

CHICAGO EXCEL ACADEMY

STUDENT/PARENT HANDBOOK



CHICAGO EXCEL ACADEMY

1257 W. 111TH STREET

CHICAGO, IL 60643

(773)629-8379



Chicago Excel Academy Statement

Chicago Excel Academy is deeply committed to the academic and social success of its students. Through partnerships with school districts across the country, we focus on reengaging, graduating and preparing students for success in K-12 and beyond.

Chicago Excel Academy Mission Statement

The Chicago Excel Academy family pledges to empower each student to become a responsibility contributor to society by fostering intellectual and social growth, encouraging creative problem solving, and instilling self-advocacy skills and an enthusiasm for life-long learning.



Welcome to Chicago Excel Academy,

This Student Handbook contains information that explains behavioral and academic norms, policies and procedures at Chicago Excel Academy (CEA). It is our goal for you to earn the credits necessary so that you give yourself the best possible opportunity to graduate in two and half years or less. This will not be an easy task but with hard work, effort and determination you will be successful. You will graduate with a plan that will prepare you for post-secondary aspirations such as college, trade schools, military service, or employment. CEA provides a rigorous and extraordinary learning experience by helping students enhance their academic and pro-social skills. Educating our youth is not only our job, but also our passion and your success is paramount. If you are up for the challenge, we are ready to help you reach your goals.

All students enrolling into CEA have an opportunity to earn 10 credits a year if enrolled for the full academic year. One week after the quarter progress report has been issued only students who are transferring from another school may still earn full credit with their prior grades being factored with the grades they earn at CEA. Students not matriculating from another program will be evaluated on a case-by-case basis to see if they have half credits on their transcript that can be brought to full credits by attending CEA. In those cases, a strict attendance contract will have to be signed by that student and their family. Any student accepted after the 4th quarter progress report is issued may only attend to reserve their spot for the next school year. That student will also adhere to an attendance and behavior contract.

Welcome and Stay Positive!

CEA Resource Team



Key Personnel/Resource Team

Operations Manager- Ashanti Brooks

Operations Coordinator- Edward Clark

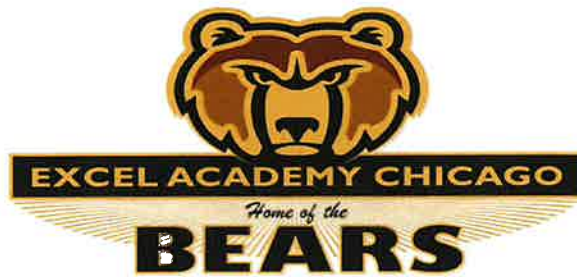
Principal- Elizabeth Landig

Diverse Learning Coordinator- Carrie Jones

SIS Coordinator- Christian Aguirre

Student Services Coordinator- Gerald Chapman

Team Leader- Chania Washington



The Five Basic Behavior Norms

The Foundation of Chicago Excel Academy

- 1. No one has the right to hurt another person.**
- 2. Education and the classroom are sacred.**
- 3. We will never behave in a way that will discredit ourselves and our school.**
- 4. We take pride in Excel Academy Roseland.**
- 5. An Excel Academy Roseland student always acts with integrity.**



MONDAY - FRIDAY

BELL SCHEDULE

TOWNHOUSE – 8:10

1ST PERIOD 8:20 – 9:35

2ND PERIOD 9:35 – 10:50

3RD PERIOD 10:50 – 12:05

LUNCH/GGI 12:05 – 12:55

4TH PERIOD 12:55 – 2:10

5TH PERIOD 2:10 – 3:25

TOWNHOUSE/DISMISSAL 3:25

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Academics

In partnership with Chicago Public Schools Options Program, Chicago Excel Academy offers students 15-21 the opportunity to receive a high school diploma through an accelerated program. Chicago Excel offers the full complement of courses needed for students to acquire the 24 credits the district requires for graduation. **To meet graduation requirements students must meet the following criteria:**

