credential Evaluators to Excel High School. Excel cannot legally accept transcripts directly from students. In compliance with state law, this is the only method by which Excel High School will accept credits from other schools, colleges, GED, and education credential evaluators.

For students living outside of the USA, Excel High School provides Apostille and Legalization services for your credentials through the Secretary of State, or we can certify our diploma and transcript through the United States Secretary of State and apply your home county's Embassy stamp. This is a process to certify your academic credentials for acceptance and use worldwide. Contact the school for more information concerning process time and cost.

Full-Time vs. Part-Time Students

Excel High School serves both full and part-time students and is equally committed to its students, regardless of their level of involvement. Part-time students might take just a few courses – or even just one. Full-time students complete five or six 1.0 credit courses per grade level. You will choose your full-or part-time status when you enroll at Excel and complete your Learning Plan. High school-age students enrolled full-time at Excel High School may not be concurrently enrolled full-time at another school.

Participation Time & Learning Requirements

Not unlike a brick-and-mortar school, the amount of time students spend on Excel High School courses will vary from student to student and even course to course. However, at Excel, students will have 12 months with which to complete a two-semester standard high school course. There is flexibility within that time frame, as long as the student, parent, and advisor are in constant communication. A course extension might be available for an additional \$ 200 fee but must first be approved by a counselor. Students enrolled in Honor/AP courses will have 5-months to compete each semester, equaling a 10-month school year.

On average, students should expect to spend approximately 45 minutes to one hour per day, per course, five days each week to complete the course within the 4-6-month semester schedule. Modeled after a college semester, a full-time student can complete the standard core curriculum requirements for two grade levels within 36 weeks or a typical two-semester school year. Adult learners may progress at a faster pace.

In order to complete your courses on schedule, students should be consistently engaged in their online courses on a regular basis. Students under age 18 should be spending a minimum of 20-hours per week in their online courses to meet State compulsory attendance laws. Check with your State for more details concerning required compulsory attendance periods.

Adult students, age 18 and older, are not required to be in their courses for a specified amount of time but must demonstrate a regular pattern of participation in their online courses. Students who do not participate in their online courses for 60 or more days may be terminated from the school in compliance with the school's non-participation policy. Students under age 18 who are absent from their online courses for 30 or more days will receive a notice of intent. If you are under age 18, Excel High School will also notify your home school district of any truancy concerns. We will work with your schedule and be flexible with you. Communication is key! Students taking online courses must be dedicated and disciplined. Excel High School offers a great deal of flexibility, and we request that you notify the school of any prolonged absences from your online courses. We realize our students sometimes have special considerations, and we will help to make accommodations as requested.

Course Extensions

In *certain* situations, the school will approve a 2-month extension allowing a student more time to finish a class. In order for a student to be approved for an extension, the student must have stayed in weekly contact with the school staff, making reasonable progress towards course completion (as determined by the approval committee), and submit a legitimate reason (in writing) for needing the extension. The explanation must be signed by both the student and parent and submitted to the school. The request will be forwarded to the approval committee. Examples of a legitimate reason would involve an unforeseen emergency of a family member, personal or medical nature, or natural disaster. Lack of time to communicate or participate will not constitute a reason for granting an extension. The cost of this 2-month course extension is \$200.00.

Communication & Login (including "attendance" and absences)

Regular participation in Excel High School classes is critical to student success. Regular participation will help to keep students motivated and in contact with their instructors. Although there is no "attendance" in the same way as defined at a typical brick and mortar school, students should log in to each of their courses for substantive participation at least three times each week. Students under the age of 18 may be compelled by state law to participate in high school courses a minimum of 20-hours per week. We encourage parents with children under the age of eighteen to become familiar with your state's compulsory attendance requirements.

Excel High School welcomes and encourages regular communication. Students are encouraged to contact the school through the online help desk or by email at: learningsupport@excelhighschool.com or by calling the school staff during regular school hours at 800-620-3844 or 952-465-3700. The Excel administrative team will contact students by email or phone on a regular basis to answer questions and discuss student progress.

If a student knows they will not be participating in a course due to vacation, travel, or other commitment, they must notify the school at least one week in advance of the planned absence. In the case of prolonged emergency absence, the student and/or parent should notify the school as soon as possible.

School Calendar

The Excel High School calendar is easy to describe. The school is open whenever you want it to be. The school office closes for traditional seasonal holidays; however, students can still participate in their classes during these times.

Our technology makes the school accessible 24/7/365, except in rare cases of scheduled system maintenance. The school support team holds regular office hours in which they are available to answer questions or assist in any way. The Excel High School offices are open Monday through Friday from 8:00 – 5:00 pm US central time.

The school office is closed on weekends and for nationally recognized holidays. After hours email is available 24/7 through the help desk or by email learningsupport@excelhighschool.com.

We believe this flexibility for students and families, combined with the consistent availability of instructors and staff, is one of the greatest strengths - and most unique features - of Excel High School.

Excel High School is closed on the following Holidays.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Online Courses

Please visit our [course page](#) for a list of available standard courses and syllabi.

[Click here](#) for a complete listing of our **Honors** courses.

[Click here](#) for a complete listing of our **University of California a-g** approved courses

[Click here](#) for a complete listing of ACE recommended credits

[Click Here](#) for a list of available middle courses

Classes and Assignments

Each course is composed of lessons. Each lesson typically contains a digital textbook, resources, lectures, assignments, and/or multiple-choice exams or fill in the blank. Multiple-choice exams are auto-graded immediately upon submission, and students can view their grades immediately. Written assignments are graded within 5-7 calendar days from student's submission, and students can view their grades along with grader feedback and comments.

Excel High School exclusively uses digital textbooks and online learning resources. With the exception of AP® courses, Excel does not use hard copy textbooks. Excel's middle school, standard, and AP/Honors courses contain video-lectures, actives, and a digital textbook.

Students generally take five or six courses at a time, in a specified sequence within the middle school and high school programs. Except in cases where transfer credits are being applied, course order within a program should be followed to ensure proper learning progression and sequencing through cumulative learning.

Study Tips

Multiple-choice assessments are used throughout Excel High School's program to measure students' mastery of the program objectives. In most programs, students will need to complete assignments that require evaluation and feedback from the school's instructional staff. Assignments are graded using a rubric, which will be found in each course assignment. This rubric provides guidance for students; it helps to clarify essential elements of the assignment that will be evaluated to determine a grade.

The rubric is also an important tool for the instructional team to ensure that each student is evaluated consistently and that each student meets the primary objectives of the assignment. Assignments that have very specific right or wrong answers may employ an answer key instead of a grading rubric. In the rare case, when an instructor needs clarification on an assessment, an oral exam may be recommended to ensure students have mastered content.

A grading rubric is a scoring tool used to help guide both the student and the teacher. It helps to define the quality of a student's work from the category of excellent to poor and serves as a detailed and specific roadmap for students, which leads to improved student outcomes. Lastly, a grading rubric helps increase grading efficiency and consistency among teachers. If a rubric is used as a tool in your assignment, the rubric will be included with the assignment instructions. Written assignments in Excel courses require students to submit an academic honesty statement, use the APA format when writing their paper and submit their paper through Unicheck before submitting to Excel for grading. Students are encouraged to use the EHS writing lab to improve writing skills.

Diploma Completion Time

The Excel High School, 21.5 standard track diploma program can be completed in 48-months or less. Transfer credits may shorten completion time to as little as six (6) months. Actual completion time varies by student. Students will be allowed a maximum of six (6) years to complete their program. The adult, high school program, can be completed in 12-18 months or less, depending on credit transfer. Middle school grades are completed in 6-8 months. No diploma is issued for middle school. Report cards are issued to all middle school students at completion of the school year.

Excel's programs are self-paced and encourage students to set their own schedule for completion of coursework. However, it is important that students set goals to complete one or two lessons every week, depending on the course. Students are encouraged to set a pace that is comfortable based on need, ability, and overall schedule. The school monitors and reaches out to students who have slowed down or stopped activity on their courses to provide help and encourage learners to return to their studies. The student portal has a progress tracker so students can monitor their progression through their program on a regular basis.

