

# EXCEL ACADEMY OF SOUTHWEST



Excel Academy of Southwest  
7050 S. Washtenaw Ave.  
Chicago, IL. 60629

## **Mission Statement**

*Excel Academy of Southwest 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.*

## **CORE VALUES**

We are accountable for everything we do

We honor and embrace diversity

We ensure that all students are safe

We practice respect for all individuals

We model high standards of professional behavior

We believe in the power of teamwork

We deliver meaningful and appropriate instruction

We teach that education is the key to self-sufficiency

We recognize the unique value and talent of each individual

We focus daily on student success

Welcome to Excel Academy-Southwest,

This Student Handbook contains material that explains behavioral and academic norms, policies and procedures at Excel Academy -Southwest. 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 a 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- Southwest 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 Excel Academy -Southwest 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 Excel Academy of Southwest. 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 Excel Academy of Southwest. 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!

Jake Benke,  
Director

# Key Personnel/Resource Team

Director-Jake Benke

Director of Operations-Anthony Jones

Principal-Moses Ortiz

Director of Diverse Learners-Richard Sprague

Student Services Director -Lori Hicks-Vega

Academic Coordinator-Rosalind Harris

Team Leader- Isaiah Johnson

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### **Academics**

In partnership with Chicago Public Schools Options Program, Excel Academy-Southwest offers students 16-21 the opportunity to receive a high school diploma through an accelerated program.

Excel Academy Southwest 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 |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Credit Bearing Requirements     |                                                                                                                                                                                             |                |
| English                         | English I, English II, English III, English IV                                                                                                                                              | 4 credits      |
| Mathematics                     | Algebra, Geometry, Advanced Algebra/Trigonometry. (Students successfully completing Algebra and 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 II/Health and Physical Education. II/Drivers Physical Education II/Drivers Education in 9 <sup>th</sup> and 10 <sup>th</sup> graders.            | 2 credits      |
| Career Education                | CTE programs, advanced academic/fine arts options.                                                                                                                                          | 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 Project        | Two service-learning projects, including one project related to civics. Tw                                                                                                                  |                |
| Financial Literacy              | Complete a course integrating financial literacy curriculum.                                                                                                                                |                |
| Public Law 195                  | Demonstrate knowledge of the U.S. and Illinois constitutions as part of subject-area curricula and/or Constitution test.                                                                    |                |

Excel Southwest 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. Students will take the STAR assessment three times within the school year to measure academic progress. 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.

Our curriculum is based on the Illinois State Standards and Common Core Standards. Teachers design their lessons based on the six instructional strategies from the Six Core Teaching Strategies, which focus on preparing students for success in the workforce. The six core instructional strategies are used to promote problem solving and literacy across the curriculum areas.

The Six Core Instructional Strategies are:

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

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

### **Make-Up Work Procedures**

Any student that may need additional work will be evaluated on a case-by-case basis and will only be considered for medical, legal or special family circumstances.

### **Grading Rubric**

**For**  
**Excel Academy-Southwest**

|          |                                                                                                                    |
|----------|--------------------------------------------------------------------------------------------------------------------|
| <b>A</b> | <b>90% of completed on time;<br/>90% average on tests and quizzes<br/>Over 50% class participation</b>             |
| <b>B</b> | <b>80% of assignments completed on time;<br/>80-89% average on tests quizzes;<br/>Over 50% class participation</b> |
| <b>C</b> | <b>70% of assignments completed;<br/>70-79% average on tests and quizzes</b>                                       |
| <b>D</b> | <b>50% of assignments completed;<br/>60-69% average on tests and quizzes</b>                                       |
| <b>F</b> | <b>0-49% of assignments completed;<br/>0-59% average on tests and quizzes<br/>10 or more absences in a quarter</b> |

**Norms**

Excel Academy-Southwest 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-Southwest we treat everyone with respect”). The norms listed below are Excel Southwest’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. We take Pride in Excel Academy-Southwest.**
- 5. An Excel Academy-Southwest student always acts with integrity.**

