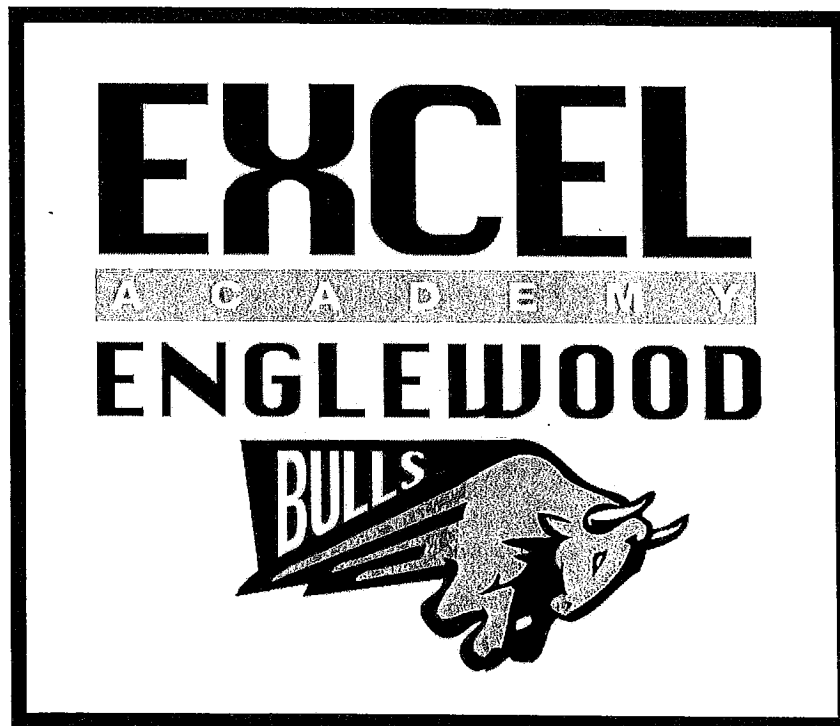


**EXCEL ACADEMY
OF
ENGLEWOOD
STUDENT/PARENT HANDBOOK**



EXCEL ACADEMY OF ENGLEWOOD

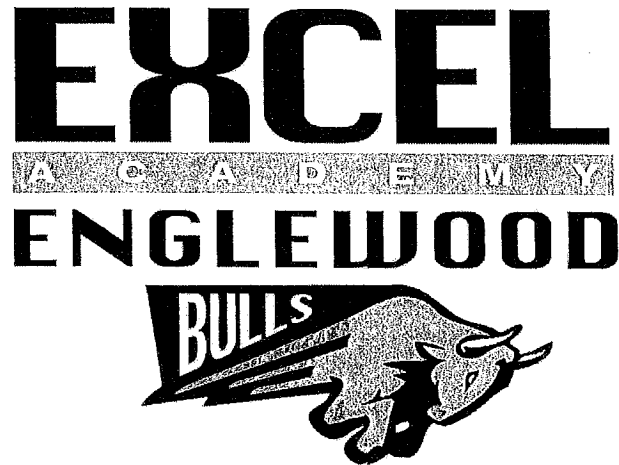
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Effective 8/29/18



Welcome to Excel Academy of Englewood,

This Student Handbook contains material that explains behavioral and academic norms, policies and procedures at Excel Academy of Englewood. 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. Excel Academy of Englewood is dedicated to providing a rigorous and extraordinary learning experience by helping students enhance their academic and pro-social skills. Educating our youth is not only our job, it's our passion. Your success is paramount. If you are up for the challenge we are ready to help you reach your goals.

Welcome and Stay Positive!

Bryson Lenon
Director

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School Dress Code

The Purpose of Excel Academy of Englewood'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 Englewood's custody, such items shall be stored in a secured area. Excel Academy of Englewood 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 prescribed school uniform, described below, while attending Excel Academy of Englewood. Any student not wearing the appropriate attire will have the opportunity to borrow one from the school. Frequent and consistent school uniform infractions could require additional student accountability to be determined by the Director of Operations. Please note that for your convenience we do have shirts for sale here at the school. 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 an all white, navy or gray colored shirt or long sleeve shirt underneath the prescribed school shirt or a solid grey, black or navy blue pullover or button down sweater over their uniform shirt. No hoods are allowed on any sweater.
- **Shirts that do not conform to this policy will be confiscated by school personnel and the student will wear an approved shirt provided by Excel Academy of Englewood.**

PANTS – Khaki/tan Pants (no shorts).