Required Courses	Description	Units Required
English	English I, English II, English III, English IV	4 credits
Mathematics	Algebra, Geometry, Advanced Algebra/Trigonometry. (Students successfully completing Algebra and or Geometry prior to entering high school will follow an appropriate three-year math sequence.)	3 credits
Science	Biology and 2 years of Laboratory Science, which must include Chemistry, Earth and Space Science, Environmental Science, or Physics.	3 credits
Social Science	World Studies, United States History, and one other Social Science course.	3 credits
World Language	Two years of the same world language.	2 credits
Fine Arts	One of Music and one year of Art or Drafting.	2 credits
Physical Education	One year of Physical Education I/Health or ROTC I/Health and Physical Education II/Drivers Education or ROTC II/Drivers Education in 9 th and 10 th graders.	2credits
Career Education/ROTC/Advanced Academic Option	CTE programs, advanced academic/fine arts options or ROTCIII, ROTC IV.	2 credits
Electives	Selection of an additional three courses not already listed above.	3 credits
Total Credits Required	Students must earn at least 24 credits as described above to earn a diploma from the Chicago Public Schools.	
Non-Credit Bearing Requirements		
Service-Learning Hours	Three approved classroom-integrated service-learning projects for at least forty hours. Twenty hours must be completed by the end of tenth grade.	
Consumer Education	Complete a course integrating consumer education curriculum.	
Public Law 195	Demonstrate knowledge of the U.S. and Illinois constitutions as part of subject-area curricula and/or Constitution test.	

Chicago Excel provides students with the necessary skills and support to enroll in a post-secondary institution, certification program, or trade school and obtain gainful, self-sufficient employment. Our vision for each student who graduates is that they become functional, self-sufficient contributors to society. We support our students by increasing their vision of what they should and can become.

Once enrolled, students receive an individualized and accelerated curriculum designed to keep them engaged in school. Camelot provides them with a curriculum framework that enables them to graduate in 2 years or less. Students recover credits in an accelerated program of 2 semesters per year.

Students take 5 courses each semester, and each class is 80 minutes per day. This doubled content time allows for the students to earn 5 full credits each semester. In addition, students participating in the Summer School Program can earn an additional 1 credit.

Chicago Public School District 299 provides the curriculum for Chicago Excel Academy. The curriculum is based on the Illinois State Standards and Common Core Standards. Teachers design their lessons based on six instructional strategies, which focus on problem solving, literacy across curriculum areas and preparing students for success in the workforce.

The Six Instructional Strategies are:

- ✓ **Writing to Learn**
- ✓ **Scaffolding**
- ✓ **Collaborative Group Work**
- ✓ **Classroom Talk**
- ✓ **Literacy Circles**
- ✓ **Questioning**

Chicago Excels implements a comprehensive Assessment Program which capitalizes on the usage of various formative, summative, and norm referenced assessments. These assessments provide teachers and parents with real-time information regarding student performance and are used to ensure instruction is both rigorous and student centered.

Data-based instructional methodologies are used to promote progress toward achieving Common Core and Illinois State Standards. CEA teachers also incorporate Differentiated Instruction techniques into their daily lessons and assignments. In addition to data-based instructional methodologies, Chicago Excel Academy also uses Data-Driven Instruction (DDI) to help us answer one simple question our students are learning. The successful implementation of DDI will help to create a powerful paradigm to drive academic excellence. Driving academic excellence allows Chicago Excel Academy to continue to increase student achievement by improving instruction. Increased student achievement means an increase in students being prepared for postsecondary opportunities.

GRADING POLICY

It is vital for students to attend class to learn the content and develop their academic skills. We do not assign homework, so all learning activities happen during class. Students are expected to be in class at least 55% of the time to meet the minimum "Seat Time" requirement for each class.

The following Grading Policy is in place, to ensure that this expectation is met:

All course grades will use the following grade categories:

70% of the grade= Classwork (includes all tests, quizzes, projects, assignments)

30% of the grade= Participation/Attendance

Department of Diverse Learning

With appropriate support and services, Chicago Excel Academy believes all students can learn. The Department of Diverse Learning strives to provide the support and services that will enable all students with disabilities to develop the intellectual, social, and self-advocacy skills necessary to become responsible contributors to society.

At Chicago Excel Academy, our students are educated in a Collaborative Team-Taught classroom.

