

ExCEL

School

***“Excellence through
Community and Educational
Leadership”***

2023-2024

Parent/Student Handbook

(Update 05/4/2023)

Parent/Student Handbook

Due to the nature of the ExCEL program, we are continually reviewing and making changes to improve the services to your child; because of this constant reviewing process, some of the specific information in this handbook may be changed to meet those needs.

Mission statement

The mission of ExCEL is to provide students an opportunity to fulfill their potential academically, emotionally, physically, and socially while promoting personal responsibility and self-advocacy in a caring, therapeutic environment.

Vision Statement

ExCEL is a school where students are provided the opportunity and experience to become successful and productive citizens in their communities. This is achieved by offering an engaging curriculum integrating positive community involvement, academics, and character development in a caring and empathic atmosphere.

Program Overview

ExCEL is designed to provide services for those students experiencing significant behavior problems in their home, school, or community. The program's goal is to provide educational services and therapeutic treatment that will enable a student to function within less restrictive environments productively and positively. All students receive services from social workers assigned solely to ExCEL.

Each student is officially enrolled in his/her resident district. The official student handbook of the resident district will contain important policy information for you to review, including student records, sexual harassment, and equal opportunity, as well as graduation credit guidelines and other important information. If you do not receive an official student handbook upon registration at your resident district school, please contact the ExCEL principal. You may also contact the resident district school directly.

Henry-Stark Counties Special Education District #801, on behalf of its eight-member districts, operates the ExCEL Program. ExCEL serves students in grades K-12. Each student is offered instruction in the core subjects of math, language arts, science, social studies, social skills, and physical education. Other subjects may be taught as appropriate and based on student needs. The primary function of ExCEL School is to help students learn to manage their behavior. ExCEL School also assists students in preparation for future educational or employment opportunities.

Office Hours and Telephone Number

The office will be open from 8:00 a.m. to 3:00 p.m., Monday through Friday, when school is in session. There is a voice mail system for other times.

Telephone: 309-936-7790

Fax: 309-936-7368

Calendar Year and School Closing

Students will follow the Geneseo School District calendar instead of their home school district calendars. Therefore, students are expected to attend ExCEL even if their home school is not in session. The exception to this is closings due to inclement weather. If your student's home school cancels due to weather, the student is not expected to attend.

The School Day

For all students, the ExCEL school day begins at 8:15 a.m., when their bus arrives, ends at 2:00 p.m., or when their bus is called.

The classroom teacher will determine class schedules for students in grades K-5. The individual needs of each student will be taken into consideration for scheduling purposes.

Supplies and Materials

YOU MUST REGISTER AT YOUR LOCAL SCHOOL prior to the start of each school year. Each local school district will determine fees. Fees should be paid before the first day of school. Make checks payable to your local school. All fees and fines must be paid before the end of the school year. Fee schedules and fee waiver forms are available through each local school district. ExCEL will send a supply list home to the students. Students should bring the supplies during the first week of attendance. Do NOT label the items. The school may send home a letter requesting specific items be brought in and provided for general student use.

Textbooks

Their teachers will issue textbooks to students. Students are responsible for their books and must pay for damaged or lost textbooks.

Records Maintenance and Requests

The student's resident district maintains official transcripts, permanent records, and medical immunization records. Parents and guardians are given copies of IEPs and other reports as needed. Quarterly progress reports and individual disciplinary notices will be mailed. Parents, guardians, or students over the age of majority may request copies of documents. Please see the principal for official requests.

Arrival and Departure from School Property

The ExCEL school day begins at 8:15 a.m. or when the bus arrives. Students are **not** allowed in the building before 8:15 unless arrangements have been made before that day. Any student being dropped off by a parent or outside transportation must wait in the bus line until 8:15 and enter when all other students enter the building. Students must enter the school immediately. When students enter the building, they walk directly to the check-in area. Dismissal will be at 2:00 p.m. or when the buses are called. All students should leave school and get on the bus immediately after dismissal unless directed to remain after school by a staff member. Student dismissal may be delayed as determined by staff if the student is displaying unsafe behavior. Should a student need alternate transportation, it will be sought and will be the parent's responsibility.

Transportation

It is the desire of ExCEL, Henry/Stark Special Education District, and its supporting school districts to transport students to and from ExCEL safely and on time. A student's enrollment at ExCEL is understood to be mostly due to behavioral difficulties in previous educational settings. However, due to the inherent dangers associated with motor travel, expectations for appropriate behavior are greater while riding the bus. Students may have their bus privileges suspended for negative behavior. Students will be responsible for work missed and may not receive full credit if suspended from the bus. If chronic negative behavior occurs, an IEP meeting may be conducted to address the matter. When a student is removed from the bus, the parent/guardian must provide alternate transportation.