Any student who intends on graduating from Excel High School but has not reached their 17th birthday will be required to complete Standardized testing before high school graduation. Excel will not issue a high school diploma to any student under the age of 17 without accompanying Standardized test scores. Students under the age of 17 must achieve an SAT score of 1270 or higher, or an ACT score of 23 or higher to become eligible for graduation prior to the student's 17th birthday.

All high school age students are encouraged to complete the SAT/ACT testing, but there is no requirement for students to complete standardized testing to meet high school graduation requirements unless the student has not reached their 17th birthday. SAT/ACT scores should be sent to the high school and will become part of the student's permanent file. Please contact the school counseling office for further details.

Concurrent Enrollment Policy

Per policy, high school age students cannot be enrolled in another full-time high school, while enrolled in the Excel diploma program. In other words, students can be enrolled in

one full-time high school at a time. Excel offers dual enrollment college-level by offering college credit courses via the ACE Credit recommendation network.

End-of-Course Survey

Students are required to complete End-of-Course Survey for each completed course. The End-of-Course Survey includes questions on student engagement, student readiness, instructor and academic advisors support, technology, curriculum, resources, and other support. Student feedback through the End-of-Course Survey is an opportunity for students to have a voice in their program of study and is an essential part of our process of continual improvement.

Standardized Testing

Excel High School is a Member of the College Board®. Students interested in completing the [SAT](#) or [ACT](#) exams may do so in person at a local testing center. Excel's [CEEB](#) code is **240707** and should be provided to the testing center to correct processing.

Success Coaching/Academic Counseling

Excel High School guidance counselors are highly qualified and licensed by the State Department of Education. Academic counseling is available for all full- and part-time students. We will assist with course selection, post-secondary guidance, and other academic counseling issues. Please call the school at 1.800.620.3844 or 952.465.3700 for any academic counseling needs. Excel High School offers Success Coach Plus for students and parents that wish to have more frequent connection with an academic and counseling coach. Success Coach Pro is a great way to plan for college admission and overall success.

Career and College Counseling

As an Excel High School student, you have free access to expert career and college counseling services through www.myplan.com. This website has a wealth of resources for Excel students ranging from career exploration and assessment tests to college and university information that even educate students in selecting a major of study.

Proof of Enrollment

Excel High School will provide a POE letter, DACA, SSA, DMV, and any other documents upon requests, according to the "active full-time student" policy regarding full-time enrollment. In some cases, having a transcript from your previous high school and photo ID on file is required before signed documents are submitted.

An "active full-time Student" is someone who is enrolled as a full-time high school student, and in addition to being enrolled for a minimum of 30-days, demonstrates consistent attendance by logging in at least 20 of the 30 days, regularly submits assessments in academic courses, and has successfully completed a minimum of 10 assignments. The only time we will provide a POE immediately is for a public school to comply with state compulsory attendance laws.

State Compulsory Attendance Laws

Students under the age of eighteen are responsible for complying with the compulsory attendance laws of their state. Every state has its own rules and regulations concerning attendance, and Excel High School is not responsible for ensuring that students are obeying them. Parents should consult with their local school district to determine what steps they should follow to meet the requirements of the law.

Since Excel High School students work at their own pace, Excel does not maintain typical attendance records of its students as in public schools. However, the high school is able to issue a status letter and transcript upon request. In order for Excel to issue these documents, students must have official transcripts on file (if attended a previous high school), completed one course, and be current in their tuition payments.

Class Rank Position Statement

Excel High School enrolls students from various locations from around the world. The student body at Excel schools consists of students from varied locations throughout the world with diverse educational needs. Excel's student body is represented by a broad range of various learner demographics. Students enroll at varied times throughout the year for a multitude of reasons to suit their specific learning style. Excel students are represented by future ivy league candidates, average high school students, and "at-risk" students that may have already been classified as dropouts – but have opted to re-engage in their learning. Because of flexible enrollment periods, varied locations, and the different demographics represented by our student body, Excel schools have chosen to follow an emerging industry path of not assigning a class rank system to our students.

Participants

The Student

At Excel High School, students are primarily responsible for their own learning. It is, after all, their education that will be with them for the rest of their lives. Students must take the initiative to log in to the school, participate in discussions, and complete their work at the highest possible level of quality. Students must seek help when they need it, establish their own daily schedules, and take responsibility for meeting deadlines. Progress reports are available in the student information system SIS.

The Parent/Guardian

The parent role at Excel High School is critical. Parents, of course, are responsible for providing adequate supervision for their students and supporting the student's learning. This includes providing a suitable working environment, encouragement, and appropriate assistance with course content when possible. Parents have access to the parent portal in the school's SIS to monitor their child's course progress. Parents may request a conference with a success coach at any time during the semester to provide feedback and gain insight into their child's performance.

Excel High School Support Team and Instructors

Excel High School is very proud of its extraordinary support and teaching staff. Excel's instructors are experts in their content area as determined either by teaching licenses, advanced degrees in their field, or both. Our instructors are committed to online education and providing families choices and flexibility inherent to the delivery method. Excel High School's support team carefully monitors each student's progress and provide instruction via email, SIS, discussion boards, chat rooms, telephone, and other distance education tools. Our support team and instructors will work to motivate and engage students who suffer from waning enthusiasm. Counselors and instructors work with parents in multiple ways to help them support their student's learning.

Student Community

The Excel High School Student Community is a fully interactive, student-driven, and staff-supported virtual campus that provides students a complete social learning experience from the day they enroll to graduation and beyond. The Community is comprised of different discussion forums that correspond to the various areas of study offered at Excel High School. What makes the Community special is that members have the unique opportunity to connect with other students, academic advisors, and faculty on their own terms, get real-time support from anywhere at any time, receive personalized advice from staff members—all while making new friends, sharing opinions and experiences. The Excel student community integrates excellent interactive and academic elements to create a fully supported social learning experience for our students. Visit the Student Community by clicking on the Community banner in the Student Portal.

Live Orientation

Excel High School provides students with one-on-one live orientation sessions as needed. Counselors guide new students through activating their student account, accessing their course materials, requesting transcripts, submitting assignments and exams, and learning how to best take advantage of all the resources that are available to them. The format is highly personalized. Excel High School advisors speak to new students/parents via phone, and students can ask questions and gain valuable feedback.

Live orientation offers valuable time for our counseling staff to welcome new students to our school system. This also allows time for students to gain a better understanding of what to expect while enrolled at Excel Middle or High School. Orientation provides a time for important questions to be answered and course selection to be made as you embark on your journey of becoming an effective online learner.

Awarding of Credits and Diplomas/ Grading and Reporting

Excel Middle and High School use a traditional A-F grading system. Instructors assign mid-course and final grades based on the following criteria:

A	Approximate average of 90-100%	Student effectively demonstrated exceptional understanding of all course outcomes. All coursework was completed at a high level of quality and in a timely fashion. Student participated actively and substantially by both initiating discussions and participating in discussions initiated by others.
B	Approximate average of 80-89%	Student effectively demonstrated solid understanding of all course outcomes. All coursework was completed at a solid level of quality and usually in a timely fashion. Student participated substantively by both initiating discussions and participating in discussions initiated by others.
C	Approximate average of 70-79%	Student demonstrated acceptable understanding of most course outcomes. All coursework was completed in a reasonably timely fashion. Student participated substantively in discussions initiated by others.
D	Approximate average of 60-69%	Student demonstrated some understanding of the most critical course outcomes. All major coursework was completed. Student participated only occasionally in course discussions.
P	100-60%	Student achieved passing grades for the course. Holds no grade value, but does indicate that the student has met the requirements necessary to pass the course.
F	Approximate average of below 59%	Student has not demonstrated sufficient learning to earn credit for the course. Student work was consistently of poor quality, and the student rarely participated in course discussions.
IN	Incomplete	Major coursework left uncompleted. Final grade is withheld until sufficient coursework is complete and submitted. Temporary F assigned
W	Withdrawn	Student officially withdraws from the class within one month after last engagement. Final F assigned two months after last engagement.