We provide a continuum of services where diversity is honored, and all students are fully engaged in a program of instruction designed for learning.

Our staff provides necessary resources and interventions to improve educational results for students with disabilities. Special education and general education teachers collaborate to develop lessons & assignments to meet student needs. Supports include:

- Individualized instruction
- Differentiated instruction
- Academic support
- Behavior supports

We help students to develop one the most important skills for success in life: SELF ADVOCACY.

Tell us what YOU need to be able to do your best!!

Behavior Management

Norms

Chicago Excel Academy has norms in place to help its program operate efficiently. A norm is an **expected group behavior**. This means it is what most people do (Example: “Around here at Chicago Excel Academy we treat everyone with respect”). The norms listed below are Chicago Excel’s expectations for student behavior:

- We respect each other
- We treat school personnel with respect
- We do not fight or horseplay
- We do not play staff on staff
- We do not steal
- We keep our shirts tucked in and our shoes tied
- We do not tolerate graffiti
- We do not lie
- We do not support negative behavior

Chicago Excel Academy wants students to take leadership roles. Students are expected to help themselves, fellow peers, and teachers throughout the school. We call this the “Help Norm” and all students are expected to promote a positive, normative environment at Chicago Excel Academy.

Expected Student Behaviors

- **Be on time and be on task** – Attend class on time and persist at activities until completed as assigned
- **Cooperate with others** – Interact and comply with school personnel and other students appropriately
- **Follow all norms/policies** – Effectively direct actions to maintain expected behaviors.
- **Use self-control** – Refrain from impulsive behavior by self-monitoring your behaviors.
- **Complete all work/Correct work (as necessary)** – Finish all assignments, consult with teachers to correct assignments as instructed.

Unacceptable Behavior

- Playing staff on staff (ex: When told “no” by one staff; going to another staff to get a “yes”)
- Rude and disrespectful behavior towards staff and/or peers
- Refusal to follow directions
- Classroom disruption
- Cheating or copying the work of another student
- Drugs/Alcohol on campus
- Being under the influence of an alcoholic beverage or an intoxicant while on school property or any other school function
- Fighting
- Damaging or destroying school property
- Truancy
- Conspiracy (ex: helping another student violate school policies)

- Gambling
- Theft
- Hazing, Bullying, and/or Racial slurs
- Arson
- Felonies of any nature
- Indecent behavior (obscene and vulgar behavior)
- Serious or persistent misbehavior

Consequences for Failing to Follow Norms

- Student Conference
- Possible loss of status (rating)
- Parent Conference
- Loss of privileges
- Special Assignments
- Behavioral Contracts/Action Plans
- Removal from class and extra-curricular activities
- Incident Report
- Referral to a probation officer for possible violation
- Referral to a law enforcement agency for appropriate legal action
- Violation of probation or Arrest

Student Rights

- Students have a right to fair and impartial treatment.
- Students have a right to be informed of Excel Academy norms pg.8, expectations, procedures, and policies relating to school operations.
- Students have a right to an educational experience free of harassment, intimidation, threats, harm, assault, and humiliation.
- Students have a right to fair and impartial treatment regardless of race, national origin, color, creed, physical handicap, or sexual orientation.
- Students have a right to nutritious meals, sanitary facilities, and a safe, functional, and maintained facility.
- Students have a right to proper medical attention.
- Students have a right to participate in both indoor and outdoor recreation.
- Students have a right to report any problem or to register complaints regarding any aspect of the school without fear of punishment in accordance with published grievance procedures.

Student Responsibilities

- Students are responsible for following the norms, procedures, schedules, and directives of school personnel while at school.

- Students are responsible for always showing respect to students and staff and may not use language or exhibit behavior in a manner that would be demeaning or vulgar, or that would imply any type of prejudice or discrimination toward any student.
- Students are responsible for conducting themselves lawfully by not accepting or passing contraband, and by not violating the law.
- Students are responsible for requesting necessary medical care.
- Students are responsible for making up work when they are absent (when applicable).
- Students are responsible for maintaining good personal hygiene (ex: clean clothes, well-groomed hair, fingernails, etc.).