- Pants that have multiple pockets (pockets on the sides of the legs, cargo pants, etc.) do not conform.
- Pants must be properly sized and belted at the waist. (Pants must not be oversized, baggy, 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., will be confiscated and the student's parent or guardian will be required to pick the item up.

TIES - Male or female ties required on all non-dress down days

SHOES – The following footwear will not be permitted:

- Slip on shoes, sandals, mules or flip-flops**
- Steel toed work boots**
- Heels higher than one inch**
- Footwear must be tied at all times**

All students will be required to wear their uniform at all times during school, with the exception of in the gymnasium and/or on dress down days.

Prohibited Items

Excel Academy of Englewood 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 confiscated and must be picked up by a parent or guardian.
- Displaying **gang affiliation** of any kind.
- Clothing or apparel with lettering or pictures of any kind.
- **Book bags and backpacks** are not permitted unless required by your job and verified by your Team Leader with your parent/work manager.
- **Head gear, sunglasses and headphones** of any kind may not be worn in the building.
- **Beepers, CELL PHONES or other electronic devices must be checked in with school personnel.** School personnel will confiscate these items if not checked in and a parent or guardian will be required to pick up the items.
- **Outside Food or Drink** is prohibited and will be disposed of in the trash before entering the building.

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

Student Appearance

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

- Combs, clips, brushes, hair picks, hair beads, and barrettes are not allowed if they become a distraction in the classroom.

Money

In order to limit certain behavioral issues that may arise due to lost or stolen money, students may not bring more than \$10.00 to school. **Backpacks and Purses are not permitted.** Money must be in the form of paper money. If a student brings more than \$10.00 to school, school personnel will hold the money in the school safe to be picked up by the student's parent or guardian. **Excel Academy of Englewood 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 Englewood provides a nutritious breakfast and lunch program for our students. Dietary needs will be handled on an individual basis.

Attendance

Excel Academy of Englewood conforms with all laws, rules, and regulations relating to attendance as prescribed by Chicago Public Schools. Excel Academy of Englewood 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, absenteeism and truancy, shall apply. **Excel Academy of Englewood 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 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 -- 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.
- Parent can/will be fined for repeated unexcused absences of their child

Tardiness

Students need to be here one 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 note is subject to review 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 consequences, disciplinary action procedure. Repeated lateness will result in additional consequences.

Student Rights

Excel Academy of Englewood 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 Englewood 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 students' graduation plan. Students have the opportunity to earn 5.0 credits per semester and 10.0 credits per year. Classes are 75 minutes per course, up to 5 classes may be attempted per semester, with students taking both semesters of a course in one semester.

To graduate from Excel Academy of Englewood, students must complete 24 units of credit, in the designated content areas, 40 hours of service learning, complete the required state and school assessments (i.e. PSAE, PARCC, STAR, and SAT) 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 Other Social Science course
World Language	2	Two years of the SAME world language are required
Fine Arts	2	Music, art and 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 a minimum of 40 service-learning hours; service-learning coordinator must approve hours.
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	<p>70 – 79% attendance; 70% of assignments completed; 70 – 79% average on tests and quizzes At least 50% class participation</p>
D	<p>60 – 69% attendance; 50% of assignments completed; 60 – 69% average on tests and quizzes</p>
F	<p>0 – 59% attendance; 0 – 49% of assignments completed; 0 – 59% average on tests and quizzes</p>

Granting of Credit

1. 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.

Make-Up Work Procedures

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 brought documentation to excuse their absence. Once proper documentation has been verified, it is the responsibility of each student to approach his or her teacher to make-up missed work. Students will have the number of days equal to the number of days of absences to complete missed work. The time allowed to complete missed computer time during absences will be determined by the classroom teaching staff. Failure to turn in work or complete work within the timeframe provided may result in the student receiving no credit for the work missed.

Assessment Timeline

Assessment	Student Population	Dates
PSAT	Students between 0 and 10 credits	Fall (Usually October)
STAR-- Reading and Math	All Students	Fall: Sept-Oct Winter: Jan-Feb Spring: May-June
SAT	Students between 10.5-24 Credits	Spring (Usually April)
ISBE Science Exam	Students in Biology	

Grade Reports

Grade reports are issued four times each year: November (Progress Report), January (Credits Issued), April (Progress Report) and June (Credits issued).

Grade Report Pick-Up Days are scheduled after the first and third quarters of the school year. At this time, parents are to pick up grade reports at school. Teachers are available for conferences, report cards are available from 11am to 6pm.

