Student Discipline Policy

Attendance

Daily attendance is essential to student success. Due to the accelerated pace of classes at the Excel Center, students who miss too much class time may need to retake courses in order to successfully complete them. Excessive tardiness or absences harm students by delaying the achievement of their educational goals.

Expectations

- Students should be present and arrive on time for each scheduled class.
- If tardiness or absence is unavoidable, the student must contact his or her life coach and instructor. *Absent students will be contacted by text, phone call, and/or email.*
- Students must see their life coach for a pass before returning to class when they are tardy.

Active Student Policy and Withdrawing From School

To effectively fulfill Excel's mission of assisting students toward earning their high school diploma and preparing the for the next steps, students must consistently make progress toward their academic goals. However, The Excel Center recognizes that life challenges can cause disruptions to a student's education. If at any time a student's progression towards graduation is interrupted, there is a policy in place in which they withdraw.

As an active student, students can be withdrawn from The Excel Center by one of the following options/circumstances:

- Submit an official withdrawal form to a school official (ex: life coach, teacher)
- Communicate to a school official via phone, email, text, social media, etc., to have a withdrawal form submitted on the student's behalf.
- By default, after 16 absences a withdrawal form will be submitted on the student's behalf by a school official

By signing the Student Handbook Contract, students acknowledge and agree that they have read and understand the above options/circumstances as an active student, and consent for a withdrawal form to be submitted on your (student's) behalf under said circumstances.

Code of Conduct

The purpose of the Student Code of Conduct is to provide fair and reasonable rules and procedures to promote student development and to ensure that students engage in conduct that supports a productive learning environment for themselves and others. If a student chooses to engage in behaviors that interfere with the education of students, he or she may be immediately dismissed from the Excel Center temporarily or permanently.

The table below outlines examples of *unacceptable behaviors* in the areas of attendance, use of technology, dress code, and respect.

Attendance

- Persistent or excessive absences or tardiness
- Absence without a valid reason
- Tardiness without contacting the instructor and life coach in advance
- Leaving the classroom without permission

Use of Technology

- Talking on the phone or texting during class
- Failing to set phone to silent or vibrate during class

Dress Code

- Clothing that reveals the breasts, midriff, or butt area
- Attire that is not neat, clean, or appropriate for school

Respect

- Any behavior that is disruptive to the orderly process of classroom instruction
- Language that may be offensive to others (cursing, profanity, racial slurs, etc.)
- Refusal to actively participate in class activities or complete assigned tasks
- Persistent defiance to the requests and guidance of school staff

Other unacceptable behaviors include but are not limited to:

- Threats, bullying, or intimidation
- Physical harm to self or others (including fighting)
- Bringing, using, or possessing a weapon
- Possession or use of a drug, controlled substance, or alcohol
- Assault
- Theft or robbery
- Cheating or plagiarism

Acceptable Use of Technology

The primary purpose of using the Internet at school is the promotion of educational excellence through increased access to information and innovative instruction. Student access to the networked resources is a privilege, not a right. Students will be expected to use the resources for the educational purposes for which they are provided. Just as they are responsible for good behavior in the classroom, students are expected to show the same type of consideration while using the Internet.

It is not possible to set a complete set of rules about what is, and what is not, acceptable. All use however should be consistent with the school ethos and code of conduct. The following list provides some prohibited activity that must be observed at The Excel Center:

- Internet access through the Excel Center may not be used for illegal purposes; in support of illegal activities; or for the transmission, viewing, or downloading of threatening or harassing material or information that would be abusive, profane, or sexually offensive to an average person, and spreading of computer viruses, malware or spam.
- No use of Internet access through the Excel Center may serve to disrupt its use by other individuals or connecting networks.
- Use of the Internet through the Excel Center must respect the privacy and intellectual property of others, including copyright and license agreements.

- If established guidelines for use of the network are violated, a user's privileges may be terminated, and disciplinary action may be taken consistent with the code of student conduct.
- Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override any firewalls or filters established on the network is prohibited
- Attempting to harm, modify, or destroy data of another user, or any school equipment is prohibited.
- Use of Internet access through the Excel Center for commercial or political purposes is prohibited.
- Students under reasonable suspicion of misuse in terms of time, activity or content may have their usage closely monitored or have their past use investigated.
- Students should not reveal any personal information (e.g. home address, telephone number) about themselves or other users over the network for their personal security.
- Students will not share their login details (including passwords) with anyone else. Likewise, students will never use another person's username and password.
- Students will log off after my network session has finished. If a student finds an unattended machine logged on under other users username they will not continue using the machine – they will log it off immediately.
- Use of personal devices should be limited to educational use in the classroom. Any use of personal devices to invade another person's privacy is prohibited.
- Students will report any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable to the Network Manager.

Disciplinary Action

The purpose of disciplinary action at the Excel Center is to ensure that both individual students and the school community remain focused on growth and learning. Depending on the nature of the infraction and the student's past performance, any or all of the following consequences may be appropriate:

- Warning, oral or written
    - Immediate resolution of the problem or issue is expected.
- Participation in instructional program
    - A student may be expected to attend a course such as anger management, conflict resolution, peer mediation, or stress reduction; participate in group or individual counseling; or attend other programs intended to redirect the student's perceptions and behavior.
- Remuneration
    - A student may be expected to perform service to correct or repair any damages or harm which may have resulted from the student's behavior.

Expulsion

After a proper investigation and hearing, a student may be expelled when his or her behavior renders it appropriate. Poor attendance or repeated offenses can lead to expulsion.

