

# NEW STUDENT INFO – FALL 2018

EXPLORE ACADEMY



As we move toward the beginning of the 2018-19 school year, here is our back-to-school guide for our new Explore Academy families! On behalf of the staff and students at Explore Academy, I want to personally welcome all of you to *our* family!

## CONTACTS / DEPARTMENTS

- STUDENT GRADEBOOK, STUDENT INFORMATION, STUDENT TECHNOLOGY : [Newell Ramsey](#) (IT Director)
- SPECIAL EDUCATION : [Laura Brown](#) or [Jennifer Chavez](#) (Special Ed Coordinators)
- COUNSELING, 504 : [Juliana Lujan](#) (Counselor)
- COLLEGE / CAREER COUNSELING : [Kelly Gwartney](#) (Counselor)
- SCHEDULING : [Cat Veleta](#) (Master Scheduler)
- ACTIVITIES, ATHLETICS : [Melanie Avgerakis](#) (Flex Coordinator / Athletic Director)
- PTO : [Brenda Castillo](#)
- BUSES: Herrera School Buses: (505) 242-1108
- GENERAL QUESTIONS, ENROLLMENT, TRANSPORTATION, FOOD SERVICE, CREDITS, DISCIPLINE, EVERYTHING ELSE: [Justin Baiardo](#) (Director) or [Leticia Fraga](#) (Asst Director) or our general admin [email](#)

## ENROLLMENT AND ACCEPTANCE

Enrollment at Explore Academy starts with the interest form, found on our website. At the conclusion of each month, depending on the student's grade, he or she will receive an acceptance letter or, if a lottery exists for that particular grade level, a report on the student's position on the waiting list for that grade level.

Once a student is accepted, they may enroll via the link on the acceptance letter. By completing that online enrollment form, students and families are committing to their enrollment for the fall of 2018.

## CALENDAR AND DAILY SCHEDULE

Our calendar for this coming school year can be found on our website (or [here](#)). Gray squares indicate days where there is no school (summer, weekends, holidays, term break days, etc.). Each different color represents a different term.

Explore Academy starts school at 7:45am and dismisses at 3:15pm. On Fridays, students are released at 1:40pm. Students are free to arrive at school around 7:20am and can remain on campus until 4:00pm in the afternoon. See the daily schedule [here](#).

## **STUDENT EXPLORE ACADEMY ACCOUNTS**

For those families that have gone through the enrollment process (described above) student will receive Explore Academy to login to their Explore Academy Google Drive, Gmail, etc. They will use this account to access course registration links, lunch ordering forms each week, email, etc.

## **STUDENT PURCHASING ACCOUNTS**

Once school gets going, students will be setup with a purchasing account. It is through this account that students will be charged for lunches they order, snacks, athletics registrations, activities tickets (dances, etc.), and school apparel. Parents will receive a bi-weekly balance report and a link to add money to the student account to bring the account back to a zero (or positive) balance. Students **do not** have to use this account.

## **SCHEDULING**

*There is no need for new parents or students to schedule classes.* Explore Academy will set schedules for incoming 6<sup>th</sup> and 7<sup>th</sup> graders. It will also set schedules for the first two terms for all students entering grades 9-12. During the first two terms, these students will be trained on scheduling and will then proceed to schedule the remaining terms for the year. Schedules will be delivered to students at orientation and will be sent to parents via email.

For 9<sup>th</sup> graders, Explore Academy is asking that 9<sup>th</sup> grade students provide input on what elective they'd like to take in the first two terms. Families can provide that feedback [here](#).

## **ORIENTATION**

N/A

## **ORDERING SCHOOL APPAREL**

The link to our student store can always be found on our website (or [here](#)). The new store website has been updated for our new apparel items for this coming year. Student apparel will be ready for distribution at orientation (apparel is delivered to school and not to student homes). Once school begins, orders are compiled on the first of every month, with delivery around mid-month.

## **LUNCH AND LUNCH ORDERING**

An email will be sent out prior to the start of school where students may select which days (based on the menu item) they would like to purchase lunch, if at all. The menu for the month will be sent to parents, but students will receive the actual ordering form in their emails (after orientation). Orders must be placed before 6pm on Sunday. Students may bring their lunch any day they wish. Microwaves are available for students to use.

### **FREE-AND-REDUCED LUNCH PROGRAM**

For families that are eligible for free-and-reduced lunch, Explore Academy requires the completion of our **online application** (required by the state). After the completion of this application, parents are required to supply verifiable documentation (state assistance verification, SNAP card, pay stubs, etc.) within two weeks of the start of school (students will be able to eat free for the first two weeks). **Once a student has a completed (but unverified) application, he or she will be added to the lunch list at the beginning of the next school week.**

### **DOCUMENTS FOR ENROLLMENT**

Parents are required by law to supply two documents to complete the enrollment process:

- Birth certificate (copy)
- Updated immunization records

These can be provided at orientation or immediately after the start of school.

### **DOCUMENTS FOR TRANSFER STUDENTS**

In addition to the documents above, Explore Academy requires unofficial transcripts for students who are transferring in with any high school credits. This also applies to incoming 9<sup>th</sup> graders who took Algebra in 8<sup>th</sup> grade.

### **DOCUMENTS FOR SPECIAL EDUCATION STUDENTS**

In addition to the birth certificate and shot records, Explore Academy will need a copy of student IEPs for students entering the school's special education program. Please email them to: [brown@exploreacademy.org](mailto:brown@exploreacademy.org))

### **PLACEMENT TESTS**

N/A

### **CHROMEBOOK**

As part of their enrollment, every student will need a Chromebook as a required supply at Explore Academy. We recommend families read review on sites like Amazon.com before purchasing. If you need any recommendation, please feel free to email me or our IT director, Mr. Ramsey.

## **SCHOOL SUPPLIES**

Aside from the Chromebook, students will only need some basic notebooks and pencils for all of their classes. *Graph paper composition notebooks* are requested for science and math classes (one for each). There may be additional supplies needed for specific seminars (for projects, etc.), but those will vary by the flavors students select.

In terms of parents wanting to provide donated materials, we are always in need of Clorox wipes, black Expo dry erase markers, boxes of tissues, and printer paper.

## **TRANSPORTATION**

Transportation routes can be found on the website [here](#). The times indicated on the bus routes is the time when the bus *departs* from each stop, so it is requested that parents arrive a few minutes early. School buses do pull into the parking areas of the designated locations and the buses should say “Explore Academy” on the side.

There is no registration necessary to ride the bus, and students may ride different buses on different days or different buses in the morning vs. the afternoon. Just check-in with the bus driver to make him or her aware.

6<sup>th</sup> and 7<sup>th</sup> graders will be seated in the first half of the bus. High school students will be seated in the back half.

Herrera School Buses can be contacted directly at: (505) 242-1108