Credit Requirements for Graduation

Excel requires a total of 21.5 credits to graduate for full-time students completing the standard highs diploma. In addition, Excel High School offers an Honors Diploma, which requires 24-credits for graduation.

Although this matches a typical traditional high school, at Excel, students can easily complete these credits by following a typical four-course block schedule per 18-week semester.

Excel High School diploma tracks include at least the following:

24 Credit Honors Diploma

4.0 credits of English
4.0 credits of Math
3.0 credits of Science
3.5 credits of Social Studies
1.0 credits PE/Health
2.0 credits Foreign Language
1.0 credits Fine Arts
5.5 Elective credits

21.5 Credit Standard Diploma

4.0 credits of English
3.0 credits of Math
3.0 credits of Science
3.5 credits of Social Studies
0.5 credits of Personal Fitness
0.5 credits of Health
1.0 credits Fine Arts
6.0 Elective credits

Students planning to attend college are encouraged to enroll in either the SAT or ACT prep courses during their sophomore or junior years, depending on when they intend to take either of these exams. Excel High School is registered with the College Board and has been assigned school ID#: **240707**.

Reiterated from page 13, any student who intends on graduating from Excel but has not reached their 17th birthday will be required to complete Standardized testing prior to high school graduation. Excel will not issue a high school diploma to any student under the age of 17 without accompanying Standardized test scores. For students under the age of 17, SAT/ACT scores must be sent to the high school and will become part of the student's permanent file. Please contact the school counseling office for further details.

* Students may choose from either the 21.5 or 24 credit diploma programs.

Credit Granting/Instructional Time Policy

Excel High School issues credit to students when they have completed all required course work with an overall final exam score of 60% or higher and a final exam score of 60% or higher. ACE recommended college credit requires 70% of higher to earn credit.

- * .5 semester credits are granted if the course instructional time is between 45-55 hours.
- * 1.0 semester credit is granted if the course instructional time is between 90-110 hours.
- * Honors courses grant .5 semester credits if course instructional time is 55-100 hours.
- * Students must complete at least 25% of their required graduation courses (6-courses) at Excel High School in order to be granted their high school diploma. Final exams will not unlock before 60-days of class enrollment.

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
601 Carlson Parkway, Suite 1250
Minnetonka, MN 55305

Upon receipt of an official transcript, an Excel counselor 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 online at: <http://www.excelhighschool.com/excel-high-school-credit-transfer-policy>

During the initial placement process, each full- or part-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 results of the evaluation will be emailed to the student. Regardless of how many credits a student transfers to Excel High School, at least 25% of the total course work 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 wish to transfer credits from Excel High School to another institution, please consider the following.

- Students may not transfer credit to another high school while still enrolled with Excel.
- Each institution determines its own policy for accepting transfer credits.
- Normally, to qualify for credit in another institution, the coursework that student wishes to be considered for transfer credit must be reasonably similar to coursework that the receiving institution offers.

To transfer credits from Excel High School, the student must request that an official transcript of completed coursework be sent to the new institution. An official transcript is one sent from the Registrar's Office at the sending institution directly to the designated records officer at the receiving institution. Excel will not release an official copy of a student's transcript unless the account is paid in full. [Click here](#) to request transcripts from Excel High School.

Behavior Expectations

Excel High School expects exemplary behavior in all of its environments. Any behavior that, in the judgment of any staff member, negatively impacts that environment can cause the student to be subject to disciplinary action.

Progressive Discipline

In any case of inappropriate behavior or violation of any school policies, the following progressive discipline plan is used. Depending on the seriousness of the offense, the discipline process may begin at any step in the plan.

Step	Example Trigger Behavior	Action
Step 1	Occasional breaches of netiquette that impact the learning environment.	Instructor/advisor conference with student.
Step 2	Consistent breaches of netiquette that impact the learning environment.	Instructor/advisor conference with student, parent, and President.
Step 3	Moderate violation of the acceptable use policy in a way that does not impact any other student or the function of the school.	Instructor/advisor conference with student, parent, and President. Student may be placed on probation, resulting in increasingly severe consequences for any subsequent violation. The Director in consultation with the advisor, instructor, and parent will determine terms of the probation.
Step 4	Major violation of plagiarism, harassment or acceptable use policies	A conference will be held with the student, the parent/guardian, the President, the student's advisor, and any instructors involved in the trigger incident(s). Depending on the results of the conference, the student may be placed on probation, expelled from a class, or expelled from school. In particularly severe cases, expulsion may occur without the conference.

*In the rare case when an instructor needs clarification on an assessment, an oral exam may be recommended to ensure students have mastered content.

Appropriate Communication & Netiquette

Netiquette refers to rules of etiquette for Internet-based communication. Netiquette is intended to help staff and students communicate clearly in this environment with a minimum of misunderstandings or other unintended consequences. The basic rules of netiquette to which Excel High School subscribes are:

1. All course postings should be in standard written English when possible (except in foreign language classes, of course). Since Excel High School is an academic environment, slang is generally inappropriate. For brief, informal postings in discussion boards and text chats, it is not necessary to use standard written English; typos and grammar errors are to be expected.
2. Avoid using ALL CAPS. In an online text environment, using all capital letters is considered shouting.
3. Postings should be meaningful and demonstrate clear, critical, and analytical thinking whenever possible. Remember that every posting in a course is part of academic work. Avoid comments that lack substance, such as “I agree” or “Good point.” Make sure that each posting adds substantially to the conversation. This helps make discussions more efficient for everyone.
4. Respond respectfully to people, especially when you disagree with them. The online academic environment is conducive to rich, thoughtful discussion. To encourage that, all perspectives should be honored and respected. Instead of “you’re crazy!” try asking clarifying questions, such as “I hadn’t thought of it that way – can you explain that a little more?”
5. Remember that your online skills may be less or greater than your peers. Be tolerant of others’ mistakes – and your own.
6. Be yourself! Don’t be afraid to inject your personality into your work.
7. Use of *Profanity* is not an acceptable use of communication and will not be tolerated at any level. Repeated uses of profane or grotesque language of any sort are subject to termination from the school.

Policies

Excel High School has many policies, but none are more important than those pertaining to the safety, security, integrity, and comfort of its staff and students. The following academic integrity, harassment, and acceptable use policies are critical to this philosophy and are included here in their entirety. All students and parents will sign a pledge that they have read, understood, and agreed to follow these and other school policies. Excel High School reserves the right to dismiss any student due to frequent course inactivity, disciplinary problems, past due tuition payments, and noncompliance with Excel High School policies

Academic Integrity, Plagiarism, & Policies

I. Introduction

The purpose of this policy is to maintain the highest standards of academic integrity throughout the school. Any learning environment is based on trust, honesty, and integrity. Excel High School’s unique online learning environment is no exception. Please note: all online final exams are taken under remote video proctored conditions. Excel has partnered with Proctorio to maintain the integrity of all online final exams. A government-issued photo ID must be presented at the time of online final exams. The photo ID must match the identity of the student. Proctoring is done online, and there is no special software required. Written assignments are scanned by Unicheck.

II. General Statement of Policy

Any form of academic dishonesty is unacceptable and will not be tolerated. The school will respond vigorously to all violations of this policy.

III. Violations

Violations against academic honesty include but are not limited to:

- Impersonating another student or adult, or having any person impersonate the student in any way.
- Copying and submitting another person's as one's own, whether or not that person is part of the Excel High School community.
- Representing someone else's work as one's own.
- Including without citation work from any other person or source.
- Any other action intended to obtain credit for work not one's own.
- Any form of cheating on any test or assignment.

IV. Student Responsibilities

Students take full responsibility for all work submitted in their name or from within their account.

Students are responsible for understanding academic integrity, plagiarism, and related issues.

If a student does not understand such issues, they are responsible for discussing them with an advisor or instructor at the earliest possible time and within one week of starting any Excel High School course.

V. School Response

All violations or suspected violations of this policy will result in a report by the instructor to the school Directors and a phone call to the parent by the Directors, the instructor, or both.