### **Five Academic Norms**

- 1. We respect the opinions of others.**
- 2. We respect the culture of the classroom.**
- 3. We are attentive and participate.**
- 4. We have high expectations of ourselves, our peers, and our teachers.**
- 5. We are here to focus on preparing ourselves for post-secondary endeavors.**

### **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 SOUTHWEST**
  - 6. WORK TOGETHER TO SUCCEED**
- 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

### **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 Southwest'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 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 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 employ hand gestures to communicate a directive to the student designed to eliminate the school norm violation. Helpful non-verbal communications are delivered cordially, 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 cordially, 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 staff, or other persons or property at Excel. 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. **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.**

**Students who present an imminent or immediate risk of harm to themselves, others, and/or school property will be subjected to physical restraint in accordance with CPI training guidelines.**

Excel Academy Southwest 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 Southwest.

### **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 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 (value of \$300.00 and up considered a felony)
- Hazing, bullying, and/or racial slurs
- Gang activities (hand gestures, shakes and slurs)
- Arson
- Felonies of any nature
- Indecent behavior (obscene and vulgar behavior)

- Serious or persistent misbehavior
- Horseplay (“I was just playing; I didn’t mean it!”)

### **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

### **Excel Academy Southwest School Incident Report**

An Excel Southwest 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, peppers, pornography etc.)
- Gang affiliation
- Physical Restraint
- Any incident that is deemed inappropriate by CAMELOT’S staff

### **Detention**

- Students that arrive late to school
- Students that are out of uniform
- Students that display disrespectful behavior
- Students that engage in unacceptable behavior
- 3 or more detentions will result to a Saturday detention
- Failure to serve Saturday detention will result to In-school suspension
- Failure to serve In School suspension will result to 1 day out of school suspension

### **Student Orientation**

When a student arrives at Excel Academy Southwest, the Director of Operations and/or Team Leader(s) provides an orientation of student and parent expectations. 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 Southwest, they may use any or all of the following steps in the grievance process:

### **Chain of Command and Grievance Policy**

- Discuss the problem with your peers
- Discuss the problem with your Student Government 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**

#### **Opportunity**

This rating is designated for students with a pattern of behavioral, academic, and attendance concerns. Students on opportunity 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 Excel Southwest 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 ultimately 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 Southwest.
- Demonstrate conformity to the Excel Academy of Southwest culture.
- Grow personally, cognitively and behaviorally while at Excel Southwest.

For students who are on “OPPORTUNITY”:

- Students shall except their rating of “Opportunity” level
- Students shall “bounce back” by identifying with the issues that placed them on “Opportunity.”
- Students shall model appropriate behaviors.
- Students shall complete all school-related tasks.

- Students shall grow personally, cognitively, and behaviorally while at Excel.

**Students on “Developmental” level will not have the privileges that their peers who are not a concern have. DOING NOTHING, here at Excel Academy Southwest, 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.**

### **Developmental Rating**

At the Developmental level, students may be unsure of the processes and methods used at Excel Southwest 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 Developmental time should be spent doing something educational (reading a book or studying.) **DOING NOTHING, here at Excel Academy Southwest, 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.**

### **Strength Rating**

Student demonstrates the ability to confront negative behavior and supports the STRENGTH normative culture at Excel Southwest 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 Strength 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 Strength student is helping his/her peers. A Strength’s time should be spent doing something educational (reading a book or studying). **DOING NOTHING, here at Excel Academy Southwest, IS NOT AN OPTION and may result in the student’s status being dropped one level.**

### **PLEDGE Rating**

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

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 Southwest, IS NOT AN OPTION and may result in the student's status being dropped one level.**

### **Bulldog's Club/Student Government Association (SGA)**

The Bulldog's Club is the student government at Excel. 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 access to the Bulls Lounge and on and off campus trips and activities. All students are eligible to become a part of this high-status club.

