

**EXCEL ACADEMY
OF
SOUTH SHORE
STUDENT/PARENT HANDBOOK**



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OF SOUTH SHORE

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Principal – Shani Hawkins

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Academic Coordinator – Marla Harris

Director of Student Services – Teandra Sweet

Team Leader – Gregory Washington (Mustangs Team)

Team Leader – Escobar A. White (Blazers Team)

Excel South Shore's Mission Statement

Excel Academy of South Shore is deeply committed to the academic and social success of its students through strong partnerships with Chicago Public Schools and supportive community organizations within (but not limited to) the Chicagoland area. Excel Academy of South Shore's focus is to reengage, graduate, and prepare our scholars for success in high school and beyond.

Excel South Shore's Campus Vision Statement

Excel Academy of South Shore aims to rise above the ordinary by building educational opportunities and strong relationships which transforms the lives of the people within the communities we serve.

Excel Academy of South Shore's Bronco Slogan:

"You must REACH ONE in order to TEACH ONE!"

School Dress Code

The Purpose of Excel Academy of South Shore's Dress Code is to facilitate a learning focused 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 of these items. While in Excel Academy of South Shore's supervision, such items shall be stored in a secured area. Excel Academy of South Shore is not responsible for any lost or stolen items. Items will be returned only to parents at their convenience during school hours.

School Uniforms (Mandatory)

Students are to wear the approved school uniform, described below, while attending Excel Academy of South Shore. Any student not wearing the appropriate attire will be issued a loaner, if student does not comply parent will be called for student pick-up. The school uniform consists of the following:

SHIRTS – White long/short sleeved shirt- can be a button down or polo.

- Shirt must be tucked in pants at all times.
- Students requiring additional warmth are permitted to wear a plain all-black sweatshirt or sweater (pullover, cardigan or zip up). No hoods are allowed on any garments.

- **School personnel will confiscate shirts and sweaters that do not conform to this policy and the student will wear an approved shirt provided by Excel Academy of South Shore.**

PANTS – Khaki/tan Pants or Shorts

- Pants that have multiple pockets (pockets on the sides of the legs, cargo pants, etc.)
- Pants must be properly sized and belted at the waist. (Pants must not be oversized or too tight)
- Pants with split seams at the bottom of the pants are not acceptable. Front pockets on all pants must be able to come out.

BELTS – A plain **Black** or **Brown** Belt with Buckle must be **Worn At All Times**.

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

TIES – School issued **Purple** and **Gold** tie.

SHOES – **The following footwear will not be permitted:**

- Slip on shoes, sandals, mules or flip-flops
- Heels higher than one inch

HEAD COVERINGS– Head coverings are allowable for Cultural, Medical or Religious reasons.

*****Visible tattoos/ body markings that are gang affiliated or not that present or cause a safety issue will be dealt with accordingly by administration.**

Any student out of uniform will be required to wear a rental or purchase a new uniform.

Prohibited Items

Excel Academy of South Shore prohibits certain items being brought or worn to school in order to ensure that our students are safe and focused on academics while on school property.

- **Jewelry of any kind** including watches, rings, earrings, necklaces, bracelets, piercing, etc. If jewelry is brought to school, it will be checked in and returned to the student at the end of the school day.

- Anything presenting **gang affiliation** of any kind.
- Clothing or apparel with lettering or pictures of any kind.
- **Bag and purses** are not permitted (Team Leader Approval)
- **Headgear, sunglasses and headphones** of any kind may not be worn in the building.
- **CELL PHONES or other electronic devices.** Items will be check in and returned at the end of the school day.