The school's response to violations of this policy may include, but is not limited to:

- Denying credit for any assignment in which the violation occurs.
- Denying credit for any course in which the violation occurs without a refund for that course.
- Suspension or expulsion

VI. Academic Policies

* **Access to Final Exams** - Students will not have access to their final exams until at least 60-days from enrollment in the class. Exceptions in extraordinary situations may be considered, in which case, after 30-days of enrollment; the student takes the online final exam. Please call and get more information from an Excel school counselor. If a student fails a final exam after two attempts, the course will need to be repeated, and a new final exam will not be available for at least 30 days.

* **Academic Probation** - If a student fails two courses, they are placed on Academic Probation. If a student fails a third course, they are subject to dismissal from the school. Counselors monitor these students' progress closely and are always available to help with academic support. It is critical that students on Academic Probation understand the urgency of their situation and increase communication with their instructors and counselors to make every effort to improve their academic standing. Academic Probation will expire after the end of the school year. Excel High School staff is dedicated to helping our students!

* Excel High School counselors can load a maximum of 6-courses at a time. Also, students can only be enrolled in one core course at a time. For example, Excel will not enroll students in English 11 and English 12 simultaneously. In the case of a student needing both English credits, the student would need to complete English 11 first, and then the student could take English 12.

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;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- 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.

Title I, IEP, 504 and Special Education Services

Excel High School is a non-public high school and does not receive funding from the State or Federal Government. Furthermore, as an online learning institution, our courses are asynchronous and are offered in an independent, self-paced format. Excel High School provides standard high school courses. The very nature of Special Education and IEP services requires more hands-on support for students. Excel does not employ Paraprofessionals or provide support for Title I, IEP, 504, and Special

Education Services.

Students seeking services should contact their local school district offices. Special Education credits earned at a previous school will not transfer.

Harassment Policy

I. Introduction

The purpose of this policy is to maintain a learning environment that is free from any form of harassment including but not limited to: religious, racial or sexual harassment and violence. The school prohibits any form of religious, racial or sexual harassment and violence or any type of behavior, verbal or written or electronic, which causes chronic or continual annoyance.

II. General Statement of Policy

- A. It is the policy of the school to maintain a learning environment that is free from harassment and violence. The school prohibits any form of religious, racial, sexual, or chronic harassment and violence or bullying.
- B. It shall be a violation of this policy for any pupil or staff member to harass a pupil or staff member through conduct or communication of a sexual nature or regarding religion and race or considered a chronic annoyance as defined by this policy. (For purposes of this policy, school staff includes school advisory board members, staff, agents, volunteers, contractors or persons subject to the supervision and control of the school.)
- C. It shall be a violation of this policy for any pupils or staff members to inflict, a threat to inflict, or attempt to inflict religious, racial, sexual, or chronic violence or bullying upon any pupil or staff member.
- D. The school will act to investigate all complaints, formal or informal, verbal or written or electronic, of religious, racial, sexual, or continual/chronic harassment or violence, and to discipline or take appropriate action against any pupil or staff member who is found to have violated this policy.

III. Religious, Racial and Sexual Harassment and Violence Defined

A. Sexual Harassment; Definition

- 1. Sexual harassment consists of unwelcome sexual advances, requests for sexual
- 2. favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, or of obtaining an education; or

- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.
3. Sexual harassment may include but is not limited to:
- a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual educational status;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
 - e. unwelcome behavior, words, or emoticons directed at an individual because of gender, sexual orientation, or alleged sexual orientation.

B. *Racial Harassment; Definition*

1. Racial harassment in an online environment consists of pictorial or verbal conduct relating to an individual's race when the conduct:
- a. has the purpose or effect of creating an intimidating, hostile or offensive academic environment;
 - b. has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
 - c. otherwise adversely affects academic opportunities.

C. *Religious Harassment; Definition*

1. Religious harassment consists of pictorial or verbal conduct which is related to an individual's religion when the conduct:
- a. has the purpose or effect of creating an intimidating, hostile or offensive academic environment;
 - b. has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
 - c. otherwise adversely affects an individual's academic opportunities.

IV. *Reporting Procedures*

- A. Any person who believes he or she has been the victim of religious, racial, sexual or continual/ chronic harassment or violence or bullying by a pupil or staff member of the school or any person with knowledge or belief of conduct which may constitute religious, racial, sexual, or continual/ chronic harassment or implied violence toward a pupil or staff member should

report the alleged acts immediately to an appropriate school official designated by this policy.

- B. The school encourages the reporting party or complainant to use the report form available from any staff member, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence to the school counselor or Director.
- C. Submission of a good faith complaint or report of religious, racial, sexual, or continual/ chronic harassment or violence will not affect the complainant or reporter's future grades or work assignments.
- D. Use of formal reporting forms is not mandatory.
- E. The school will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

V. *Investigation*

- A. By authority of the school, the Director, upon receipt of a report or complaint alleging religious, racial, or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by staff members or by a third party designated by the school.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school may take immediate steps, at its discretion, to protect the complainant, pupils, or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence

VI. School Action

- A. Upon receipt of a report, the school will take appropriate action. Such action may include but is not limited to, warning, suspension, exclusion, or expulsion.
- B. The result of the school's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school in accordance with state and federal law regarding data or records privacy.

VII. Reprisal

The school will discipline or take appropriate action against any pupil or other school personnel who retaliates against any person who reports alleged religious, racial, sexual, or continual/ chronic harassment or bullying or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment or viral transmission to the individual's computer.

VIII. Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse that may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VIII. Dissemination of Policy and Training

- A. This policy shall be conspicuously posted on the school website in areas accessible to pupils, parents, and staff members.
- B. This policy shall appear in the student and staff handbooks.
- C. The school will develop a method of discussing this policy with students and staff members.
- D. This policy shall be reviewed at least annually for compliance with state and federal law

Acceptable Use Policy

I. Introduction

The use of the Internet is critical to the function of this school. Students and staff will all be using the school's software and servers via the Internet. This policy is designed to ensure that all students and staff use the school's system appropriately and helps maintain a comfortable, safe, and well-functioning school.

II. General Statement of Policy

In making decisions regarding student access to the school computer system including electronic communications, the school considers its own stated educational mission, goals, and objectives. Students may access the school software, including the course management system, and the student management system and tools contained therein. The school expects that staff will blend thoughtful use of the school computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. Limited Educational Purpose

The school is providing students with access to the school computer system, which includes access to the school software, including the course management system, the student management system, and school email service. The School system has a limited educational purpose, which includes use of the system for project activities, course activities, and educational research. Users are expected to use school course management system access to further educational goals consistent with the mission of the school and school policies. Users which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose system.

IV. Use of System is a Privilege

The nature of the school requires frequent use of the school system. However, the use of the school system is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school system may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion; or civil or criminal liability under other applicable laws.

In the case of suspension or cancellation of access privileges for a student, the student and the student's parent or guardian must make arrangements for work to continue until the suspension or cancellation is revoked, or the student may withdraw or be expelled from school.

V. Unacceptable Uses of the School Computer System

- A. The following uses of the school system and Internet resources or accounts are considered unacceptable:
 - 1. Users will not use the school system to access, review, upload, download store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that is harmful to minors;

- b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment, bullying, or discrimination.
- 2. Users will not use the school system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 - 3. Users will not use the school system to engage in any illegal act or violate any local, state, or federal statute or law.
 - 4. Users will not use the school system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school system software, hardware or wiring or take any action to violate the school's security system, and will not use the School system in such a way as to disrupt the use of the system by other users. Users will not tamper with, modify or change any safety or security features, including filtering software, virus protection software, spyware detection/elimination software, or other safety and security utilities.
 - 5. Users will not use the school system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
 - 6. Users will not use the school system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately, without permission of the person who sent the message. Users may, but shall not be required to, post basic contact information about themselves within a secure, password-protected area of the School's systems for academic purposes.

7. Users must keep all account information and passwords on file with the designated school official. Users will not attempt to gain unauthorized access to the school system or any other system through the school system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school system for conducting business, for unauthorized commercial purposes or financial gain unrelated to the mission of the school. Users will not use the school system to offer or provide goods or services or for product advertisement. Users will not use the school system to purchase goods or services for personal use without authorization from the appropriate school official.
- B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user will immediately disclose the inadvertent access to an appropriate school official.

