



***The mission of EXCEL Academy is to cultivate respect, grow responsibility, and harvest pride. The EXCEL faculty and staff welcome all parents/guardians and students and look forward to partnering with them in this endeavor.***

### **ENROLLMENT**

Below are the procedures for enrollment and orientation at EXCEL Academy. If you have questions regarding this process, please feel free to contact the registrar Ms. D. Williams at [770-957-4101](tel:770-957-4101) ext. 08101.

Parents/guardians must go to <https://schoolwires.henry.k12.ga.us/Page/147767> and review/complete the steps for New Student Registration for the 23-24 school year. Once the application is completed, you must contact the registrar with the application #. If you are transferring from a Henry County School, the only documentation needed is Proof of Residency. All other transfers will need the following:

### **REQUIRED DOCUMENTATION**

- The sheet entitled Findings, Rulings, and Notices of the Disciplinary Hearing.
- Official withdrawal form and academic transcript from student's prior school.
- Proof of Residency: Valid residential written lease or rental agreement, and **one current** home utility bill (electric or gas) **or** a current property tax statement or settlement statement for the home, and **one current** home utility bill (electric or gas); or an affidavit of Residence filed with the school system.
- Parent(s) Driver's License or Picture ID.
- Birth Certificate & Student's Social Security Card (we can wait for the student's transfer folder).
- Immunization Record on Georgia Form 3231 only. This must be provided to the school within 30 days of enrollment (we can wait for the student's transfer folder).
- Eye, Ear, and Dental Record on Georgia Form 3300 (we can wait for the student's transfer folder).

### **MADITORY ORIENTATION**

After enrollment, students will be invited to orientation. Orientation will be held each Wednesday from 9:00am to 11:00 am. Students are expected to arrive by 8:55am. Students who arrive more than 15 minutes late must reschedule. Orientation will last approximately two hours and will end at 11:00am. Parents/Guardians (18yo/or older) are required to attend orientation. During orientation students will learn The Excel Way through various modules.

Students will return for their first day of class on the Monday after orientation. Middle School starts promptly at 8:00am and High School at 8:15am.

### **SCHOOL UNIFORM POLICY**

*Students will check-in each morning before entering the building for uniform and cell phone compliance. Students out of compliance will not be allowed to attend class.*

- All students will wear Khaki pants or knee length Khaki shorts or skirts.
  - No sweats, cargo pants, or leggings. Pants cannot have holes, rips, or tears.
  - No biker, spandex or cargo shorts.
  - Sagging is **prohibited**. Pants/shorts should be worn at the waist.
- Middle school students will wear gold or yellow collared shirt.
- High school students will wear a white collared shirt.
- Sweatshirts, sweaters and jackets are permitted but must have a zipper or buttons.
  - Must be solid color black with no designs on it.
- Pullovers and Hoodies of any kind are **not** permitted.
- Shoes must be closed in the front and back – no flip-flops, slides, Crocs, house shoes, or hats.
- Students **may not** bring book bags, fanny packs, duffle bags, large snack bags, or large purses to school.
- Small bags and lunch boxes are subject to search.

### **CELL PHONE/PERSONAL ELECTRONIC DEVICE POLICY**

Cell phones and other personal electronic devices (including tablets and iPads) are prohibited during the school day. Students may not use a cell phone at school (i.e., make calls, text, watch videos, use as a calculator). Students found in possession of or using cell phones or other personal electronic devices are subject to a Code of Conduct violation, and the device(s) being collected. The parent/guardian will be contacted and advised of the situation. Once this happens the device can only be released to the guardian listed on the student's IC Account in person with proper identification.