***In order to ensure a safe environment for our students and staff, authorized personnel will search ALL students in an appropriate manner.**

Campus Alcohol and Drug Policies

Excel Academy of South Shore aligns with the CPS Code of Conduct in regards supporting students and families that disclose their need with drug and alcohol treatment referrals. Our campus will provide social supports through SEL/MTSS interventions and/or community partners' alignment. These supports may not supersede students that exhibit repetitive infractions in relation to Excel Academy of South Shore's non-tolerance of alcohol and drugs on campus. Infractions that can lead to student discipline include but are not limited to:

- Student(s) having drug/alcohol contraband on persons or personal property when on school's campus
- Student(s) emitting the odor or aroma of marijuana or alcohol when on school's campus
- Student(s) exhibiting social behaviors of being inebriated
- Student(s) that openly share/admit non-compliance to the school's drug policy
- Student(s) at 21 years of age are still subject to the school's policy

Furthermore, the policy prohibits the illegal or unauthorized consumption, possession, or sale of drugs and alcoholic beverages on the school's campus. As well, operating a motor vehicle while intoxicated or impaired by alcohol or other drugs.

Student Appearance

At Excel Academy of South Shore, we are preparing our students for post-secondary success. They will be exposed to professionals from various institutions of higher learning and the workplace via on and off campus visits. Therefore, we want them to be conscious of their appearance at all times.

- Hair, including facial hair, should be neat and groomed.

- Females' hair should be neat and only headbands and clips allowed. Combs, brushes, hair picks, hair beads, and barrettes are not allowed.
- Fingernails should be clean and trimmed.

*****Visible tattoos/ body markings that are gang affiliated or not that present or cause a safety issue will be dealt with accordingly by administration.**

Money

In order to limit certain behavioral issues that may arise due to lost or stolen money, students may not bring more than \$20.00 to school. If a student brings more than \$20.00 to school, school personnel will count the money with the students and lock the money in a school safe until the end of the school day. **Excel Academy of South Shore is not responsible for any lost or stolen money.**

Food/Drinks

For health and safety purposes, outside food and drinks are not permitted in the building. Excel Academy of South Shore provides a nutritious breakfast and lunch program for our students. Dietary needs will be handled on an individual basis.

Attendance

Excel Academy of South Shore conforms with all laws, rules, and regulations relating to attendance as prescribed by the Chicago Public School System. Excel Academy of South Shore 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 of South Shore takes student attendance very seriously. Students are expected to attend every day of instruction.**

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.

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.

Valid Cause for Absence

- Illness
- Observance of a religious holiday
- Death in the Immediate Family (parents, legal guardians, spouse, brothers, sisters, children, grandparents, parents-in-law, brothers-in-law, sisters-in-law, aunt and uncles.)
- Circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student (the reasonableness of the parents or legal guardians concern is subject to evaluation by the executive director, principal or other Board officials, on a case-by-case basis)
- Other situations beyond the control of the student as determined by the Executive Director or the Principal on a case-by-case basis, including, but not limited to, homelessness and its attendant difficulties. (Students who may be homeless should be referred to the Homeless Education Department of the Office of Specialized Services for additional assistance.

Unexcused Absences

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

- 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.
- Student/s will fall behind academically and therefore put themselves in jeopardy of failing.

Tardiness

School begins at 7:55am daily. Students need to be on time!

All students are required to enter the school facility on time. Any student who comes 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 document is subject to review and approval by the School Administrator to determine if the tardy is excusable.

Students reporting to school fifteen minutes after the prescribed starting time will be subject to disciplinary action. Repeated tardiness will result in additional consequences.

Early Dismissals

Early dismissals are ONLY approved through verbal or written consent from documented parent or guardian. Early dismissals MUST be approved by Director of Operations or Team Leaders.

Student Rights

Excel Academy of South Shore students have rights and responsibilities, which are listed below:

- Students have a right to fair and impartial treatment.
- Students have a right to be informed of Excel Academy norms, 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 showing respect to students and staff at all times, 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.
- Students are responsible for maintaining good personal hygiene (ex: clean clothes, well-groomed hair and fingernails, etc.).