VI. *Limited Expectation of Privacy*

- A. Parents/Guardians have the right at any time to investigate or review the contents of their child's files and email files by submitting a request to the school President. Parents/Guardians have the right to request the termination of their child's individual account at any time. Because the Internet and school computer system are essential for participation in this school, any such request will also serve as a request to withdraw the student from the school.
- B. The School will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School policies conducted through the School system.

VII. *Internet Use Agreement*

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents/guardians, and employees of the School.

- B. By voluntarily enrolling into Excel High School, all students agree to the proper use of the Internet while engaged in Excel courses.

VIII. Limitation on School Liability

- A. Use of the school system is at the user's own risk. The system is provided on an "as is, as available" basis. The school will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or miss-deliveries or non-deliveries of information or materials, regardless of the cause. The school is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school system. The school will not be liable for financial obligations arising through unauthorized use of the school system or the Internet.

VIII. User Notification

- A. All users will be notified of the school policies relating to Internet use via the student handbook, staff handbook, and parent handbook. All students, parents, and staff will sign the AUP notification form.
- B. This notification will include the following:
 - 1. Notification that Internet use is subject to compliance with school policies.
 - 2. Disclaimers limiting the school's liability relative to:
 - a. Information stored on school diskettes, hard drives, or servers.
 - b. Information retrieved through school computers, networks, or online resources.
 - c. Personal property used to access school computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school-sponsored/managed Internet accounts.
 - 4. Notification that, should the user violate the school's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 - 5. Notification that all provisions of the acceptable use policy is subordinate to local, state and federal laws.

Excel High School Internet Safety Policy

Introduction

It is the policy of Excel High School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access, and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Excel High School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking", and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Excel High School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Excel High School or designated representatives.

Adoption

The School Board of Excel High School adopted this Internet Safety Policy at a meeting on July 5th, 2014. CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE.

The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS.

The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT.

The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

Technical Information

Technology Skills

No advanced technical skills are needed to participate in Excel High School courses. Students should be comfortable using the Internet, and they should be able to send an email, use email attachments, and be familiar with an office productivity software suite such as Microsoft Office, Google Docs/Sheets, Open Office.org, or other similar word processing programs.

Necessary Hardware and Software

Students need only general computer hardware and office software to participate in Excel High School. Any up-to-date computer with a current Web browser should suffice. All Excel High School courses are designed to be used with a 56K modem or faster. Students taking language courses will be happiest with some form of high-speed Internet access.

Excel High School Technology Requirements

The great thing about attending online school at Excel is that you won’t need any specialized hardware or software to access online courses.

Students will need the following:

- *A valid email address.* Each student will be required to have a valid, unique email address. For students using a free email service Gmail, Yahoo, or Outlook Live

(MSN), etc. you will need to mark Excel emails are safe to ensure you receive school communication. Email is an essential communication tool.

- *Internet access.* Students must have access to the internet to participate in online courses at Excel. EHS does not offer correspondence courses or textbooks by mail.
- *A working desktop computer or laptop.* Whether you're a Mac user or prefer a PC, it's important to have a reliable computer. Smart devices are useful for some schoolwork but come assignments, and all final exams must be taken using a computer.

As a non-public school, Excel does not provide laptops or tablets to students, so having your own computer or access to a computer and internet access from a family member or friend is key.

Computer requirements

1. *Operating System.* Whether you're using a laptop or desktop, your online courses will work best with an updated computer system. Excel recommends a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later.
2. *Internet Browser.* Excel High School uses the Canvas LMS, and we recommend students use Google Chrome for online courses. Google Chrome is a free browser and works great with all EHS applications.
3. *Hardware:* In addition to a working computer and internet access, students will need to have a webcam and microphone for final exams. Generally, laptop computers have built-in webcams and microphones. If you have a desktop and need a webcam and microphone, both items may be purchased at Walmart or Amazon for less than \$ 10.
4. *Software:* There is no requirement to purchase special software for online courses at Excel. We do recommend students have Microsoft Office or Google Docs and Google Sheets, which are free open source programs useful for some assignments.

You don't have to be a computer genius to be successful in online school.

Excel High School uses user-friendly systems and programs. As long as you read instructions carefully, you will have no trouble accessing and navigating your online courses at Excel High School. Should you have any questions regarding how to access your online courses, please refer to the orientation videos, or call the school office for support at 800-620-3844.

Courses offered by Excel Education Systems are delivered via the EHS LMS, Excel's online learning management system. Students are encouraged to use the LMS help pages to explore functionality, troubleshoot, and find updates to basic computer specifications. The majority of information here is related to EHS LMS and its hosting infrastructure, which is designed for maximum compatibility and minimal requirements. Excel's courseware is not 100% compatible with mobile devices, tablets, and smartphones. Some courses may redirect students to new windows. In order to allow this, students may need to adjust their browser settings to allow pop-ups for the site.

Financial Information

Tuition

Standard High School (Ages 14-18)

Tuition for the 2021-2022 school year is \$1,490 per grade level. Excel offers an interest-free installment plan of \$149 x 10 months. *subject to change. Please review the current enrollment contract agreement for tuition pricing.

Honors High School (Ages 14-18)

Tuition for the 2021-2022 school year is \$ 1,690 per grade level (6 full credit classes.) Excel offers an interest-free installment plan of \$ 169 x 10 payments. Please review the current enrollment contract agreement for tuition pricing.

AP/Honors High School (Ages 14-18)

Tuition for the 2021-2022 school year is \$ 2,490 per grade level (6 full credit classes.) Excel offers an interest-free installment plan of \$ 249 x 10 payments. Please review the current enrollment contract agreement for tuition pricing.

Adult High School Diploma (Ages 18+)

The tuition is \$99.90 per month for 10-months or until graduation, whichever comes first. The most you will pay for adult high school is \$ 999 or less. Please review the current enrollment contract agreement for tuition pricing. Adult learners have 12-months to complete each grade level.

Credit Recovery/Summer School Courses

The cost for Credit Recovery, Make-Up Courses, Single Courses is \$199.00 for a half or full credit course. Excel does not offer an installment plan on single courses. Please review the current enrollment contract agreement for tuition pricing. Students have 12-months to complete single/summer school courses. * Credit recovery courses are non-refundable.

Middle School (Grades 6, 7 and 8)

The tuition for full-time middle school is \$ 1,390 per school year. Excel offers an interest-free installment plan of \$139 x 10 payments. Please review the current enrollment contract agreement for tuition pricing. Students have 8-months to complete a grade of middle school.

*Refer to enrollment agreement for important details. *Pricing is subject to change; always refer to www.excelhighschool.com for updates.

*Installment accounts that are delinquent three times will no longer qualify for monthly payments, and any outstanding balance will be due in full.

Payment Plans

Excel High School offers flexible and affordable payment plans to all full-time, part-time, and adult students. Full payment may be made upon enrollment or through automatic monthly withdrawals from a personal credit or debit card account on the installment plan.

Other Expenses

If students need more time than the regular 4-month semester to finish Honors/AP courses, 2-month extensions are made available at an extra cost of \$ 200 (please see *Course Extensions* section on page 11)

Refund Policy

There are two components to the Excel High School refund policy. The first is the Excel High School Guarantee:

Excel High School guarantees that the credits you earn meet state academic standards and will be accepted by American post-secondary institutions, including colleges, universities, junior and community colleges, the military, and employers. If courses are not accepted, Excel will work with the institution to facilitate the acceptance of credits. If the institution still does not accept the credits, Excel High School will refund the money paid for any non-accepted credits.

Refunds for standard courses will be made according to the following schedule: 1-10 calendar days from enrollment date, 100% refund is issued upon cancellation request. No refunds are issued after day 10. *See [enrollment agreement](#) for important details.