### **Bulldog (level 5)**

- 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 Excel Southwest.
- Provides mentoring for new students and lower status students consistently.
- Supports school personnel in all areas consistently.
- Proves leadership in all areas at Excel Southwest.
- Ensures Processes are followed correctly and communicates with school personnel concerning school-related issues.
- Grow personally, academically and behaviorally while at Excel Southwest.
- 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 Excel Southwest. They should be role models 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 Southwest. **DOING NOTHING, here at Excel Southwest, 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 Southwest.
- 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 Southwest.
- 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 Excel Southwest. 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, here at Excel Academy Southwest, IS NOT AN OPTION and may result in the student's status being dropped one level.**

### **New Student Orientation**

Students enrolled after September will be required to participate in mandatory shadow probation. The shadow days mandate students must complete 3 whole consecutive days of instruction prior to enrollment. New students will be paired with an SGA member(s) to adapt to their schedule and campus culture.

### **Attendance**

Excel Academy Southwest conforms with all laws, rules, and regulations relating to attendance as prescribed by the Chicago Public School System. Excel Academy of Southwest follows the Chicago Public Schools 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 Southwest takes student attendance very seriously. Students are expected to attend every day of instruction. Failure to comply will result in communication from Excel Southwest to the home by mail and phone. Mailings may consist of a 5 or 10 day notice of absences with an intent plan of action. These students will be placed on a strict attendance contract. Phone calls will be made daily, as failure to attend occurs. EASW reserves the right to make home visits for students with less than 70% attendance monthly.**

### **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 -- 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**

### **Students need to be here one time!**

It is the goal of Excel Academy of Southwest to keep students in school. All students are required to report to school between 8:10am -8:25am. First period starts at 8:15am 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 is subject to review by the School Administration to determine the legitimacy of the tardy. Students reporting to school after the prescribed starting time will be held accountable by having to attend In School Suspension (ISS). EASW will hold students accountable for instructional time loss, as a result of being tardy. Late arrival students will be in ISS for double the amount of time late arriving at school. For example, if a student arrives at school half an hour late, that student will spend one hour in ISS. Repeated lateness will result in a **Red Flag meeting** to explore interventions to resolve the tardiness issue. Phone calls home will be made for repeated tardiness, daily.

### **At-Risk Pregnancy Action Plan**

Name of Student: \_\_\_\_\_

DOB: \_\_\_\_\_

#### **Early Warning Signs**

- Swelling of the face/abnormal swelling anywhere.
- Dimness or blurring of vision; spots before eyes.
- Severe or continuous headaches
- Chest pain
- Abdominal pain
- Persistent vomiting
- Fever, chills
- Painful urination
- Escape of fluid from vagina

**Encourage medical follow-up if signs are repeated.**

#### **Signs and Symptoms-Pre-term labor:**

- Contractions of the uterus.
- Menstrual-like cramps- come and go or don't go away.
- Pelvic pressure- feels like the baby is pushing down, comes and goes.
- Low back ache- constant or intermittent.
- Abdominal cramping- with or without diarrhea.
- Increase or change in vaginal drainage.

**Have the student contact her physician as soon as possible. Contact parent and have the student lie down on her left side. If unable to contact parent, call 911.**

**Physical limitations:**

☐ **None**

**If needed please list:**

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**Medications at School:** ☐ **None**

**(If medications are needed at school a Physician's signature is required.)**

| <u><b>Name</b></u> | <u><b>Dose</b></u> | <u><b>Route</b></u> | <u><b>Times to be administered</b></u> |
|--------------------|--------------------|---------------------|----------------------------------------|
|--------------------|--------------------|---------------------|----------------------------------------|

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Side effects/adverse reactions:

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Contraindications for Administration:

**Physician's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print/Stamp physician name, address and phone number:**

## Emergency Pregnancy Action Plan

Name of Student: \_\_\_\_\_ DOB: \_\_\_\_\_

School: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_

All medication for use at school will be furnished by parent or guardian in a container properly labeled by a pharmacist with identifying information (e.g., name of child, medication dispensed, dosage prescribed, and the time it is to be given or taken).

### Parent Permission

I hereby give my permission for my child to receive medication during school hours. This medication has been prescribed by a licensed physician. I hereby release the School Board and their agents and employees from all liability that may result from my child taking the prescribed medication. This consent is good for one year, unless revoked.