Academic Requirements

Excel Academy of South Shore operates on an accelerated model. Students earn 1.0 credit per course and are scheduled for five (5) courses per semester, ten (10) courses per year, based on a student's' graduation plan. Students have the opportunity to earn 5.0 credits per semester and 10.0 credits per year. Classes are 80 minutes per course, students' take five 75 minutes courses in a school day, taking both semesters of a course in one semester.

To graduate from Excel Academy of South Shore, students must complete 24 units of credit, in the designated content areas, Learn-Plan-Succeed requirements, complete the required state and school assessments (i.e. STAR, SAT, PSAT9/10) and complete the senior project with a passing score.

Subject Area	Credit Required	Description
English	4	English I or Survey Literature English II or American Literature English III or British Literature English IV or World Literature
Mathematics	3	Algebra I Geometry Advanced Algebra with Trigonometry

Science	3	Biology (1.0 Credit Required) Other lab sciences such as Chemistry, Earth and Space Science, Environmental Science, Physics
Social Science	3	World Studies United States History Civics
World Language	2	Two years of the SAME world language are required
Fine Arts	2	Music, art, or other
Physical Education	2	Two credits of PE are required, with health and driver's education
Career Education	2	Career Education, Computer Tech (college career pathways or advanced academic/fine arts options part of career education
Electives	3	Most courses that are in the catalog will meet the elective requirement.
Total	24	

Non-Credit Requirements	
Service Learning	Students must complete 2 service learning projects.

Consumer Education	Students must complete a course that integrates Consumer Education curriculum. This content is covered in many elective classes. Students must pass an assessment based on concepts of consumer education.
Public Law 195	Students must pass a test in which they demonstrate knowledge of the U.S. and Illinois Constitutions. This is often part of the U.S. History curriculum.
Assessments	Students must take the PSAE in order to graduate. All 11 th grade students must take the test. Students are also required to take the school based assessments such as STAR, PARCC, and Scholastic.
Senior Project	Students are required to successfully complete all components of the senior project and present to a panel of staff.

Grading Rubric

A	<p>Over 90% attendance; 90% of assignments completed on time; 90% average on tests and quizzes; Over 50% class participation</p>
B	<p>80 - 89% attendance; 80% of assignments completed on time; 80 - 89% average on tests and quizzes; Over 50% class participation</p>

C	70 - 79% attendance; 70% of assignments completed; 70 - 79% average on tests and quizzes At least 50% class participation
D	60 - 69% attendance; 50% of assignments completed; 60 - 69% average on tests and quizzes
F	0 - 59% attendance; 0 - 49% of assignments completed; 0 - 59% average on tests and quizzes

Granting of Credit

One (1.0) credit is granted for the successful completion of a subject per semester of work completed with a D or better. No credit is given for a subject in which an F is received.

Excel Academy of South Shore Makeup Work Policy

All students will be given the opportunity to complete work missed or make-up computer time resulting from all absences, as long as the student has submitted proper documentation to excuse their absence(s) within 48 business hours. Once proper documentation has been verified, Excel Academy's Attendance Coordinator will email all Teacher & Staff to allow excused student(s) to make-up missed work. Student(s) will be given one week from the day of their excused absence is approved to complete missing work. If assignments are missing after the week grace period, then student work will be considered missing and will receive a zero. Receiving a zero may equal no credit for the work missed. Special accommodations may be made be authorized by Principal or Executive Director (only) if extenuating circumstances are determined.

Excel Academy of South Shore Academic Dishonesty Policy

1. If a student engages in cheating they will receive a zero on that particular assignment.
 - a. Cheating is:
 - copying off of someone else's work or collaborating with others without explicit permission from the instructor(s)
 - copying from a website, textbook, or other documents without giving credit to the original author(s)
 - claiming work that is not your own
2. If student is caught cheating multiple times it will result in a meeting with their parent/guardian with a team leader, the specific teacher, and may include additional disciplinary actions.
3. A student accused of cheating may request to appeal the accusation. This will result in a hearing with an Academic Administrator, Team Leader, and the specific teacher.