A student's school day begins the moment he/she boards the bus in the morning, and the school day ends the moment he/she leaves the bus in the afternoon. Generally, transportation is provided from or near the student's house to the doors of our school building. This transportation is provided free of charge to the student by the local school district. Students are expected to follow bus rules at all times. We strongly encourage students to use this transportation, as it is the safest and the most consistent.

Bus Safety Rules

All safety rules must be honored. National, State, County, School Districts, and bus driver safety rules are all designed for the safety of all riders and must be obeyed. The District's objective is to provide safe bus transportation for students eligible to ride school buses. Students are granted the privilege of riding the school bus with the understanding that this privilege can be revoked if the student does not behave appropriately while he/she is on the bus or at the bus stop. Please remind your student of the consequences of unsafe, disruptive behavior on the bus, and understand that bus rules will be enforced.

1. Conduct

Students are expected to give bus drivers the same high level of respect and obedience that they give to their teachers. **All school rules of conduct apply on school buses.** Any language and behavior prohibited at school are prohibited on the bus.

2. Sit in your seat and stay within your "compartment or box".

Students must sit facing forward and stay in their seats until the bus stops. Students may never lower their window below the line and may never put their heads or hands outside the window.

3. Talk softly to your neighbor.

Students must talk quietly, using only their regular classroom voices. Remember loud voices and profanity can distract the driver and create a dangerous situation.

4. Keep hands and feet to yourself and out of the aisle.

Students must be careful not to bother other students. Students may never block the driver's view through the bus by having feet and arms in the aisle.

5. Never throw anything on the bus.

Students may never create a dangerous situation by throwing anything inside a bus.

NEVER touch or tamper with any safety device on a school bus unless instructed by your driver. (i.e. crossing arms, emergency doors, fire extinguishers)

If a student is suspended from the bus due to behavior ON THE BUS, transportation will be stopped for the duration of the bus suspension. If a student is suspended from the bus they are still welcome to attend ExCEL School if their parent/guardian provides transportation. If a student is suspended from the bus and does not come to school, then it will be counted as an out-of-school suspension. The administration reserves the right to determine the consequence and chart ramifications based on the offending behavior by the student.

A parent or guardian must transport students arriving late to school. A representative may transport a student, as long as the principal has approved the representative PRIOR to transporting the student. Any student who has been transported to school by a person other than that described above may not be allowed to enter the building and an unexcused absence may be recorded. This same policy will apply to students who must leave school early.

If parents allow a student to use alternate transportation regularly, the parent and student must comply with the following agreement and steps:

1. Notification from the parent/guardian must be submitted to the school of residence and ExCEL requesting transportation cancellation. To resume transportation, the parent must contact ExCEL School and the resident district to request that transportation be started.
2. If the student moves within his home school district, the parent and/or guardian must notify ExCEL and the home school district as soon as possible. Parents and/or guardians are strongly encouraged to inform the schools of the address change before the actual move so that transportation can continue without disruption. If the student moves outside his/her home school district, the parent and/or guardian must notify ExCEL immediately. For door-to-door transportation to continue, the student must be registered in the new school district as soon as possible.

3. If a parent transports their student on a regular basis, they are expected to join the bus line for drop-off at the designated drop-off location. Students should not enter the back door unless they are arriving after 8:30 a.m.
4. If the principal determines that alternative transportation is prohibiting student progress in the program, school transportation may be required.

Special transportation arrangements to attend doctor or dental appointments may be made by notifying the office in advance. In addition, the parents/guardian must notify the resident district that the student will not be riding the bus that particular day.

Students who achieve Level VI (see Level System) may drive their personal vehicles to school. Prior to allowing a student the privilege of driving to school, the student must provide a current Illinois Driver's License, proof of insurance, and the registration for the vehicle that will be driven. A copy of these three items must be on file in the office. Students may only drive the vehicle that is on file. In addition, the following conditions apply to any student who is allowed to drive to school:

1. If a student ever leaves ExCEL without permission, their driving privilege will be revoked for the remainder of the school year.
2. Students must turn their car keys into the office upon entering the ExCEL building.
3. Students who drive may **NOT** transport any other students to or from ExCEL.
4. If a student is observed driving recklessly while driving to or from school, his/her driving privilege will be permanently revoked.
5. If a student is determined to be under the influence of drugs or alcohol, the student's driving privilege may be permanently revoked.

Visitors and Visitor Check In

ALL VISITORS MUST REPORT TO THE OFFICE UPON ENTERING THE BUILDING.

All visitors must report to the office before going anywhere else in the school building. In order to maintain a safe environment for students and staff at ExCEL, access to the school building may be limited at certain times of the day. A door buzzer has been installed to help with access to the building.

Parents and guardians are invited to visit the program and the classrooms, provided they arrange the visit with the office first.

Communication with Parents and/or Guardians

Open communication lines are vital to the success of any student. In the event of an emergency, it is imperative that we be able to reach parents and guardians. Parents and Guardians need to provide the office staff at ExCEL with at least two reliable methods of contact. Staff at ExCEL may periodically contact parents and guardians regarding their students' progress. The contact will be via phone, email, or written notes and may occur several times throughout the quarter. If a parent would like to request additional communication with staff, they may do so at any time by contacting the principal.