You will have no trouble using a diploma from Excel High school for employment, college entrance, etc. Excel cannot guarantee that all summer school/single credits will be accepted for transfer to other schools. We ask that all students check on acceptance of summer school/single credits before enrolling at Excel. *We do offer a 100% money-back acceptance guarantee on all full-time high school programs.*

Application Process

The entire application and enrollment process for Excel High School takes place online and via the phone. At <http://www.excelhighschool.com> you'll find the application and registration forms for both full- and part-time students. Once those online application forms are submitted, a staff member will contact you to complete the enrollment process. Upon enrollment, courses are live within one business day or less. If you have any questions at any time during the process, please call the school at 952.465.3700 or 800.620.3844 during business hours or email us at admissions@excelhighschool.com, and we will respond to you as quickly as possible.

English Proficiency

Excel High School does not provide English-as-a-second language instruction. Students are required to read, write, and speak English at a 6th-grade school level to participate in middle school courses and the 9th level for high school courses. EHS does offer English Learning for all online courses, which includes text translation and immersive audio reader.

Enrollment Policy

Students will be considered “fully enrolled” with Excel High School after they have completed the online application, signed the online tuition agreement, make the tuition payment, provided all necessary documentation to the school office (transcripts, etc.), and consulted with a Student Services Coordinator. After reviewing the student’s transcripts, the Student Services Coordinator will place the student in the appropriate course sequences based on pre-requisites and other factors. Prerequisites do not pertain to credit recovery students.

Frequently Asked Questions (FAQ)

1. What courses are available, and how do we know they are of high quality?

Excel High School offers over 100 regular, standard, honors, AP, and college-level courses entirely online. Excel High School is a state-recognized high school and is regionally accredited by Cognia, the parent organization of the North Central Association CASI, the Southern Association of Colleges and Schools CASI, and the Northwest Accrediting Commission.

2. When do classes begin, and how do we enroll?

Excel High School operates on an open-enrollment format, which means students can sign up and begin any day of the year. To enroll, complete the application at the school website: www.excelhighschool.com. Online courses are active within 1-business day, or less and students can begin working right away on one or all courses on their EHS LMS dashboard.

2. How involved is the Excel support team and instructors, and what are their qualifications?

The Excel support team and instructors are actively involved with students throughout their program. A number of technology tools are available for instructors to interact frequently with students and parents. Excel’s instructors have either advanced degrees or state teaching licenses in the field in which they are teaching and often both. Administration monitors the virtual classrooms and evaluates instructors regularly to ensure that they are meeting Excel High School’s high standards of performance.

4. Is the school’s online environment safe? How is Internet security maintained?

Excel High School is proud of its safe online environment. Staff members monitor all school chat rooms and discussion boards. We also have a comprehensive Acceptable Use Policy, which we enforce vigorously.

5. How will we know how well our child is doing in his or her classes?

Parents can access their child's grades at any time. The EHS LMS offers real-time access to student progress and grades. Please contact a school counselor for more information regarding this. * Any student age 18 or older must submit a FERPA request to allow third party access to their accounts or information.

6. How do we know the students are learning?

All courses include meaningful assessments of student work. Parents are encouraged to review their child's coursework and observe progress regularly. Also, having regular discussions with your child about the classes is an excellent way to gauge whether your student is learning. Please contact the Excel support team immediately if there are concerns regarding this topic.

7. Is there a face-to-face requirement? What sort of attendance is required?

There is no face-to-face requirement. Excel High School is a fully online, accredited, non-public school. Although there is not a traditional attendance requirement, students will only learn to their full potential if they actively participate in all course assignments. High school-age students are expected to log in to the school for substantive participation a minimum of at least once a day. Students under the age of state compulsory attendance should engage in their online courses according to the minimum time required by state law.

8. How much does it cost?

Please refer to <https://www.excelhighschool.com/fees.php> or the enrollment agreement for current tuition pricing.

*Excel High School offers convenient and affordable payment plans.

You will notice the cost to attend Excel High School is less than half the cost of comparable accredited private high schools in the US. It is our goal to keep education affordable for everyone. Since we are able to keep our expenses low, we pass these savings on to our students and families. We have no school buildings to maintain, other than our administration offices; we have no school buses to operate; we do not employ a facilities maintenance crew; we do not offer school lunch programs, so you can quickly see how we can be such an affordable option.

8. Will colleges accept Excel High School graduates?

Yes! We have found that graduates of Excel High School have gone on to attend a number of well-known post-secondary institutions to further their academic careers. Others have gone on to enroll in the local community and junior colleges in their area, vocational/business schools, and some have even joined the military. If you find that any institution does not accept your credits, we will work with the institution to facilitate acceptance. If these efforts fail, we will refund the money paid for the non-accepted credits or diploma. Part-time students *must* first check with their home high school to ensure that Excel credits will be accepted. Excel High School graduates have gone on to attend Universities in almost every State. We find that all colleges and universities recognize high school graduates from Regionally accredited, state-recognized schools like Excel High School.

(Continued on next page)

2020-2021 Enrollment Agreement

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Excel High School Tuition Protection Agreement

Excel High School is confident that the program you have selected will be everything we claim. Your total price includes your tuition, registration fee, lessons, course materials, educational services, and instruction.

GENERAL ADMISSIONS INFORMATION

Minimum Admissions Requirements for Excel Middle School and High School Programs:

- **High school candidates must have completed the 8th grade and have reached the age of 14 years old.**
 - When transferring high school credits to EHS, official high school transcripts are required; submit official transcripts to Excel High School, 601 Carlson Parkway, Suite 1250, Minnetonka, MN 55305.
 - **Students entering 6th grade (middle school) must be age 11 or older and have completed the 5th grade.**
 - **Students that require special needs programs, such as IEP or Special Education (Title I or Title II) Services should contact the EHS Counseling Office prior to enrollment as there is room to be successful in this program.** As an online school, Excel High School is **unable** to support IEP/Special Education Services.
 - **For complete information about Excel High School programs, admission, grading policies, technology requirements, transfer credit, and refund policy, please consult the Excel High School Catalog.**
-

Excel High School offers five curriculum tracks to earn an accredited high school diploma:

- 1) Standard High School Curriculum (Ages 14-18)
 - 2) Honors Curriculum
 - 3) Adult High School Curriculum (Ages 18+)
 - 4) Summer School/Credit Recovery Individual Courses
 - 5) Dual College Enrollment / ACE recommended credits
-

MIDDLE SCHOOL (AGES 11-14 / GRADES 6-8) TRUTH IN LENDING DISCLOSURE

ANNUAL PERCENTAGE RATE (APR)	AMOUNT FINANCED	TOTAL OF PAYMENTS PER GRADE LEVEL	TOTAL SALE PRICE PER GRADE LEVEL
The cost of your credit as a yearly rate	The amount of credit provided to you or on your behalf	Amount you will have paid after all payments are made as scheduled	Total cost of your purchase, including down payment, and registration fee
0%	\$ 1390.00	\$ 1390.00	\$ 1390.00

A. Middle School Fee Schedule: (Grades 6-8)

Payment Option:

Excel High School charges \$1,390 per school year, which includes the \$149 registration fee, for the middle school courses. The payments are made either in full (\$1,390) per grade level or in 10-monthly installments of \$139 per grade level. Tuition payments must be set up on auto-pay and are due on the monthly due date and on a recurring monthly basis until paid in full.

Early termination/cancellation for middle school is \$200; there will be no refund of installment payments already made to the school.

Middle school students may take up to 10-months to complete each grade level.

The cost for a 2-month extension is \$200. The middle school (grades 6-8) program must be completed in 3-years or less.

*Transcripts/report cards are held until ALL tuition is paid in full.

STANDARD CURRICULUM (Ages 14-18) TRUTH IN LENDING DISCLOSURE

ANNUAL PERCENTAGE RATE (APR)	AMOUNT FINANCED	TOTAL OF PAYMENTS PER GRADE LEVEL	TOTAL SALE PRICE PER GRADE LEVEL
The cost of your credit as a yearly rate	The amount of credit provided to you or on your behalf	Amount you will have paid after all payments are made as scheduled	Total cost of your purchase, including down payment and registration fee.
0%	\$ 1490.00	\$ 1490.00	\$ 1490.00

B. Traditional High School Fee Schedule: (Non-Adult / Students Ages 14-18)**Payment Option:**

Excel High School charges \$1,490, (which includes the \$149 registration fee) per grade level for the standard, accredited high school courses (non-adult). The tuition covers up to six, 2-semester courses. The payments for the standard high school are made either in full (\$1,490) per grade level or in 10-monthly installments of \$149.00 per grade level. Tuition must be set up on auto-pay and is due on the monthly due date and on a recurring monthly basis until all payments are made in full. ***Students opting for the monthly installment plan must agree to the auto-pay debit requirement.*** Excel High School offers standard high school as one full grade level (equivalent to two semesters).