Excel Academy of South Shore Partial Credit Policy

1. Students must bring in official documentation to receive an excused absence.
2. If the student does not bring in documentation the absence will be unexcused and no credit or make up work will be given to that student. They will receive a zero for the day's assignment(s).
3. If a student does bring in documentation they will be able to receive up to 80% for the assignment(s) missed.
4. They will only be able to make up missed assignment(s) during the after school enrichment program. They will have to attend the program within a week of their absence to complete missed assignment(s). Students are responsible for communicating with their teachers that they need make-up work on the day of after school enrichment.

Behavior Management

Norms

Excel Academy of South Shore 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 Excel Academy of South Shore we treat everyone with respect”). The norms listed below are Excel Academy of South Shore’s expectations of student behavior:

- We respect each other
- We treat school personnel with respect
- We don’t fight or horseplay
- We don’t play staff on staff
- We don’t steal
- We keep our shirts tucked in and our ties on properly
- We don’t tolerate graffiti
- We don’t lie
- We don’t support negative behavior

Five Basic Behavior Norms

1. Nobody 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 our school or our family
4. An Excel Academy of South Shore student always acts with integrity.
5. We take Pride in Excel Academy of South Shore.

Six Steps to Success

1. Help to confront your peers.
2. Accept all confrontations, right or wrong, weak or strong.
3. Be where you are supposed to be on time, plan ahead.
4. Do what you are supposed to do.
5. Take pride in Excel Academy of South Shore.
6. Work together to succeed.

Excel Academy of South Shore 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 Excel Academy of South Shore.

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/Make-up work/Correct work (as necessary)** – Finish all assignments, consult with teachers to make-up work and correct assignments, as instructed.

Unacceptable Behavior

- Any Gang Related activity (hand signs, written signs, handshakes, physical altercations, threats, etc.) on and off school grounds.
- Playing staff on staff (ex: When told “no” by one staff; going to another staff in order 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 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
- Incident reports
- Behavioral contracts/action plans
- Removal from class and extra-curricular activities
- Referral to SOAR Center
- Referral to a probation officer for possible violation(s)
- Referral to a law enforcement agency for appropriate legal action
- Violation of probation or arrest

Excel Academy of South Shore School Incident Report

An Excel Academy of South Shore School Incident Report will be generated when a student exhibits any of the following behaviors:

- 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 Camelot staff

Excel Academy of South Shore is committed to the academic, social growth and success of each and every one of our students. We believe that this is an awesome opportunity for you. If you are willing to work hard and make education a priority, we are confident that you will be successful in all endeavors academically and socially. Excel Academy of South Shore 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 that will result in a "Red Flag" meeting to determine your enrollment status at Excel Academy of South Shore:

- 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-Excel Academy of South Shore student(s) to campus for the purpose of Gang Related activity (Fights, Threats, etc.).
- If you invite or bring any Non-Excel Academy of South Shore student(s) to campus for the purpose of 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, fight, threats, gang related activity, bullying pedestrians and/or fellow EAOSS Students or intentionally pulling the lever that stalls the bus.
- If you bring any weapon(s) to school (Guns, Cutting or stabbing weapons, Personal Defense sprays, "Tazers", etc.) and purposely conceal the weapon(s) from EAOSS staff during the intake procedure.
- If you bring any drugs and/or alcohol to school for the purpose of use or distribution.
- If you bring any drugs and/or alcohol to school.
- BULL YING of any Kind (Physical, verbal, social media)

Chain of Command and Grievance Policy

Student Orientation

When a student arrives at Excel Academy of South Shore, their Team Leader will conduct an orientation of Excel norms. The student is made aware of the academic and behavior modification plans that are 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 of the following steps in the grievance process:

- Discuss the problem with your peers
- Discuss the problem with your Broncos Club members
- Discuss the problem with your Campus Executives
- Discuss the problem with your Teacher or Student Advisor