Credit is awarded at the end of each semester in all classes. Students will be issued their grade reports during townhouse and will bring them home for their parents' inspection. Semester grades become part of the student's permanent record.

Behavior Management

Norms

Excel Academy of Englewood 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 Englewood we treat everyone with respect"). The norms listed below are Excel Academy of Englewood's expectations of student 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 Englewood student will always act with integrity.**
5. **We take Pride in Excel Academy of Englewood.**

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 Englewood.**
6. **Work together to succeed.**

Excel Academy of Englewood 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 Englewood.

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

- 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 polices)
- Gambling
- Theft
- Hazing, bullying, and/or racial slurs
- Arson

- Felonies of any nature
- Indecent behavior (obscene and vulgar behavior)
- Serious or persistent misbehavior
- Sexual Harassment
- Cyber Bullying

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
- Potential removal from program

Excel Academy of Englewood School Incident Report

An Excel Academy of Englewood 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 altercation
- Any incident that is deemed inappropriate by EAE'S staff

Chain of Command and Grievance Policy

Student Orientation

When a student arrives at Excel Academy of Englewood, their Team Leader provides and 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 Bulls 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

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 their daily school schedule
- Understand how norms and confrontation is utilized at Excel Academy
- Demonstrate conformity to the Excel Academy of Englewood culture
- Grow personally, cognitively and behaviorally while at Excel Academy

For students who drop to a Concern- Needs Improvement:

- Student shall NOT have an attitude about dropping to the “on concern” level
- Students shall “bounce back” by self-correction the issues that placed them on concern
- Students shall model appropriate behaviors for their Concerns
- Students shall complete all school-related tasks
- Students shall grow personally, cognitively and behaviorally while at Excel Academy

Students on the “Concern” level will not have the privileges that their peers who are not a concern have. DOING NOTHING, here at Excel Academy of Englewood, IS NOT AN OPTION and will cause the student to not progress. Students are expected to do their work and behave according to the norms.

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.

A Neutral’s time should be spent doing something educational (doing homework, reading a book, studying.) **DOING NOTHING, here at Excel Academy of Englewood, 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 (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). **DOING NOTHING, here at Excel Academy of Englewood, IS NOT AN OPTION and may result in the student's status being dropped one level.**

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:

- 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 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 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 Excel Academy of Englewood, IS NOT AN OPTION and may result in the student's status being dropped one level.**

BULLS (level 5)

- Has completed their Pledge log and is now at member of the Student Government:
- Is consistently vocal in confronting the negative behavior of their peers
- Supports and maintains the normative culture at Excel Academy of Englewood
- Provides mentoring for new students and lower status students consistently
- Supports school personnel in all areas consistently
- Proves leadership in all areas at Excel Academy
- Ensures Processes are followed correctly and communicates with school personnel concerning school-related issues
- 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. **DOING NOTHING, at Excel Academy of Englewood, IS NOT AN OPTION and may result in the student's status being dropped one level.**

EXECUTIVE (level 6)

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 Academy
- 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 Academy
- Sets the positive standard of conduct while on campus and on off-campus events.

As an Executive, the student has arrived at the highest trust level for students. They should be confronting and enforcing the normative culture at Excel Academy of Englewood. 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. **DOING NOTHING, at Excel Academy of Englewood, IS NOT AN OPTION and may result in the student's status being dropped one level.**

Five Levels of Intervention

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

1. Friendly Non-Verbal

The friendly non-verbal directive is the first level of intervention. When a staff member observes a student who is violation 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 Non-Verbal

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.**

Staff Escort

This is when a staff member escorts 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 non-verbal 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

Emergency Safety 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

Guided Group 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 anti-social 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.

Bulls Club

The Bulls 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

Excel Academy of Englewood has a school nurse on staff that will be assisting students with their individual care. 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.

Left over 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 Englewood 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.

VOLUNTARY INFORMED CONSENT FOR EXCEL ACADEMY OF ENGLEWOOD

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 Englewood for the purposes of promoting the school, promoting a school project/fundraiser, or furthering my academic experience within the school environment.

Name of Student (Please print) _____

Signature of Student _____ Date _____

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

Signature of Student's Parent or Guardian _____ Date _____

Admissions Coordinator

Excel Academy of Englewood

HANDBOOK ACKNOWLEDGEMENT

By signing this document you are indicating that you have received and reviewed the Excel Academy of Englewood 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 Englewood. 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 as well as familiarizing themselves with the norms listed within this handbook.

Student's Signature

Parent/Guardian