Breakfast/ Lunch

Breakfast and lunch will be served on a daily basis at no cost to students. This is possible due to the Community Eligibility Program through the State of Illinois.

If a student would like to bring extra food as a sack lunch, they may do so. If they desire, students may carry a sack lunch. No soft drinks may be brought to school. Any drinks consumed in the lunchroom must be in **unopened, factory-sealed containers**. Students will **not** have access to a refrigerator or microwave for their sack lunches.

Cafeteria Behavior

Conduct in the cafeteria will be handled in the same manner as in the classrooms. Students will be expected to eat quietly and with respect to other people who have the right to eat in pleasant surroundings. Students that stay in the classroom will receive the same lunch as others. The classes will be allowed to eat in the cafeteria at the discretion of the ExCEL principal. The following behavior plan will be specific to the cafeteria:

1. After the first occurrence, the student will be reminded of the expectations and consequences for cafeteria behavior.
2. After the second occurrence, the student may be suspended from the cafeteria for the remainder of the period.
3. After the third occurrence, the student may be suspended from the cafeteria for 1 -2 school days at the principal's discretion.
4. After the fourth occurrence, the student may be suspended from the cafeteria for a week or longer at the principal's discretion.

Snacks

No foods or drinks are allowed at school except for what is brought in a sack lunch and is consumed at lunchtime. For special occasions, snacks and/or drinks may be allowed with staff permission. Permission must be granted prior to the day snacks are brought in. Snacks and/or drinks related to the behavior management system will be provided.

Medication at School

Any student who must take medication at school, including over-the-counter medicine, will be required to follow all steps listed below:

- Proper forms must be completely filled out.
- All forms must be signed by the appropriate people (including the prescribing doctor or designated medical professional).
- All completed forms must be turned into the office before any medication is given.
- Parents must provide all medication.
- Prescription medication must be in a properly labeled bottle from the pharmacy.
- Medication in the bottle must match the description on the label.
- Over-the-counter medication must arrive in the office in the original sealed container with the student's name and the proper paperwork from a medical professional.

All students will be supervised while taking medication and all medication will be stored in a locked cabinet in the office.

IF THERE IS A CHANGE IN MEDICATION IN ANY WAY, THE OFFICE MUST RECEIVE AN UPDATED WRITTEN PRESCRIPTION FROM THE PRESCRIBING MEDICAL DOCTOR'S OFFICE.

Illness at School

If the student becomes ill or injured during the day, he/she should tell the teacher. A student will not be able to go home or use the telephone unless directed to do so by his/her assigned staff member or the building administrator. An emergency phone number, other than your own, is a necessity for our records.

Illness

Students should be kept home if they are sick or have a fever. Students should remain home until they are fever free for 24 hours. Parents/Guardians should notify the school if they keep their student home. If a student misses three consecutive days of school, a doctor's note stating the date the student may return needs to be turned into the office on the day of the student's return.

Injury

If a student is injured, it should be reported to the nearest staff member. Generally, accepted first aid practices will be followed. Minor cuts and scrapes will be cleaned with soap and water and an antiseptic applied when appropriate. If it is necessary to go beyond the point of cleaning a cut or scrape, an injury report will be written, and appropriate adults will be contacted. Whenever possible, these calls will be made by the building administration.

For hygiene and safety reasons all open cuts or bleeding areas must be covered during the school day. Students who have bloody noses or other injuries that cannot be covered or

contained will be isolated from the group until proper attention can be given to these problems. If the situation constitutes a medical emergency, parental contact will be attempted, and transportation will be arranged as quickly as possible. Whenever possible, building administration will be involved.

Damage to Property

Any purposeful or willful misconduct that causes damage to ExCEL, Village of Atkinson property, property of staff, or the property of other students will be the financial responsibility of the student and his/her parent/guardian. It is the responsibility of the student and his/her parent/guardian to see that the cost of the repair or replacement of the property is fully reimbursed. Additionally, the police will be notified, and charges may be filed.

Attendance

ExCEL has a closed campus, meaning that students are required to be at school. Students are not permitted to leave during school hours, unless on a class or school-sanctioned trip. Parents or approved representatives should notify the office if they will be picking up their students early.

Parents are required to call and notify the school office (309-936-7790) each morning before when a student is going to be absent. When parents do not call, the absences will be considered unexcused unless the student brings a note from his/her parent on the day of his/her return to school. Lost or forgotten notes are not acceptable excuses. **No parent phone calls or notes will be accepted after 9:00 a.m. on the day after the student returns to school. Doctor notes will not be accepted after 3 school days of returning to school.**

Types of Absences

1. **Excused-** This type will be for personal illness, death in the immediate family, and emergencies as authorized by the staff. Five mental/behavioral days per year are also allowed. Written work can be made up with full credit.
2. **Unexcused/Truancy-** This type will be for absences related to getting up late, missing the bus, doing business that could be done outside school hours, and all absences without the knowledge or permission of the parents and/or teachers and school. Missed work assignments during an unexcused absence can be completed for half credit IF the student asks the teacher for the missed assignments.