Social Emotional Learning

Guided Group Interaction (GGI)

The students will take part in GGI Monday through Friday directed by a staff facilitator. GGI is student lead/teacher facilitated group that encourages students to communicate with each other. GGI also focuses on enhanced group dynamics, the importance of positive peer group pressures in relation to delinquency, and methods for observing and channeling peer group pressure. The objective of GGI is to alter antisocial and delinquent behaviors and is achieved by directing behavior toward pro-social goals.

Chicago Excel Academy Incident Reporting

An Excel Academy School Incident Report will be generated when a student exhibits behaviors that go against CPS Code of Conduct. Incident reports will become part of student's permanent school record. The following behaviors are prohibited and will generate an incident report:

- Major disruption of the educational process
- Threat or harm to themselves or others
- Destruction of school property
- Persistent misbehavior
- Fighting
- Graffiti
- Terrorist threats
- Vandalism
- Contraband (i.e., drugs, weapons, pornography etc.)
- Gang affiliation
- Physical Restraint
- Any incident that is deemed inappropriate by CPS code of conduct.

Student Orientation

When a student arrives at Chicago Excel Academy, the Director of Operations and/or Team Leader(s) provides an orientation to discuss student and parent expectations of CEA. The student/parent is made aware of the academic and behavior models used at the school. During this orientation, a teacher or staff advisor will inform the student that if they have a problem while at Excel, they may use any or all the following steps in the grievance process:

Chain of Command and Grievance Policy

- Discuss the problem with your peers
- Discuss the problem with your Bears Club members
- Discuss the problem with your Campus Executives
- Discuss the problem with your teacher or Student Advisor
- Discuss the problem with your Behavior Specialist
- Discuss the problem with your Team Leader
- Discuss the problem with your Director of Operations, Executive Director or Principal or other school administrators.

Rating System/Responsibilities

UR Rating (Under Review)

This rating is designated for students with a pattern of behavioral, academic and attendance concerns. Students on UR rating for 3 consecutive weeks will be subject to a “Red Flag” meeting where the student and parent/guardian will meet with the executive director to discuss the student’s issues, if CEA is the appropriate setting for the student, future enrollment or alternative placement at another school and to recommend strategies the student can use in order to re-engage in the academic process. This meeting is designed to help the student in the area/s of improvement to become a well-rounded individual.

For new students:

- Understand that eye-to-eye, shoulder-to-shoulder; “yes”, “no”, and “excuse me” is how they address all school personnel and visitors.
- Study and understand their Student Manual/Student Code of Conduct
- Learn all school personnel and understand the daily school schedule
- Understand how norms and confrontation are utilized at Excel Academy
- Demonstrate conformity to the Chicago Excel Academy culture
- Grow personally, cognitively, and behaviorally while at Excel

For students who are on “UR”:

- Student shall except their rating of “UR” level
- Students shall “bounce back” by identifying with the issues that placed them on “UR”
- Students shall model appropriate behaviors
- Students shall complete all school-related tasks
- Students shall grow personally, cognitively, and behaviorally while at Excel

Students on “Under Review” level will not have the privileges that their peers who are not a concern have. DOING NOTHING, here at Chicago Excel Academy, IS NOT AN OPTION and will cause the student not to progress. Students are expected to complete all school assignments and behave according to the norms.

Neutral Rating

At the Neutral level, students may be unsure of the processes and methods used at Chicago Excel but are able to demonstrate the ability to adjust to the normative culture in the following ways:

- Become more vocal in confronting the negative behavior of their peers
- Demonstrate support for and maintenance of the normative culture at Excel
- Grows personally, cognitively, and behaviorally whole at Excel.

A Neutral's time should be spent doing something educational (doing homework, reading a book, studying.) **DOING NOTHING, here at Chicago Excel Academy, IS NOT AN OPTION and may result in the student's status being dropped one level. Students are expected to do their work and behave according to the norms.**

Positive Rating

Student demonstrates the ability to confront negative behavior and supports the positive normative culture at Chicago Excel on a consistent basis in the following ways:

- Is vocal in confronting the negative behavior of their peers
- Supports and maintains the normative culture at Excel
- Grow personally, academically, and behaviorally while at Excel
- Demonstrates appropriate behavior constantly while on campus or at off-campus events.