I give permission to the school nurse and other designated staff members of Excel Academy of Southwest to perform and carry out the tasks as outlined by this At-Risk Pregnancy Action Plan. I also consent to the release of the information contained in this At-Risk Pregnancy Action Plan to all staff members and other adults who have custodial care of my child and who need to know this information in order to maintain my child's health and safety. I give permission to Excel Academy of Southwest to call 911 in case of emergency and to transport to the nearest hospital.

### Acknowledged and received by:

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent Email address \_\_\_\_\_

Parent Phone Number \_\_\_\_\_

### EMERGENCY CONTACTS: Name/Relation

1. \_\_\_\_\_ a) home \_\_\_\_\_ b) work \_\_\_\_\_ c) cell \_\_\_\_\_

2. \_\_\_\_\_ a) home \_\_\_\_\_ b) work \_\_\_\_\_ c) cell \_\_\_\_\_

3. \_\_\_\_\_ a) home \_\_\_\_\_ b) work \_\_\_\_\_ c) cell \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

School Nurse's Signature \_\_\_\_\_ Date \_\_\_\_\_

### School Dress Code

The Purpose of Excel Academy Southwest'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 Southwest's custody, such items shall be stored in a secured area. Excel Southwest is not responsible for any lost or stolen items. Items will be returned only to parents at their convenience during school hours.

### **School Uniforms**

#### **Students are required to be fully dressed in the school uniform on a daily basis.**

Students are to wear the prescribed school uniform, described below, while attending Excel Academy Southwest. Any student not wearing the appropriate attire will be addressed, please note that for your convenience we do have shirts for sale here at the school. Students may be offered a temporary uniform. Excessive loaner uniforms may result in a fee. Excel Academy Southwest uniform shirts are available for purchase in the school store.

The school uniform consists of the following:

**SHIRTS – Light Blue** short sleeved Polo shirt or **Light Blue** dress shirt/button down.

- The shirt must be tucked in pants at all times.
- Students requiring additional warmth are permitted to wear **Light Blue** sweaters (**no hoodies**) or **Light Blue** long sleeve shirt underneath the prescribed school shirt.
- **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 Southwest.**

**PANTS – Black Khaki Pants** or **Black** dress pants/slacks (Shorts when weather permits.)

- 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.

**SHOES – Closed toe footwear such as sneakers, boots or flats. Students are not allowed to wear slip on shoes, sandals, mules or flip flops, crocs, sneakers without laces, steel toed boots, and shoes with heels higher than one inch. Footwear must be tied at all times.**

### **Prohibited Items**

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

- **Jewelry of any kind** including watches, rings, earrings, necklaces, bracelets, piercings (facial piercings are allowed), etc. If jewelry is brought to school, it will be confiscated, and parent/guardian will be required to pick up the item(s)
- Displaying **gang affiliation** of any kind.
- Clothing or apparel with lettering or pictures of any kind that may be deemed inappropriate by school standards.
- **Book bags and backpacks** are not permitted. [**Purses** may be allowed due to young ladies needing personal feminine products.]
- **Head gear, sunglasses and headphones** of any kind including, but not limited to scarves, head wraps and bandannas, may not be worn in the building.
- **Cellular/Multimedia devices are prohibited; therefore, all devices will be collected.** School personnel will confiscate these items should they make it past the intake process. A parent/guardian will be required to pick up the items.

\*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 Southwest 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.
- Female hair should be neat and only covered rubber bands and clips allowed. Combs, clips, brushes, hair picks, hair beads, sleeping bonnets, and/or barrettes are not allowed.
- Fingernails should be clean and trimmed.

### **Food/Drinks**

**For health and safety purposes, outside food and drinks are not permitted in the building. NO GLASS BOTTLES will be permitted.**

Excel Southwest provides a nutritious meal program for our students. Hot lunches are available for our students. Dietary needs will be handled on an individual basis.

### **Inclement Weather**

School may be closed on “bad weather” or “inclement weather” days. Local television stations or radio stations, and/or the Chicago Public School's 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.