For High School students only- an UNEXCUSED Absence will result in a 10-day drop, no matter what level you are on.

3. **Planned Absences-** This type of absence will be excused only if it is planned in advance with the school office. Planned absences will be for the amount of time

necessary for doctor or dental appointments, hospitalizations, authorized school activities, court appearances, and vacations (a maximum of one week is recommended.) The work can be made up and credit is given if plans for the absence were made in advance at the request of the parent. Otherwise, the absence will be considered unexcused.

4. **Tardiness-** Late to school (after 8:30 a.m.). Students are to be in their seats before class starts. Students who are late (tardy) to school will report to the office. Students will be required to make up missed assignments. Disciplinary action could result from unexcused tardiness. In addition, students arriving late may not receive credit for work missed during class. Students arriving on buses after 8:30 a.m. will automatically be excused after checking in at the office or with the appropriate staff.

Any student arriving after 10:30 a.m. will be considered absent for ½ day. An excused or unexcused absence will be recorded depending on the circumstances. **It is the student's responsibility to ask for missed work assignments. If the student does not ask for his/her work when they return to school, it will go in the grade book as a zero.**

Excessive Absences

1. Any absence from school is serious and should be considered carefully. For the sake of their child's education, parents are asked to make every effort to avoid appointments or vacations during school time. Students may be absent from school for a maximum of 10 school days during the year for which a parent notification either by phone or note will be accepted for permissible reasons, in addition, parents may excuse their students for up to 5 additional mental/behavioral health days during the year for a total of 15 days. If a parent note or call is not received within 24 hours of the absence, the absence will be treated as unexcused. Beyond the 15 days, any absence will be treated as an unexcused absence unless there is written confirmation by medical personnel, court officer, or other legitimate professional excuse. Students are encouraged to turn in all medical, court, or other professional appointments as these will not count towards the 15-day limit.
2. After the fifteenth absence, a student may be referred to the truancy caseworker at the Bureau/Henry/Stark Regional Office of Education. Any subsequent unexcused absences will be reported to the truancy caseworker.

In addition, each teacher may have a classroom policy where unexcused absences may negatively impact a student's grade.

Leaving school grounds without permission may be considered truancy and the Bolt Policy has been enacted to address such issues is listed below:

Bolt Policy/Unauthorized Location

Because the safety and well-being of our students are the primary concern, a "bolt" policy/unauthorized location policy has been developed to address students who choose to leave the designated area without permission or if a student refuses to leave an area when directed. If a student chooses to leave an area without permission or refuses to leave an area when directed the following will occur:

1. If a student leaves an assigned area within the building without permission or refuses to leave an area when directed, they will drop 5 days on his/her level.
2. If a student refuses to leave a designated area after the class has left the room or has been instructed by the staff to leave the area, it will be considered a bolt, and the student will drop 5 days on his/her level.
3. If a student attempts to leave the building the staff at ExCEL may NOT physically impede him/her from leaving.
4. The student's parent(s)/guardian(s) will be notified that the student has left school.
5. The Liaison Officer and other agencies, as appropriate, will be notified that the student has left school.
6. If a student leaves the school building, property/grounds, they will drop to Level 1, Day 1.
7. If a student leaves school and returns or is brought back by the police or other agency, the administration will determine the appropriate next step.
8. If a student leaves school and enters the property of the Village of Atkinson, the student will be considered a trespasser and the appropriate legal action may be taken.
9. If a student leaves the school building and continues to refuse to comply with staff direction, that student may be considered a trespasser and appropriate legal action may be taken.

Make-Up Work

When a student has an excused absence they may make up any work missed. She/he will have twice the number of days that were missed to complete his/her make-up work. For example, if two days are missed due to excused absence, four days will be given to complete make-up assignments. Students will have the opportunity to complete make-up work for full credit.

When the student has an unexcused absence, work assignments can be completed for half credit IF the student asks the teacher for the missed assignments. Students will not earn participation points when they are unexcused.

Whether excused or unexcused, it is the responsibility of the student to request any make-up work from each teacher.

When a student must miss two or more days of school, parents may request make-up work. The assignments will be in the school office for the parents to pick up at an arranged time with proper notice.

Please note that excessive absences of any type can significantly lower a student's grade as most classes consist of group discussions and activities that are difficult to make up at a later time.

Curriculum

The curriculum for students at ExCEL is developed on an individual basis, taking into consideration the student's present levels of achievement, and ability of learning. The core curriculum for every student includes Science, Social Studies, Math, English, and P.E.