- Discuss the problem with your Behavior Teachers
- Discuss the problem with your Team Leader
- Discuss the problem with your Resource Team (Example: Principal, Director of Operations, Executive Director or Principal or other Department Leaders)

Rating System/Responsibilities

CONCERN (Needs Improvement) (level 1)

Reserve for all new students and students with documented behavior problems:

- 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 Task Package (Student Manual/Student Code of Conduct)
- Learn all school personnel and student names, and understand they daily school schedule
- Understand how norms and confrontation is utilized at Excel Academy
- Demonstrate conformity to the Excel Academy of South Shore culture
- Grow personally, cognitively and behaviorally while at Excel Academy

NEUTRAL (level 2)

At the Neutral level, students may be unsure of the processes and methods used at Excel Academy 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 Academy.
- Grows personally, cognitively, and behaviorally whole at Excel Academy.

POSITIVE (level 3)

Student demonstrates the ability to confront negative behavior and supports the positive normative culture at Excel Academy 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 Academy
- Grow personally, academically, and behaviorally while at Excel Academy

- 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 or not the positive student is helping his/her peers. A Positives' time should be spent doing something education (homework, reading a book, studying).

PLEDGE (level 4)

Once a student has earned the status of Pledge, the student is 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:

- 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 Academy.
- Provides appropriate mentoring to new students, with staff guidance.
- Exhibits leadership in all areas relating to Excel Academy.
- Grow personally, academically, and behaviorally while at Excel Academy.

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 very 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 whom they have confronted, 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.

BRONCOS (level 5)

- Has completed their Pledge log and is now a member of the Student Government:
- Consistently vocal in confronting the negative behavior of their peers
- Supports and maintains the normative culture at Excel Academy of South Shore
- Provides mentoring for new students and lower status students
- Supports school personnel in all areas

- Provides leadership in all areas at Excel Academy
- Ensures processes are followed correctly and communicates with school personnel concerning school-related issues
- Grow personally, academically and behaviorally while at Excel Academy
- 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 a role model for all other students on campus. Being a club member means the student is trusted, has the ability to make decisions, and consistently maintains positive behaviors. Club members are responsible for supporting and maintaining the normative culture at Excel.

EXECUTIVE (level 6)

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

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

As an Executive, the student has arrived at the highest trust level for students. They should be exemplifying the normative culture at Excel Academy of South Shore. 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 relied upon by school personnel to make good decisions and to ensure all students are treated fairly.

Six Levels of Intervention

Excel's culture is based on positive peer group pressure and redirection. School personnel and students must model prosocial behaviors and redirect all negative and/or anti-social behavior using the Six Levels of Intervention. The following six levels will serve as a guide in establishing and maintaining Excel Academy's positive normative culture:

1. Friendly Nonverbal

The friendly non-verbal directive is the first level of intervention. When a staff member observes a student who is violating school norms, they will give the student a helpful non-verbal gesture. These gestures are made with the eyes, hands, etc. These gestures are used to change the behavior of the student immediately at the time of the problem. Non-verbal gestures are given with empathy and are designed to effect change.

2. Concerned Nonverbal

If a student does not respond appropriately to a non-verbal directive the next level of intervention is concern non-verbal. School staff shall verbally communicate a directive to the student designed to eliminate the school norm violation. Helpful verbal communications are delivered in a cordial manner, focusing on concern with the student involved in the incident.

3. Friendly Verbal

If the student does not respond to the concerned non-verbal, the next level used of intervention is helpful verbal. School staff shall verbally communicate a directive to the student designed to eliminate the school norm violation. Helpful verbal communications are delivered in a cordial manner, focusing on the concern with the student involved in the incident.

4. Concerned Verbal

After a student has been given a helpful verbal communication concerning his negative actions and disregards this step, the next level of intervention is concerned verbal. The concerned verbal communication informs the student in question that their actions have become a serious concern to that staff member. The staff member accomplishes this by using different voice levels, facial expressions and non-physical actions.