At the Positive level, the student is being observed by school personnel for their ability to consistently confront negative behavior, and for their ability to consistently maintain and promote positive behavior. School personnel are looking to see if the student has the leadership qualities and decision-making abilities to become a school leader. School personnel are also observing the student's ability to interact appropriately with other students with minimal or no staff direction. The student is also being observed to see whether the positive student is helping his/her peers. A Positives' time should be spent doing something educational (homework, reading a book, studying). **DOING NOTHING, here at Chicago Excel Academy, IS NOT AN OPTION and may result in the student's status being dropped one level.**

PLEDGE Rating

Once a student has earned Pledge status, they are issued a Pledge Log. **Completion of the Pledge Log is required for the student to move to the next level.** Pledges must demonstrate the following:

- Is consistently vocal in confronting negative behaviors of other students (documented in Pledge Log)
- Demonstrates pride in their Pledge Log
- Consistently supports and maintains the normative culture at Excel
- Provides appropriate mentoring to new students, with staff guidance.
- Exhibits leadership in all areas relating to Excel
- Grow personally, academically, and behaviorally while at Excel

At the Pledge Level, the student should be effectively using their time in confronting their peers and by filling out their Pledge Log. It is especially important that the student understands that school personnel are observing their confrontation style with other students and will look at their Pledge Log to see who they have been confronting, the reason for the confrontation, and the overall appearance of the Pledge Log. The Pledge Log and the student's behaviors will determine if they are promoted. **DOING NOTHING, here at Chicago Excel Academy, IS NOT AN OPTION and may result in the student's status being dropped one level.**

Student Government (Bears Club)

The Bear's Club is the student government at Excel. This group is responsible for developing positive peer leadership, supporting the positive normative culture, and providing an opportunity for students to gain recognition for pro-social behaviors and growth. As a reward for their positive behavior members will have access to the Bears Lounge and on and off-campus trips and activities. All students are eligible to become a part of this high-status club.

Bears

- Has completed their Pledge log and is now a member of the Student Government:
- Is consistently vocal in confronting the negative behavior of their peers

- Supports and maintains the normative culture at Chicago Excel
- Provides mentoring for new students and lower status students consistently
- Supports school personnel in all areas consistently
- Proves leadership in all areas at Excel
- Ensures Processes are followed correctly and communicates with school personnel concerning school-related issues
- Grow personally, academically, and behaviorally while at Excel
- Consistently sets a positive example and standard of conduct while on campus and attending off-campus events.

The students should be self-directed in confronting and enforcing the normative culture at Chicago Excel. They should be role models for all other students on campus. Being a club member means the student is trusted, can make decisions, and consistently maintains positive behaviors. Club members are responsible for supporting and maintaining the normative culture at Excel. **DOING NOTHING, here at Chicago Excel Academy, IS NOT AN OPTION and may result in the student's status being dropped one level.**

EXECUTIVE

Students have earned the highest status of the Club, and by doing so, are an official in student government:

- Is vocal in confronting their peers consistently
- Supports and maintains the normative culture at Excel
- Mentors' new students and lower-level students consistently
- Supports school personnel
- Ensures processes are followed correctly and communicates with school personnel concerning school-related issues
- Grows personally, academically, and behaviorally while at Excel
- Sets the positive standard of conduct while on campus and on off-campus events.

As an Executive, the student has achieved the highest level of trust for students. They should be confronting and enforcing the normative culture at Chicago Excel. They should lead by example and consistently assist other students with their problems. All Executives **MUST** have strong decision-making abilities. Issues and problems are reported to the Executives, and they are relived upon by school personnel to make good decisions and to ensure all students are treated fairly. **DOING NOTHING, here at Chicago Excel Academy, IS NOT AN OPTION and may result in the student's status being dropped one level.**

Attendance

Chicago Excel Academy conforms with all laws, rules, and regulations relating to attendance as prescribed by the Chicago Public School System. Excel Academy follows the Chicago Public Schools adopted school year calendar, therefore those written policies and rules adopted by the Chicago Public Schools that govern pupil attendance with section 703.1 Absenteeism and Truancy, shall apply. **Excel Academy takes student attendance very seriously. Students are expected to attend every day of instruction.**

Excused Absences

The Chicago Public Schools Policy Manual provides excused absences in certain cases. In cases where the absence is not anticipated, the student's parent or guardian must notify the school by telephone, and appropriate documentation verifying the student's absence must be provided to the school when

the student returns. **In all cases, a parent or guardian must verify the excused absence in writing.** A listing of the most common situations for excused absences follows below.