Academic Progress and Promotion

Quarterly reports/report cards are sent home at the end of each nine-week quarter. Each classroom teacher notes progress on a continuous basis. Students or parents desiring more frequent indications of individual progress may contact the specific teacher directly.

An 'incomplete' will be given to a student if s/he has not finished the work that has been assigned. The work must be completed within an allotted time; if it is not completed, a mark of zero will be recorded in the teacher's record. The teacher will determine the amount of time allowed to complete late work. However, an incomplete grade for a nine-week grading period must either be completed within two weeks of the quarter-end date or it will be counted as a zero and averaged with the other grades. The exception to this is during the 4th quarter all grades must be turned in prior to the last day of school.

Grading Policy

The official grading scale for the program is:

A 90-100	D 60-69
B 80-89	F Below 60 (Failing)
C 70-79	

Details about grading are contained on the report cards and will be explained to parents at conferences or upon request. At the elementary level student grades are determined by standards determined by the state.

Grades are based on any or all of the following: Tests, quizzes, daily work, class participation, projects, attitude, oral reports, written reports, completing work on time, being prepared for class, effort, ability of the student, workbook assignments, work done in class, extra credit work, and late credit work.

All grades are forwarded to the home/local school district to be placed on the student's transcript where applicable.

All passing grades are directly applicable to junior or senior high school graduation requirements, depending on the student's grade placement. ExCEL works in conjunction with the resident district to plan the student's schedule and help the student complete the coursework necessary for graduation. Diplomas or certificates are awarded, when earned, by the resident district.

Suspensions

Due to the importance of consistent school attendance and participation in school activities, ExCEL will function with a Limited Suspension Policy Rule. Violations that may lead to an out-of-school suspension may include but are not limited to:

1. Dangerous to self or others.
2. Grossly interfere with the rights of the other students to receive an education.
3. Gross misconduct as determined by the administration.

Students who receive an out-of-school suspension will drop to Level 1, Day 1 on the Level System.

Individual Instruction Program

The principal may assign students to the Individual Instruction Program or IIP for disciplinary infractions. An ExCEL staff member is assigned to monitor the IIP area whenever a student is assigned.

Any student that earns IIP will drop 5 days on his/her level. A student on Level 6 or above will drop to Level 5 with an assignment of IIP. Students will have the opportunity to earn their way out of IIP with positive choices. IIP will be assigned in daily increments with the first opportunity for students to earn their way out following lunch. If a student does not earn his/her way out of IIP during the morning, she/he may earn her/his way out during the afternoon. If a student is not successful in IIP additional consequences may be assigned.

Search Policy

It is the responsibility of the school to maintain a safe environment and to maintain an environment that is conducive to education, therefore when it is felt by a staff member(s) that a student is in possession of anything that may be considered dangerous to self,

others, school property or interferes with the educational environment, the following procedures will be followed in accordance with federal and state law.

In order to help provide a safe environment for all, the staff, with the approval of the building administration, will request that all students show the contents of their jackets, clothes, pockets, purses, bags, books, shoes, and socks to staff upon entry to the building. Students may be asked to show staff the waistband of their pants. Searches may be done in response to previous possessions of weapons or contraband, verbal comments to bring weapons or contraband to school, or other suspicious behavior observed by program staff. Students who appear to be under the influence of alcohol or substances may also be searched.

To help ensure the safety and security of everyone in the building, staff will use a metal detecting wand on all students as they enter the building. The wand will be passed over the extremities and torso of students as they enter school. Items detected may be confiscated and returned to parents and/or guardians or to law enforcement officials as appropriate.

If within a reasonable amount of time, a student refuses to cooperate with search procedures, this will constitute a reasonable cause that contraband/or dangerous items are in the student's possession. If this occurs the Liaison Officer will be notified, and the student may face possible discipline.

Video Cameras

Video security cameras have been installed throughout the building. Please be advised of their use. The cameras do record and if necessary filmed footage may be used to assist staff with determining the facts regarding an incident.

Dress Code

We take pride in the appearance of our students. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. The wearing of clothing, which may cause damage to property, requires excessive maintenance, may cause injury to oneself or others, or clothing that interferes with another student's education, is prohibited. Storage will be provided for students who want to bring in extra clothes or shoes.

1. No Coats or jackets are to be worn in the building. Zip-up sweatshirts are allowed, but students will be asked to hang up their zip-ups if it becomes an issue in the classroom.
2. **ALL** coats and book bags are to be hung in the entrance hallway.