Traditional (standard) high school students may take up to 12-months to complete each grade level. The traditional high school (non-adult) program must be completed in 48-months or less.

Early termination/cancellation fee for standard high school is \$200; there will be NO refund of installment payments already made.

*Diplomas and transcripts are held until all tuition is paid in full.

HONORS CURRICULUM (Ages 14-18 / Non-Adult) TRUTH IN LENDING DISCLOSURE

ANNUAL PERCENTAGE RATE (APR)	AMOUNT FINANCED	TOTAL OF PAYMENTS PER SEMESTER	TOTAL SALE PRICE PER SEMESTER
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The cost of your credit as a semester rate	The amount of credit provided to you or on your behalf	Amount you will have paid after all payments are made as scheduled	Total cost of your purchase, including down payment, and registration fee
0%	\$1649.00	\$1649.00	\$1649.00

C. Honors High School Fee Schedule: *(Non-Adult)*

Payment Option:

Excel High School charges \$1649 *per grade level* (which includes the \$149 registration fee), for the accredited Honors high school courses (non-adult). The payments are made either in full (\$1649) per semester or in 10-monthly installments of \$169.00 per semester. Tuition is auto-billed and is due on the monthly due date and recurring on a monthly basis until paid in full.

There are two semesters for each grade level.

**Transcripts are held until ALL tuition is paid in full.*

***Early termination/cancellation fee for the honors high school program is \$200, and there will be no refunds for installment payments already made.*

AP/HONORS CURRICULUM (Ages 14-18 / Non-Adult) TRUTH IN LENDING DISCLOSURE

ANNUAL PERCENTAGE RATE (APR)	AMOUNT FINANCED	TOTAL OF PAYMENTS PER SEMESTER	TOTAL SALE PRICE PER SEMESTER
The cost of your credit as a semester rate	The amount of credit provided to you or on your behalf	Amount you will have paid after all payments are made as scheduled	Total cost of your purchase, including down payment, and registration fee
0%	\$2490.00	\$2490.00	\$2490.00

D. AP/Honors High School Fee Schedule: *(Non-Adult)*

Payment Option:

Excel High School charges \$2490 *per grade level* (which includes the \$149 registration fee), for the accredited Advanced Placement (AP/Honors) high school courses (non-adult). The payments are made either in full (\$2490) per semester or in 10-monthly installments of \$249.00 per semester. Tuition is auto-billed and is due on the monthly due date and a recurring monthly basis until paid in full. **AP courses require an additional fee to purchase require text.*

There are two semesters for each grade level.

****Transcripts are held until ALL tuition is paid in full.***

*****Early termination/cancellation fee for the honors high school program is \$200, there will be no refunds for installment payments already made.***

ADULT HIGH SCHOOL PROGRAM (Ages 18+) TRUTH IN LENDING DISCLOSURE

ANNUAL PERCENTAGE RATE (APR)	AMOUNT FINANCED	TOTAL OF PAYMENTS	TOTAL SALE PRICE
The cost of your credit as a yearly rate	The amount of credit provided to you or on your behalf	Amount you will have paid after all payments are made as scheduled	Total cost of your purchase, including down payment and registration fee.
0%	\$999.00 or less	\$999.00 or less	\$999.00 or less

E. Adult High School Fee Schedule:

Payment Option:

Excel High School charges \$99.90 per month for the accredited adult high school diploma program, which includes the \$149.00 registration fee. The payment structure is \$99.90 per month for 10-months, or less, depending upon how many months it takes a student to complete 21.5 credits and graduate. For example, if a student completes the adult high school diploma program and graduates in 5-months, the total cost would be $\$99.90 \times 5 = \499.50 . Excel reduces the cost of the program for those students that complete sooner than 10-months.

Adult high school students may take up to 12-months to complete each grade level (approximately six courses). Enrollment is month to month, and adult students may cancel at any time; however, there will be NO refund of installment payments already made.

The payments are made either in full (\$999) or by making ten interest-free monthly installments to the school. Adult students may choose to pay in full at (\$999), which includes the \$149 registration fee or may choose to make ten monthly installments of \$99.90 per month.

All payments are directly billed to the credit/debit card on file with the school. The adult, high school program, must be completed in 48-months or less, and students are expected to stay actively engaged in their courses.

Cost of the adult high school program

<u>If completed in:</u>	<u>Total cost:</u>
3-months	\$ 299.70
4-months	\$ 399.60
5-months	\$ 497.50
6-months	\$ 599.40
7-months	\$ 699.30

8-months	\$ 799.20
9-months	\$ 899.10
10-months	\$ 999.00

**After 10-months, the account is paid in full (assuming no extenuating circumstances).*

**Diplomas and transcripts are held until all tuition, and late fees are paid in full.*

F. SUMMER SCHOOL/CREDIT RECOVERY/SINGLE COURSE FEE SCHEDULE

- Standard/Honors single high school courses are \$199 each for either a one-semester or two-semester course
- AP courses are \$399 for .5 credit (one semester)
- AP courses are \$599 for 1.0 credit (2-semesters)
- A-G courses \$599 for 1.0 credit/10 CA credits (2-semesters)
- Middle School Single Course \$199 (one full year course)

G. Summer School and Credit Recovery courses are valid for one year from the date of enrollment.

H. Students must participate in accordance with Excel's participation policy. Excel High School does **not** offer an installment plan for Credit Recovery/Summer School courses. Please see [here](#) for a complete list of courses available.

***No refunds after ten calendar days from purchase.**

TUITION, FEES, AND PAYMENTS

Tuition Payment Schedule (Auto Payment), Late Fees and Chargebacks

As per the enrollment agreement, tuition is auto-billed to the credit/debit card on file each month. Students must participate in the auto-billing option to remain enrolled at Excel High School unless the tuition is paid in full upon enrollment.

Accounts two installments past due are subject to termination.

Late Charge: If your monthly payment is more than five days past due, you will be charged a \$10 late fee. Students demonstrating a pattern of missed payments will be subject to termination of payment plans. After a third missed monthly installment payment, any tuition balance will be ***due in full***, and Excel will no longer extend credit.

Chargebacks: Student accounts with a bank dispute (chargebacks) will incur a \$50 fee per chargeback, and the account will be sent to collections. Accounts with chargebacks are ***not*** eligible for an installment plan with Excel High School. Any tuition will be due in full.

TUITION, FEES, AND PAYMENTS

The standard high school diploma program consists of two (2) semesters per grade level. We also offer a summer semester. Each semester consists of 5 or 6 courses of .5 or 1.0 credits each for a total of 21.5 or 24 credits needed to graduate. The price stated above may be paid in full or per month and includes all registration and admission fees. **These fees are non-refundable after ten (10) calendar days following the date of enrollment.**

Estimated Total Program Price: If an adult student completes his or her entire diploma with Excel High School, it is estimated that the total program cost will be \$999 or less, including tuition, registration, and other fees.

Estimated Total Program Price: If a traditional high school student (**non-adult**) completes his or her entire grade 9-12 standard diploma with Excel High School, it is estimated that the total program cost will be \$5,160, including tuition and all fees.

The total program cost is an estimate and maybe less depending on how many credits transfer to Excel High School, the program you select, and changes made at the discretion of Excel High School due to reasonable changes in tuition, fees, and other charges. Cost may be reduced by transfer credits and other promotions and discounts.