- ★ **MEDICAL-** needs doctor's note or notification from parent or guardian in a timely manner
- ★ **COURT-** any legal documents that can be provided including parole officer contact if available.

Unexcused Absences

An absence for which there is no valid cause known to the executive director or principal or attested by a letter (or note) signed by the parent or legal guardian setting forth such cause and approved by the executive director or principal either before or after the date of absence.

- Unexcused Absence -- a student's parent or guardian will be notified and informed of the consequences of any further unexcused absences from school.
- If a student is on probation, the student's probation officer will be contacted.
- Students will fall behind academically and therefore put themselves in jeopardy of failing.
- Parent can/will be fined for repeated unexcused absences of their child

Tardiness

- ✓ All students are expected to report to school between 7:45am-8:15am. First period starts at 8:25 am therefore any student who reports to school after such time will be required to provide documentation that identifies the student's name, reason for tardiness, telephone number, and signature of the parent/legal guardian or health care professional. Each note will be reviewed by the school.

Administration to determine legitimacy. Students reporting to school after the prescribed starting time will be held accountable. Repeated lateness will result in a parent conference to explore interventions to resolve the tardiness issue.

Transportation

Chicago Excel Academy students arrive at school in multiple ways. Being located at 1257 W. 111th Street makes our school very accessible to students taking public transportation. Parents also reserve the right to drop off their students at the school, and students with access to vehicles can drive to school. Students are allowed to park in the school parking lot east of the building and there is additional parking available on 111th and Racine in the Mt. Calvary Baptist Church parking lot. Students may also park on the street where space is available.

CTA Ventra cards

All students may purchase CTA Ventra cards from Chicago Excel Academy at the **reduced rate of \$5.00**. **Please be advised that the CTA Ventra card is not preloaded with funds and has a \$0.00 balance.** Students/Parents must load the CTA Ventra card with funds themselves.

Students in Temporary Living Situations (STLS)

Students deemed STLS (Students in Temporary Living Situations) may receive transportation assistance through public transportation fare cards or, in limited circumstances where specific hardship is documented, yellow school buses may be provided. Eligible students receive **CTA Ventra cards**.

Students who temporarily reside outside of Chicago due to homelessness and attend their CPS school of origin receive transportation assistance.

CTA Ventra cards will be distributed to eligible students no less frequently than once a week. School staff may choose to distribute Ventra cards to students daily, rather than weekly. Parents or Caregivers may contact the STLS Department for assistance at (773) 533-2242. Transportation assistance is provided to students for the educational purpose of transporting students to and from school and school activities. **Additional CTA Ventra cards will not be distributed to students who use CTA Ventra cards provided by the STLS Department during days of non-attendance.**

Students with Disabilities transportation

Students who receive transportation via his/her Individualized Education Plan (IEP) will continue to receive that service unchanged. **Students who have transportation services in their IEP will not receive CTA Ventra cards from the STLS Department.**

Other Transportation Offered to Students Not STLS eligible

If students in a temporary living situation qualify for transportation through a magnet program, NCLB option program or other bus program, they will continue to receive this transportation service as long as they continue to meet the eligibility requirements for the program.

Morning Check-In

All students are required to go through the mandatory "Check-In" process daily (**NO EXCLUSIONS**). Students are required to check in all cellular devices and electronic devices (**Cell phones, radios, speakers, etc.**). Once students turn in these specific items, they are asked to walk through a metal detector. If the student does not clear the metal detector (Student has something on their person that makes the detector sound), the student is asked to clear themselves of the prohibited item(s) and reenter the detector. Once a student has cleared the detector they will be physically searched. Male students will be searched by male staff members and female students will be searched by female staff members. Students will be asked to take off their shoes if the detector sounds for multiple attempts to clear or suspicion of having prohibited items. Once a student has completed this process, they can enter the cafeteria for morning townhouse or go directly to class depending on the time they arrive.