3. No baseball caps are to be worn. Winter hats can be worn but must be removed when entering the building.
4. Modesty is expected in all attire. For example, bare midriff outfits should not be worn to school.
5. Tank tops for boys and girls are not allowed this includes spaghetti strap shirts. Shirts with the sleeves cut must still cover the armpit area.
6. Any garment worn by a male or female student should cover the shoulders.
7. Appropriate undergarments should be worn at all times.
8. Shorts and skirts should be no shorter than the fingertips.
9. Clothing or accessories that depict or advertise alcohol, tobacco products, drugs, or any type of illegal substance are prohibited. Clothing or accessories that contain violent, obscene, or offensive words, slogans, or images will not be allowed. Clothing that may suggest criminal, sexually suggestive, or gang-oriented activity as determined by staff will not be allowed. If a student's attire is deemed inappropriate, options to remedy the situation will be suggested by staff. Including but not limited to turning the item in question inside out, a phone call home, and taping over the offensive area.
10. Appropriate footwear must be worn at all times. (Including Gym)
11. High-heeled shoes should not be worn
12. Shoes with wheels (wheelies) are not allowed.
13. No heavy wallet or key chains may be worn in school.
14. Earrings, body art (tattoos), or other piercings may be worn provided they are not a distraction to the learning process as identified by staff or administration.
15. Bandannas are not to be worn as any type of decoration. This includes but is not limited to, around the ankle, around the thigh, as a headband or as a belt, or draped from a pocket.
16. Bib overalls must be worn up at all times, both straps must be worn. The bib cannot be tucked in.
17. Any other dress or jewelry that is representative of a fraternity, sorority, or secret society as determined by school staff is prohibited.

18. Pant legs must be worn down at all times.
19. Proper gym attire is required. Bring appropriate footwear for P.E. If a student does not have the means to obtain appropriate footwear for P.E. please notify ExCEL staff so we can see if the student can be accommodated. If the student refuses to wear proper gym attire they will receive a zero for P.E. that day. Tennis shoes are required to participate in P.E. No sandals, boots, or flip-flops will be permitted during P.E.
20. Because no student or staff member should have to view another person's undergarments, the waistband of all pants must be worn at the student's waist; this includes baggy, over-sized pants.
21. Leggings or yoga pants are acceptable, but a shirt must be worn that comes down to at least the fingertips.
22. Corrective lenses or eyewear are allowed; however, no sunglasses should be worn in the building.
23. Bringing a change of clothes is acceptable and encouraged. Fresh clothes for after P.E. or an unexpected accident of any kind are allowed.
24. Bringing and wearing deodorant is also strongly encouraged.
25. Jeans with holes above the knee will not be acceptable.
26. The staff and administration of ExCEL will make the final decision about whether attire is appropriate or not. If clothing is deemed inappropriate, students will be offered clothing from our clothing closet, so they may change.
27. If a student refuses to wear appropriate clothing, the parent will be notified and given the option to bring appropriate clothing for their student.
28. Students who refuse to dress appropriately will have the potential to be sent home or spend their day in IIP.

NO PDA

This consists of holding hands, hugging, kissing, or any other form of touching. This will not be tolerated and there will be consequences. This extends to more than just romantic relationships. Students are expected to keep their hands to themselves.

Hygiene

Shower facilities are available, and students may request to use the shower if needed. Students that are obviously dirty or have a pervasive offensive odor will also be given the opportunity to shower.

Any student that continually displays improper hygiene or poses a risk to the health and safety of others due to fecal contamination may be placed in an alternate setting within the building.

Items Not Allowed at ExCEL

Students who bring in any of the items listed below will be required to turn them in upon arrival. Items will be stored in a locked area throughout the day. Staff will return items to students at the dismissal time. The list is not all-inclusive, and the administration retains the right to confiscate items that are considered to be disruptive to the learning environment.

1. No weapons of any kind (bladed, projectile, incendiary, explosive, etc.) are allowed in the school, on the bus, or on school property at any time.
2. Mobile music/video devices.
3. Elementary students may use backpacks, however junior and senior high school students should not carry backpacks.
4. Cellular phones (active and de-activated) tablets, are not allowed and must be turned in prior to being checked in. They will be held until the student's bus is called again in the afternoon.
5. Hand-held electronic games or toys are not allowed unless granted special permission by staff as part of a behavior management reward.
6. No device with Wi-Fi capability is allowed in the classroom and will be checked in upon entering the building.
7. Apple watches (or Apple-like-watches/smart watches), Garmin or Fitbit Devices.
8. No laser pointers are allowed in the building.
9. Cough drops/over-the-counter medications must be placed in the office and dispensed only with the principal/designee's permission provided they are accompanied by a note from parent/guardian and proper documentation by a medical professional.
10. Candy/gum is not to be brought into the school. These items can be given as incentives by the school.

11. No personal headphones, AirPods, or earbuds will be allowed past the check-in point, they need to be checked in and placed in the bag upon entry..
12. Students may not carry more than \$20.00 to school each day. Parent(s) will be required to pick up any excess funds over the \$20.00 limit.
13. ExCEL School is not responsible for lost, stolen, or broken items.
14. **NO** toy items or sports equipment including stuffed animals or Pokemon cards should be brought into the school.
15. **NO** markers, pens, or mechanical pencils (All listed supplies are to be brought in during the first week of class)
16. If a student is caught trying to sneak a phone or any contraband past check-in the item will be confiscated, and it will be up to the parent to come and pick the item up, the item will **NOT** be returned to the student. The student will also have consequences that will be determined by the administration.
17. Confiscated items will be returned to families at the principal/designee's discretion.