### **Student Rights**

Excel Southwest 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 Southwest 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.).

### **Student Activities**

#### **Sports:**

Students participating in Excel Academy Southwest sports are expected to maintain a favorable rating. Students should have satisfactory academic status approved by their teachers. Students must attend ALL assigned practices and scheduled games/matches. EASW sport team members are to behave and conduct themselves as a lady or gentlemen in and out of the Southwest campus. Failure to comply with will result in consequences which may lead to removal.

#### **Field Trips:**

Students participating in field trips must be eligible by EASW ratings system

Students participating in field trips outside of the building must have a signed permission slip on file prior to leaving the building. Students are expected to behave like a lady or a gentleman. Meals are provided. Students wanting to bring extra funds are subject to approval.

### **Guided Group Interaction (GGI)**

The students will take part in GGI Monday through Friday directed by a staff facilitator. GGI is an SEL form of group process that utilizes peer interactions 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 the 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

### **Medical**

Excel Academy Southwest 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. The nurse is on campus once a week. 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 Southwest 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.



## **STUDENT ATTENDANCE CONTRACT**

### **EXCEL ACADEMY SOUTHWEST**

**2026-2027**

I, \_\_\_\_\_ on the date of \_\_\_\_\_ understand and agree to the following conditions that must be met in order to remain eligible for enrollment at Excel Academy Southwest. In my initial 30 school days of enrollment, I must maintain an attendance percentage of at least 90%. If at any time during this 30 day period my attendance falls below 90% (4 days absent), I will, along with my parent/guardian(s) have a meeting with EASW administration to discuss my enrollment status and interventions needed to help me attend school on a regular basis.

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Student Signature

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Date

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Parent/Guardian Signature

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Date

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Administrator Signature

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Date



Thank you for your interest in attending Excel Academy Southwest. We at Excel Academy Southwest are 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 of your endeavors academically and socially. Excel Academy Southwest strives to provide a safe and secure environment for our students and staff. We believe that safety is of the utmost importance and therefore, acts of violence will not be tolerated.

**Non-Negotiable Behaviors that will result in being dismissed from Excel Academy Southwest:**

- Any **Gang Related** activity (Hand signs, written signs, physical altercations) on and off school grounds.
- If you invite or bring any Non- Excel Southwest Student(s) to campus for the purpose of **Gang Related** activity (Fights, Threats, etc.).
- If you invite or bring any Non-Excel Southwest Student(s) to campus for the purpose of fights, threats, etc.
- If you are absent from school and get involved in a physical altercation on or near school grounds.
- If you are in a physical altercation in the North or South building of Excel Academy of Southwest with a staff, student and/or community resident.
- 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.
- If you bring any weapon(s) to school (Guns, Knives, Personal Defense sprays, "TASERS", etc.) and purposely conceal the weapon(s) from EAS 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.

**Signature below, you understand the student parent handbook and the restraint guidelines per CPI policy and procedures.**

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Student Signature

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Date

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Parent Signature

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Date



## **VOLUNTARY INFORMED CONSENT FOR EXCEL ACADEMY SOUTHWEST**

### ***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 not to 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 Southwest for the purposes of promoting the school, promoting a school project/fundraiser, or furthering my academic experience within the school environment.

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Name of Student (Please print)

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Signature of Student

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Date

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Parent or Guardian (Please print)

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Signature of Parent or Guardian

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Date

By signing this document, you are indicating that you have received and reviewed the Excel Academy Southwest 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. Please include emergency plan (medical, pregnancy etc.) signature pages as well.

Compliance with this handbook is essential for your success at Excel Academy Southwest. 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.

|                                    |                  |                |                |
|------------------------------------|------------------|----------------|----------------|
| Parent/Guardian<br>Name<br><hr/>   | Address<br><hr/> | Phone<br><hr/> | Email<br><hr/> |
| Emergency Contact<br>Name<br><hr/> | Address<br><hr/> | Phone<br><hr/> | Email<br><hr/> |

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Student's Signature

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Parent/Guardian Signature

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Date

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Date

Authorized Personnel at Excel Academy Southwest

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Date

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