Students arriving after 8:40 am must go into the cafeteria to complete a writing assignment. **Students will not be allowed to go to class if they arrive after 8:40am regardless of the reason they are late.**

School Dress Code

The Purpose of Chicago Excel Academy's Dress Code is to facilitate a learning environment where students are not distracted by things of a materialistic nature. Please remember that any clothing or items deemed inappropriate will be confiscated. Parents or guardians may come to the school to pick up any confiscated items not including weapons. While in Chicago Excel's custody, such items shall be stored in a secure area. Chicago Excel is not responsible for any lost or stolen items that have not gone through the proper intake process. Confiscated items will only be returned to parents during regular school hours.

School Uniforms

Students are to wear the prescribed school uniform, described below, while attending Chicago Excel Academy. The school uniform consists of the following:

- SHIRTS** – White/Sky Blue **COLLARED** long/short sleeved shirt
 - The shirt must always be tucked in pants.

- Students requiring additional warmth are permitted to purchase a CEA sweatshirt.
- **Students will only be allowed to wear CEA sweatshirts as part of the uniform policy. All other sweatshirts, hoodies, sweaters, etc. are not allowed to be worn during the school day.**

PANTS – Khaki(tan)/Navy Blue Pants (**Shorts when weather permits.**)

BELTS- Plain Black or Brown Belt with Buckle must be Worn at All Times.

- Any belt and/or buckle with an insignia, studs, etc., is subject to be confiscated and the student’s parent or guardian will be required to pick the item up.

SHOES- Closed-toe footwear such as sneakers, boots, or flats are permitted. Students are not allowed to wear sandals, flip-flops, or house shoes.

Shirts and Sweatshirts can be purchased at Chicago Excel Academy

Shirts- \$10.00

Sweatshirts- \$10.00

HEAD COVERINGS- Can be worn for cultural, medical, or religious reasons.

Prohibited Items

Chicago Excel Academy prohibits certain items from being brought or worn to school to ensure that our students are focused on academics and safe while on school property.

- **Jewelry of any kind** including watches, rings, hoop earrings, necklaces, bracelets, piercings (facial piercings are allowed), etc. If jewelry is NOT submitted to his/her Team Leader, it will be confiscated and must be picked up by a parent or guardian.
- Displaying **gang affiliation** of any kind.
- **Book bags, Purses and backpacks** are NOT permitted. Students who are actively employed may bring a bag with their work uniform to change into before they leave the school.
- **Head gear, sunglasses and headphones** of any kind may not be worn in the building except for computer class.
- **Cellular/Multimedia devices.** School personnel will confiscate these items should they make it past the intake process. A parent/guardian will be required to pick up these items.

*To ensure a safe environment for our students and staff, all students must pass through a standing and or hand-held metal detector. Students also agree to a pat-down search when the metal detector is triggered to alarm.

Food/Beverages

Chicago Excel Academy participates in the CPS Free and Reduced Meal Program. Any extraordinary dietary needs or food allergies will be handled on an individual basis.

For health and safety purposes, outside food and beverages are not permitted in the building without consent from CEA administration.

****Chicago Excel Academy also allows students to purchase food/beverages from outside catering service when available. Catered food services may not be approved CPS vendors nor and do not have any legally binding partnership with Chicago Excel Academy or SESI Schools. Purchasing food and/or beverages from this outside catering services is strictly voluntary and Chicago Excel Academy and SESI Schools do not assume any responsibility for any adverse effects from consuming food/beverages from any catering service's food or beverages.**

Inclement Weather

School may be closed on "bad weather" or "inclement weather" days. Local television stations or radio stations, and/or the Chicago Public Schools website may have information about school cancellations or delayed schedules due to bad or inclement weather. Parents or guardians are asked to follow any announcements made by the Chicago Public Schools. In the event school is closed due to bad or inclement weather, students will be required to attend school on scheduled make-up days for the same number of days school was closed.