BULLYING POLICY

Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important goal of ExCEL School.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, the status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events and activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by HSCSED #801 or school if the bullying causes a substantial disruption to the educational process or orderly operation of the school. This item (#4) applies only when administration or staff receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution of electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

ExCEL School shall develop and maintain a program that:

1. Fully implements and enforces each of the following policies:
 - a. Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.
 - b. Student Discipline. This prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
 - c. Restrictions on Publications. This prohibits students from accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes a substantial disruption to school operations or interferes with the rights of other students or staff members.
 - d. This states that the use of ExCEL's electronic networks is limited to support of education and/or research or legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating ExCEL's Authorization of Electronic Network Access.

Full implementation of the above policies includes conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, providing each student who violates one or more of these policies with appropriate consequences and remedial action, and protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction.
4. Fully informs staff of ExCEL's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes communicating ExCEL's expectation-and the State law requirement – that teachers and other certified employees maintain discipline and establishing a process for staff

- members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
 6. Actively involves students' parents/guardians in the remediation of the behavior of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
 7. Communicates ExCEL's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
 8. Annually communicates this policy to students and their parents/guardians.
 9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures, and reports the results of this assessment to the HSCSED Board.
 10. Complies with State and federal law.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 Article 1 of Ill. Constitution.

Any ExCEL student who is found to be involved in bullying will receive disciplinary action from the administration.

Field Trips

Field trips will be scheduled periodically throughout the school year. Student participation is a privilege that must be earned. Staff maintains the authority to determine who will participate in each trip. Participation will be dependent upon, but not limited to, the student's age, the nature of the field trip, behavior, attendance, and academic standing. Students who do not earn the ability to participate in field trips are expected to attend school on the day of the trip. Students who remain at ExCEL will participate in a regular day of educational activities.

Behavior Management Plan

Fundamental elements of ExCEL School are that students learn to take responsibility for their actions; improve behavioral choices, and accept and access professional support as needed in these areas. All behavioral interventions are designed to reward students for positive choices and provide carry-over learning for generalization to other settings. The least restrictive intervention necessary to meet the particular behavioral situation is employed.

A key component of treatment at ExCEL is parental involvement. Parents and legal guardians are major partners in treatment and important members of their child's

treatment teams. ExCEL will involve parents and legal guardians in behavior management decisions and provide frequent communication with the home. Different levels of social work involvement will be offered and individualized to meet the student's and the parent/guardian's needs.

Elementary students will use a modified version of the following plan. Elementary staff will provide more information as needed regarding the modified Level Plan.

PLEASE NOTE: The privileges contained herein are not rights and are subject to student behaviors/attitudes regardless of level. The privileges listed below are general guidelines and may vary from floor to floor.

ExCEL Level Program

Level One

Time: 5 Days

Students drop 5 days after 3 zero days within a 5-day period

Required Signatures: 36 on partial/shortened days use 75% of signatures earned

Expectations: Students will know the program and rules; students will follow rules and be able to restate such to staff.

Privileges: Restroom breaks (supervised), lunch with the group.

Level Two

Time: 5 Days

Students drop 5 days after 3 zero days within a 5-day period

Required Signatures: 38 on partial/shortened days use 79% of signatures earned

Expectations: Students will know the program and rules, students will follow rules and be able to restate such to staff, and students will know and be able to restate one pro-social skill.

Privileges: Restroom breaks (supervised), lunch with the group, purchase seat activity during 7th period, purchases Friday activity (in the room)

Level Three

Time: 10 Days

Students drop 10 days after 3 zero days within a 5-day period

Required Signatures: 40 on partial/shortened days use 83% of signatures earned

Expectations: Students will maintain knowledge of the program and program rules; students will follow rules and be able to restate such to staff, students will know and be able to restate two pro-social skills.

Privileges: Restroom breaks (supervised), lunch with the group, purchase seat activity 7th period, computer time purchase, partnered activity purchase, participate in extracurricular activities at home school (not including dances or social activities)

Level Four

Time: 10 days

Students drop 10 days after 3 zero days within a 5-day period

Required Signatures: 42 on partial/shortened days use 87% of signatures earned

Expectations: Maintain knowledge of program and program rules, students will follow rules and be able to restate such to staff; students will know and be able to restate 3 pro-social skills.

Privileges: Lunch with the group, extra bathroom break (supervised), purchase 7th pd.

Activity, computer time purchase, alternate activity purchase, computer music time purchase, soda/snack purchase (your day), Friday activity purchase (gym), participate in extracurricular activities at home school including dances or social activities, participate in school outings.