5. Student-Staff Support

Staff support is requested when a student ignores the concerned verbal communication. Other staff members and students will be requested to lend support to the confronting staff. This is used to alert the student that his/her actions have reached a high level of concern and to enlist peer group pressure to help alleviate the situation. **THIS IS THE LAST LEVEL IN, WHICH STUDENT ASSISTANCE MAY BE SOUGHT.**

6. Staff Escort

This level of intervention consists of a staff member escorting the student to a safe location where it is deemed reasonably necessary to prevent harm to themselves, another student, Excel Academy staff, or other persons or property at Excel Academy. At this point, the student has not accepted any nonverbal or verbal communications. The staff then explains that they are extremely concerned about the student's present behaviors and would like them to cease their negative actions. **This is the last level where a staff member is giving the student in question an opportunity to calm down and avoid further disciplinary action.**

Emergency Staff Intervention ESI

If at any point the student becomes an imminent threat to themselves, others or property, it is the responsibility of the staff involved to place the student in a physical hold for his/her safety. The redirecting staff will use the least amount of physical restraint necessary to help the student regain control. Physical holds shall be terminated as soon as the student's behavior indicates that the threat of imminent self-injury, injury to others and/or destruction of school property are absent. Any physical hold incident resulting in bodily injury to a student shall be reported to school district officials as soon as practically possible. In addition, parents shall be notified the same day of the incident regardless of injury.

Student Activities

Group Guided Interaction (GGI)

The students will take part in GGI Monday through Friday under the direction of a staff facilitator. GGI is a form of group process that utilizes peer pressures to change behaviors. GGI also focuses on enhanced group dynamics, the importance of positive peer group pressures in relation to delinquency, and methods for observing and channeling of peer group pressures. The objective of GGI is to alter antisocial and delinquent behaviors and is achieved by directing behavior toward pro-social goals. A GGI curriculum will be implemented and students will earn state credit.

Broncos Club

The Broncos Club is the student government at Excel Academy. This group is responsible for the development of positive peer leadership, the support of 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 additional privileges in the building as well as on and off campus trips and activities. All students are eligible to become a part of this high status club.

Medical

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 requires medication during school hours is required to 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 Excel Academy of South Shore will become familiar with the School's emergency procedures. Emergency Safety Drills will be conducted throughout the school year. Students will also become familiar with the location of fire extinguishers and fire alarms.

The information in this handbook is subject to change without notice

VOLUNTARY INFORMED CONSENT FOR EXCEL ACADEMY OF SOUTH SHORE
Media and Community Relations

We ask that you read this document and ask any questions you may have before signing your consent.

At times throughout the school year the media or other organizations may wish to film your student throughout their daily activities. Students also may be filmed giving presentations in their classroom or throughout the school environment. If, at any time, a student wishes to not participate they are not obligated to. However, consent on this form allows students to be recorded if they wish.

WITHDRAWAL: Your decision whether or not to consent will not affect your current or future relations with the school or any teacher. If you decide to consent, you are free to withdraw that consent at any time without affecting those relationships. You are also free not to answer any question during an interview at any time.

Statement of Consent

I have read the above information. I have asked any questions I had and have received answers to my satisfaction. I consent to being recorded, filmed or photographed during my time at Excel Academy of South Shore for the purposes of promoting the school, promoting a school project/fundraiser, or furthering my academic experience within the school environment.

Student's Name (Please print) _____

Student's Signature _____ Date _____

Name of Student's Parent or Guardian (Please print)

Parent or Guardian Signature _____ Date _____

Admissions Coordinator
Excel Academy of South Shore

HANDBOOK ACKNOWLEDGEMENT

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

Date: _____

Compliance with this handbook is essential for your success at Excel Academy of South Shore. The handbook will be reviewed during each student admission, Townhouse Meetings, and on your individual learning communities. Each student is responsible for their own conduct as well as familiarizing themselves with the norms listed within this handbook.

Student's Signature

Parent/Guardian's Signature