Medical

Chicago Excel Academy has a school nurse on staff that will be assisting students with their individual care. Based on the nurse's evaluation, the student may be sent back to class or the student's parent, or guardian may be called to pick the student up. If a medical emergency exists, students may be transported to local hospitals for medical attention, and parents or guardians will be notified.

Any student who needs medication during school hours must have all necessary documentation completed. The student's parent or legal guardian **must bring the medication to school and check it in with the school nurse. Under no circumstances will students be allowed to transport medications to school.** Student medical prescriptions will be dispensed by the nurse.

Leftover medications or those that must be sent home must be picked up by the student's parent or guardian. **Under no circumstances will medications be sent home with the student.**

Emergency Procedures

All students attending Chicago Excel Academy will become familiar with the school's emergency procedures. Emergency Safety Drills will be conducted throughout the school year which consists of (3) Evacuation Drills, (1) Lock Down Drill, (1) Extreme Weather/Shelter in Place Drill, and (1) School Bus Evacuation Drill. Students will also become familiar with the location of fire extinguishers and fire alarms.

Emergency Drill Schedule 2024-2025 Academic Year

Emergency Evacuation (Fire Drill)-August 30th, September 6th, September 13th, October 11th, October 18th, October 25th, November 2nd, November 9th, November 16th (All dates are tentative, three dates will be approved by CFD)

- ***Allergen Drill-TBD***
- ***Shelter in Place (Extreme Weather Drill)-TBD***
- ***Emergency Evacuation (Bomb Threat)-TBD***
- ***School Bus Evacuation Drill-TBD***

All Emergency Drills are subject to change at any time



Thank you for your interest in attending Chicago Excel Academy. Chicago Excel Academy is committed to the academic and social growth and success of every one of our students. We believe that this is an awesome opportunity for you. If you are willing to work hard and prioritize education, we are confident that you will be successful in all your endeavors academically and socially. Chicago Excel Academy strives to provide a safe and secure environment for our students and staff. We believe that safety is of the utmost importance and therefore, all inappropriate behavior will be dealt with immediately.

Non-Negotiable Behaviors will result in a meeting with CEA administration to determine your enrollment status and/or next steps to eliminate the behavior/s.

- **Students are no longer required to wear masks throughout the school day.**
- Any **Gang Related** activity (Hand signs, written signs, handshakes, physical altercations, threats, etc.) on and off school grounds.
- If you invite or bring any Non-Chicago Excel Student(s) to campus for Gang Related activity (Fights, Threats, etc.).
- If you invite or bring any Non-Chicago Excel Student(s) to campus for fights, threats, etc.
- If you are absent from school and are involved in a physical altercation on or near school grounds.
- If you trespass on another school’s campus before or after school and are involved in a physical altercation whether present or absent from school that day.
- Any inappropriate behavior such as smoking cigarettes and/or marijuana, fights, threats, gang related activity, bullying pedestrians and/or fellow CEA students.
- If you bring any weapon(s) to school (Guns, Cutting or Stabbing weapons, Personal Defense sprays, “Tasers”, etc.) and purposely conceal the weapon(s) from CEA staff during the intake procedure.
- If you bring any drugs and/or alcohol to school for the purpose of consumption or distribution.
- **BULLYING of any kind** (physical, verbal, social media)

Student Signature _____ Date _____

Parent Signature _____ Date _____



By signing this document, you are indicating that you have received and reviewed the Chicago Excel Academy Student/Guardian handbook. Your signature is an indication that you are aware of what is expected of your student, our procedures, and the behavior management program.

Compliance with this handbook is essential for your success at Chicago Excel Academy. The handbook will be reviewed during each student admission, Town House Meetings, and on your individual learning communities. Each student is responsible for their own conduct and familiarizing themselves with the norms listed in this handbook.

Student Name (Print)	Student Name (Signature)	Date
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Parent/Guardian Name (Print)	Parent/Guardian Name (Signature)	Date
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School Admin. Name (Print)	School Admin. Name (Signature)	Date
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