When the school director or designee makes a recommendation for expulsion of students, the school director or designee may suspend the students until the conclusion of expulsion proceedings. This may

occur if the school director believes that the students must be suspended immediately to prevent or substantially reduce the risk of:

- Interference with an educational function or school purposes
- A physical injury to themselves, other students, school employees, or visitors to the school

Expulsion is mandatory for:

- Bringing, using, or possessing a weapon on school grounds. Expulsion from school for a period of not less than one year shall be mandated for a student who is determined to have brought a firearm to school, except that the hearing officer or School Director may modify the expulsion order on a case-by-case basis
- Theft or robbery as defined in Indiana code
- Commission of an act, which, if committed by an adult, would be first- or second-degree assault as defined in Indiana code
- The possession of a drug or controlled substance as defined in Indiana code
- Threats, bullying, and intimidation will not be tolerated at school or in connection with students, families, and staff of The Excel Center. Students will be subject to expulsion for verified acts which threaten, bully or intimidate others.
- Fighting will not be tolerated at school. A student who physically strikes another individual will be subject to expulsion.

Progressive Discipline Standard Operating Procedures

Purpose

- To assist the student in understanding that a performance problem and opportunity for improvement exists
- To assist the student in overcoming performance problems and satisfy Center expectations
- To prepare students for conduct that is expected in the workplace
- To provide students with opportunities for due process in disciplinary actions

Progressive Discipline Steps Counseling / Restatement of Expectations

Counseling by the coach is the initial step to mentor or modify performance

- Meet with the student and affirm expectations regarding performance.
- Discuss the performance deficit or behavioral concern.
- Provide a timeline and resources for improvement.
- Report consequences for no improvement.
- Document in student file.

Verbal Reprimand

After an investigation, follow the procedure outlined above for the counseling process. Discuss previous informal efforts and the current warning.

Written Reprimand

At this time, the coach or instructor may want to consult the director. After an investigation, follow the procedure outlined above for the counseling process, with the exception of providing documentation to the staff person in the letter of reprimand. The letter should outline previous informal efforts and the current problem. Tools such as attendance improvement plans, behavior improvement plans and performance improvement plans can be used at this stage. These plans can be used at increments of 30,

60 and 90 days. Send copies of the signed letter and improvement plan to appropriate staff and to the student file. Student may be referred for a hearing after two written reprimands.

Short Suspension (or equivalent)
Fully investigate the concern, followed by discussion with the student. Summarize previous progressive discipline and the current problem, and specify the timeframe for suspension in writing. Identify further discipline and possible termination as a potential consequence for not meeting and maintaining standards for improvement. Provide copies as for the written reprimand. Student must have a hearing before returning to the Center. Record of progressive discipline must be submitted to the panel of staff/students sitting in on the hearing.

Long Suspension (or equivalent)
Fully investigate the concern, followed by discussion with the student. Summarize previous progressive discipline and the current problem, and specify the timeframe for suspension in writing. Identify further discipline and possible termination as a potential consequence for not meeting and maintaining standards for improvement. Provide copies as for the written reprimand. Student must have a hearing before returning to the Center. Record of progressive discipline must be submitted to the panel of staff/students sitting in on the hearing.

Expulsion
Expulsion may be necessary when discipline is not successful in improving performance. The life coach and/or instructor should review the performance history and record of progressive discipline with the director. Schedule a final meeting to include the life coach and/or instructor, director and the student at which a letter of expulsion is provided. If necessary, the expulsion notice may be sent via certified mail. Provide copies as for previous disciplinary measures.

Hearings
Hearings should consist of two staff who are responsible for determining guilt or innocence. They make recommendations for retention or expulsion to the director. They can impose additional consequences/sanctions. The panel of staff will provide documentation of the hearing explaining the appeal process.

Appeals
Students have the right to appeal recommendations made by the panel. An appeal must be made within 30 days of the hearing to the director. The decision of the director is final and may not be appealed to the board.

Discipline with Students with Disabilities
In instances where students are over the age of 21, The Excel Center will not need to continue to make progress on IEP (which does not serve students over age 21) goals for students who are expelled and will not need to contract services for students who are expelled.

Nevertheless, The Excel Center is aware that for students under age 21 who have IEPs, the following procedures will be used:

1. The student with a disability who violates the code of conduct may be removed from his or her current placement to an appropriate interim alternative educational setting (IAES), another setting, or suspension, for not more than 10 consecutive school days to the extent those alternatives are applied to student's without disabilities.

2. School personnel may remove the student with a disability who violates the code of conduct from his or her current placement for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct as long as those removals do not constitute a Change of Placement.

School personnel may apply the relevant disciplinary procedures to students with disabilities in the same manner and for the same duration as the procedures that would be applied to students without disabilities, if:

- In the Manifestation Determination review, the behavior that gave rise to the violation of the code of conduct is determined not to be a manifestation of the student's disability; Services during Periods of Removal are provided to the student; and Notification of a Change of Placement is given to the student's parents.

School personnel must provide the parents of the student removed to a disciplinary alternative education program with written notice of the school's obligation to provide the student with an opportunity to complete coursework required for graduation that: Includes information regarding all methods available for completing the coursework; and States that the methods available for completing the coursework are available at no cost to the student. School personnel may remove the student to an IAES without regard to whether the behavior is determined to be a manifestation of the student's disability, if: There are SPECIAL CIRCUMSTANCES; and the removal is for not more than 45 days.