Level Five

Time: 10 days

Students drop 10 days after 3 zero days within a 5-day period

Required Signatures: 44 on partial/shortened days use 91% of signatures earned

Expectations: Maintain knowledge of program and program rules, students will follow rules and be able to restate such to staff, students will know and be able to restate 4 pro-social skills, before completion of level five students will meet with staff to demonstrate why they are able to move to level six.

Privileges: lunch with the group, unsupervised restroom breaks, purchase 7th-period activity, computer time purchase, alternate activity purchase, computer music purchase, soda snack purchase (your day), Friday activity purchase (gym), participation in outings, drop grade purchase, eligible for student council, visit the home school (if applicable), upon completion of level lunch out with a staff

Level Six

Time: Unlimited

Students drop 10 days after a failure to earn 10 signatures total during any five consecutive days.

Required Signatures: 46 on partial/shortened days use 95% of signatures earned

Expectations: Maintain knowledge of program and program rules, students will follow rules and be able to restate such to staff, students will know and be able to restate, as well as demonstrate 5 pro-social skills, meet with staff to explain why on level 6, and why they should be considered for return to home school, if they would want to transition back.

Privileges: Lunch with the group, restroom breaks (unsupervised), banking of tickets, purchase 7th pd. Activity, computer time purchase, alternate activity purchase, computer music time purchase, Friday activity (gym), soda/snack purchase (assigned day), drop of grade purchase, participate in outings, eligible for student council, the student may bring money on Friday for purchase of lunch from the community (\$10.00 max)

Reintegration Process

The reintegration process may entail several phases to insure the student's success. Program changes will be considered at the beginning of each semester but will not be implemented until an IEP review and revision have been made. ExCEL will serve as a resource and support component for both the student and their new teachers. Resource and support will remain available for the home school. Follow-up contact will be made periodically with the student. If at any time during the reintegration process, the student begins to exhibit behaviors that may lead to failure, support services may be increased. Should the student's behavior become such that he/she is not being successful at their home school, it may be determined by the IEP team that the student return to ExCEL.

School Resource Officers (SRO)

SROs will work at ExCEL. The SROs are duly authorized members of the law enforcement community. They help provide services to our students and staff. The officers also provide security for our students and staff. The SROs have jurisdiction within our school and may make arrests if necessary.

Reflection Room

The reflection room is an isolated setting in which the student will be supervised by a staff member and given the opportunity to identify the negative behavior, determine what caused it, and develop a strategy to assist in exhibiting an alternative behavior under similar circumstances in the future. The reflection room is an integral component of the behavior management plan at ExCEL.

A student may use the reflection room in 2 different circumstances:

- 1) A student requests to take a self. The self, should not be over 10 minutes in length, however, if the student continues to be in emotional distress that time could be extended. A self allows the student to advocate for themselves that they need a break from the educational setting to get themselves mentally and emotionally prepared to be successful in the classroom. Staff may determine when and where self-reflections may be taken.
- 2) If a student is exhibiting behaviors that could be considered dangerous or detrimental to the learning environment a student may be directed to the reflection room by staff. The door to the reflection room should remain open unless the student is presenting behaviors that the staff interpret as threatening. At that time staff may shut the door, and it would be considered an isolated time out. In both of these scenarios, the staff needs to complete a physical restraint/time-out form and file it along with a copy of the chart with the building administrator.

In order for the student to rejoin the class, he/she must actively participate in the reflection process. This process includes identifying either verbally or in written form the behavior(s) for which the student was initially warned, what caused that behavior, and identifying alternative behaviors for that situation. In addition, the student must display to

staff that he/she is in control of their emotions and able to continue successfully in the classroom through a staff-student dialogue.

The staff at ExCEL understands that the reflection room can be an emotional process for a student and will do everything to assist the student through the process while maintaining the student's dignity.

Non-Violent Physical Crisis Intervention

All staff members of ExCEL are trained in Non-Violent Physical Crisis Intervention through the Crisis Prevention Institute in Milwaukee, Wisconsin. Staff training in these procedures takes place throughout the school year. The Area Administrator is a qualified instructor, trained by the Institute. Any parent/guardian requesting additional information or literature about Non-Violent Physical Crisis Intervention may contact the principal/program supervisor.

Non-Violent Physical Crisis Intervention is a method of identifying potential crisis situations in students, intervening in an effort to de-escalate the situation, and if necessary using physical restraint to ensure the care, welfare, safety, and security of all students and staff. Physical control procedures are used only when the student is judged by the available staff to be, 1) a physical danger to him/herself, or 2) a physical danger to other people.

Each time a physical control procedure is used, a physical restraint report will be written to include in the student's file, stating the antecedent behavior, the behavior, and the control technique used. In addition, the treatment team will discuss each incident of physical control as soon as possible after the incident. A report will be sent to parents/guardians. No type of mechanical restraint, or inhibiting device will be used at ExCEL.