For any check, draft, or money order that is returned for insufficient funds (NSF), students will be charged a \$50 fee, and Excel High School will resubmit for payment. Chargebacks are subject to a \$50 bank fee. **Students are required to use the Auto Payment option. Students are responsible for keeping the account information up to date to avoid any late or returned payment penalties.** For any default not cleared within 10-days of notification of non-payment, Excel reserves the right to discontinue services, add any collection and/or attorney's fees, and the student *will not be entitled to any refunds or re-enrollment*. Payments should be made in U.S. dollars only.

Students in Canada and foreign countries will be responsible for payment of any applicable customs duties and additional shipping fees.

Early termination/cancellation may be subject to a \$200 cancellation fee, and there will be no refunds of installment payments already made.

Late Payments:

You will be charged a late fee of \$10.00 if your monthly payment is late by 5-days or more. Accounts past due 5+ days will be placed on lockout status. If you do not pay the overdue amount and late fee within 30-days, Excel High School reserves the right to suspend your enrollment in the program immediately and require you to pay the outstanding balance of the program price associated with the payment plan you chose. In addition, you will be responsible for any collection costs, including legal fees, incurred by Excel High School to collect amounts owed.

Privacy:

Your enrollment and academic records will be protected in accordance with the Family Educational Rights and Privacy Act (FERPA).

GRADUATION

High School Diploma Completion Time. The standard/honors (non-adult) high school diploma program can be completed in about 2-4 years (6-8 months per grade level); ***students are allowed a maximum of four (4) years from the date of enrollment to complete their program and 12 months per grade level.***

Adult Fast Track Diploma Completion Time. The adult high school fast path diploma can be completed in 12-18 months or substantially sooner with transfer credits.

Transfer of Credits: You may be eligible to receive up to 16 transfer credits for high school courses you have already completed from an accredited school. Upon graduation, students will be awarded an official, accredited high school diploma. No assurance is made of eligibility for job placement.

Acceptance for transfer of academic credits is determined by the receiving institution. Since Excel High School is a regionally accredited institution. Most credits from Excel High School will be accepted by all public and private high schools. Excel High School's accreditation is recognized by all colleges, universities, employers, and the United States Military.

For complete details on graduation requirements, consult the *School Catalog*. **Students are allowed 12 months per grade level for completion without paying an extension fee. A maximum of 4 years to complete the adult program is allowed.**

CANCELLATION AND REFUND POLICY

Students may cancel or withdraw verbally by contacting a school representative or issue a Help Desk Ticket from the student dashboard at the Excel High School at 800-620-3844 or using the [online drop form](#), by fax at 1-952-465-3701, or in writing by US Mail.

<u>IF STUDENT WITHDRAWS:</u>	<u>AMOUNT STUDENT OWES:</u>
Within 10 Calendar days of enrollment/signing of this Agreement	\$0 (100% refund of amount paid)
After 10 calendar days, there will be <u>NO</u> refund	You are responsible for the full tuition cost of the program you are enrolled in, unless you complete the buyout OR are in the standard adult program. No installment payments will be refunded!

Binding Agreement and Governing Law: This Agreement is a legally binding contract when signed by you and accepted by Excel High School at its offices in Minnesota and is governed by Minnesota law. Your digital signature on this Agreement indicates you have read and understand its terms and any literature you have received from us, and you believe you are able to benefit from your program.

Excel High School reserves the right to academically cancel any student who fails to demonstrate satisfactory progress toward his or her grade level completion or high school diploma. Academic dishonesty or other violations of the High School Catalog may also result in disciplinary action up to and including the termination of your enrollment.

- I. NOTICE:** Any holder of this consumer installment contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

Dispute Resolution: Any controversy or claim arising out of relating to this Agreement, or breach thereof, no matter how pleased or styled shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction. In no event shall Excel High School be liable for any incidental, consequential, punitive, or multiple damages of any kind. Any arbitration or other legal proceedings of any kind related to this Agreement or your enrollment with Excel High School shall be conducted in Hennepin County, Minnesota, and by signing this Agreement you consent to the jurisdiction of the State or Federal Courts sitting in Hennepin County, Minnesota and to holding all arbitration proceedings in Hennepin County, Minnesota.

Privacy Notice: We occasionally make our customer list available to offers from other organizations.

Use of Name and Likeness: We may use your name, likeness, personal information, and any verbiage and words you provide. You hereby release Excel High School from any claim you have and allow the use of said information in our marketing materials not limited to news releases, advertisement copy, web content, photographs, or testimonials. If you refuse such usage or do not wish to receive our mailings, notify us in writing: Excel High School, 601 Carlson Parkway, Suite 1250, Minnetonka, MN 55305. ATTN: Marketing Manager.

- J. Excel High School is a Minnesota, Virginia, and Texas non-public middle and high school and is regionally accredited by COGNIA, the parent organization of the North Central Association CASI, the Southern Association of Schools and Colleges CASI and the Northwest Accrediting Commission and affiliated with the Middle States Association of Colleges and Schools (Agencies recognized by the State and US Department of Education).**
- K. Students wishing to transfer credits from Excel High School to another institution should check with the receiving institution to understand their policy on transfer credits. In almost every case, credits from Excel High School will transfer to other public and private high schools.**

HIGHLIGHTS/SUMMARY:

- No refund after 10 calendar days
- Automatic payments (auto-pay with credit or debit card) are mandatory unless paying in full.
- Cancellation/termination fee is \$200 for all programs except the Adult High School Diploma Program.
- Twelve months is the maximum allowed time period to complete the course work per grade level for the Standard High School and Adult High School Diploma Programs.
- Ten months is the maximum allowed time period to complete the course work per grade level for Middle School, Honors, and the Advanced Placement (AP) Programs.
- You may purchase a 2-month extension at the end of the 12 months for \$200.
- Progress and regular logins are mandatory to stay successfully enrolled.
- 60% minimum is required on the final exam to pass the course.
- Late payments of \$10 are applied after being 5+ days overdue.
- \$50 fee for chargebacks
- After three late payments, tuition is **due in full**.

SIGNATURE

I acknowledge that I have reviewed and fully understand, and agree to be bound by, the terms and conditions of this Enrollment Agreement and Tuition Protection Agreement. I also understand that I am responsible for and guarantee prompt and full payment of the tuition and fees outlined in the Agreement. Excel High School or any of its agents may contact me, as student or guarantor, between 8am and 5pm, central standard time, Monday-Friday regarding any matter using a landline, mobile phone, or email information that I have provided; standard text messaging rates may apply. If you do not wish to be contacted by one of these methods, please advise Student Services. **Both the student and school agree that this agreement falls under the Electronic Signatures in Global and National Commerce Act (e-signature bill) specifies that in the United States, the use of a digital signature is as legally valid as a traditional signature written in ink on paper.**



By signing the online application and checking this box, I hereby agree to the terms of this enrollment agreement contract. I authorize Excel Education Systems, Inc. (EES) to use an automated system to deliver marketing text messages and pre-recorded calls to the phone number(s) I have provided. Standard text/data rates do apply. I understand that my consent is not required and is not a condition for enrollment or continued enrollment. I further understand that clicking submit constitutes my signature understanding of the tuition agreement and monthly auto-billing.

Date Signed:

Parent/Student Signature:

Accepted by: Dr. Mark Ulven, President



Disclosure

The information in this catalog is current and correct. Excel High School reserves the right to make changes in the course content, materials, organization, policy, or curriculum, as circumstances dictate, subsequent to publication. The School expects students to have knowledge of the information presented in this catalog and other school publications. Please note that policy changes and catalog updates are made periodically.

Excel High School certifies that this catalog is true in content, school policy, and requirements for graduation.

On behalf of Excel High School, we would like to thank you for allowing us to be part of your educational pursuit.

Dr. Mark Ulven, Ed.D, President

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The Facebook logo, consisting of the word "facebook" in white lowercase letters on a blue rectangular background.

<https://www.facebook.com/ExcelHighSchoolOnline>

The Twitter logo, consisting of the word "twitter" in a light blue, lowercase, sans-serif font.

<https://twitter.com/ExcelHighSchool>

The YouTube logo, consisting of the word "You" in black and "Tube" in white, both in a bold sans-serif font, with "Tube" inside a red rounded rectangle.

<https://www.youtube.com/user/excelhighschool>