

# Excel High School

*“A Campus of Choice”*

## Parent & Student Resource Packet 2007-2008

Manor Independent School District  
600 East Parsons  
Manor, TX 78653  
(512) 278-4075  
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## ***PREFACE***

### **Notice to all Students and Parents**

The following student resource packet is an addendum to the *Manor ISD Student Handbook* for the 2007-2008 school year. All rules and policies contained herein are in addition to those stated in the district-wide handbook mentioned above.

Along with other important documents at the end of the resource packet, you will find a page acknowledging that you have read the handbook and packet. It requires your signature and needs to be returned to Excel High School. If you have any questions related to either the resource packet or the handbook, please contact Mr. Tony Bonilla, Principal, Excel High School at 278-4075.

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## ***WHAT IS A COMPETENCY-BASED HIGH SCHOOL?***

A competency-based high school is a new and innovative concept in education. Manor Independent School District's competency-based high school provides all the required courses for a diploma.

Successful completion of courses is based on exhibiting competence in the subject areas through completion of lessons and testing. The school is designed to provide an encouraging, positive climate for students who have experienced limited success in a traditional high school.

It is important that all parties know that attending the competency-based high school is a privilege. It is a second chance for a student to stay in school and receive a high school diploma. If a student is not regularly attending class, is truant, or if the student is not ready for the individual responsibility that he/she is required to perform, the student may be dropped from the school and/or can be sent back to Manor High School

## ***Mission Statement***

Excel High School is a non traditional drop out and recovery alternative school which provides a caring and positive learning environment for all at-risk students. Students will be able to graduate and become successful and productive citizens in the community.

## ***I. ACADEMICS***

### ***A. Materials***

Textbooks, computer equipment, computer software and materials are valuable commodities. Please show “pride in ownership” and “respect for property” by taking care of items that belong to Excel. Student will reimburse the school for any lost or damaged materials.

### ***B. Monitoring Progress***

Excel’s programs are based on the self-study concept. Self-study replaces the traditional classroom structure. Students receive individualized instruction and guidance and are required to show progress on an accelerated basis. A student must be able to earn at least 3 1/2 credits per semester. Failure to meet these guidelines may result in loss of Excel student status.

### ***C. Requirements***

The Excel program requires a minimum of 70% mastery of all subjects, and emphasizes student’s responsibility for learning.

### ***D. Academic Dishonesty***

Students found to have engaged in any academic dishonesty will be subject to disciplinary penalties, as well as academic penalties.

Plagiarism is the use of another person’s original ideas or writing as one’s own without giving credit to the true author. Plagiarism will be considered cheating, and the student will be subject to academic disciplinary action that includes loss of credit for the work in question and from one to three days of ISS. Students will be given another assignment to complete.

***Students must complete at least 3.5 credits every semester. Failure to complete requirements will result in possible removal from the Excel program.***

## ***II. ADMISSION***

### ***A. Application***

All candidates for Excel enrollment are required to complete an application and an entrance assessment exam. An orientation will be scheduled for accepted applicants. It is designed to explain Excel's program and opportunities, clarify expectations, and develop successful habits. Candidates for enrollment should demonstrate commitment to their education as well as to other Excel opportunities.

### ***B. Requirements***

Certain requirements must be met for students to be eligible for admission to the program. Individuals must:

- Live in the district
- Be between the ages of 16 & 21
- Be one or more years behind academically
- Must have a minimum of 6 credits
- Special circumstances

Students may enter school or graduate at any time during the school year.

## ***III. ATTENDANCE***

The parent or guardian must call when a student will not be attending school (office 278-4075). If a student is not in attendance, the parent will be contacted. **Students with continual attendance and/or tardy problems who miss three (3) days or parts of days of school will be sent a letter about their attendance problem. Another absence (unexcused) may result in the student being taken to Court or may be dismissed from the Excel program.** Students are also expected to clock in and out as proof of attendance each day. School hours are Monday through Friday

Morning students: 7:45 - 12:00  
Afternoon students 12:00 – 4:15

When a student has a doctor or court appointment, the student must attend school some portion of the day and verify the appointment with a note from the doctor or court official in order not to be counted absent.

#### ***IV. COMPLAINTS or CONCERNS***

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person with whom you have a complaint.
2. If the problem still exists, contact the principal.
3. If still unresolved, you may contact the superintendent.

#### ***V. COMPUTERS***

Students may not alter, add or delete any program on any computer.

Internet use is for educational purposes only. Persistent misuse will result in MAP placement. See also Computer/Technology Agreement

#### ***VI. CONDUCT***

##### ***A. Respect for Self and Others***

All students and staff members will be treated with dignity and respect without regard for race, creed, color, gender, age, educational level, or economic background.

##### ***B. Serious Offenses***

***Excel students will not engage in, use, possesses or exhibit:***

- Alcohol, drugs or tobacco products
- Violence against a fellow student or staff member, lewdness, hazing, assault, murder
- Property damage, arson
- Harassment, pornographic materials, indecency or sexual assault
- Glue, aerosol paint or volatile chemicals
- A firearm as defined by Texas Penal Code
- An illegal knife as defined by Texas Penal Code or by local policy
- A club as defined by Texas Penal Code
- A prohibited weapon as listed in Texas Penal Code

Students must immediately inform the staff or principal if any of the above offenses occurs. Engaging in any of the above will result in consequences ranging from suspension to expulsion from Excel and/or placement at JJAEP (hearings will be scheduled). The final decisions will be made by the principal who will inform the superintendent, staff, parents and student.

**This is a tobacco free/smoke free facility.** This policy also applies to the surrounding grounds, parking area and any school function held on or off campus.

## ***VII. DRESS CODE***

Students will refrain from wearing clothing with inappropriate symbols and/or messages. (See also: District Handbook)

Dresses, skirts and shorts, must be at least as long as the length of your longest finger. Midriffs must be covered. See-through clothing, spaghetti straps, muscle shirts and halter-tops are prohibited.

## ***VIII. GRADUATION***

### ***A. Ceremony***

A graduation ceremony is held once a year. If you wish to graduate from any other school, you must transfer prior to your last semester.

### ***B. Requirements***

- 22 Academic Credits
- Mastery of TAKS
- Graduation Plan
- Other provisions unique to Excel and/or the individual

## ***IX. MEALS***

### ***A. Breakfast/Lunch***

Breakfast is provided free for all Excel students before 7:45. Lunch will also be provided, at student cost and must be consumed in the cafeteria or an authorized area. Lunch will start at 12:00.

### ***B. Food and drinks***

No food or drinks are allowed in the classroom.

A soda vending machine is located in the student break room. Drinks must be consumed in authorized areas only during break times.

## ***X. SERVICES***

We provide access to services such as childcare, and counseling.

## ***XI. SEXUAL HARASSMENT***

Sexual harassment will not be tolerated. If you feel as if you are being sexually harassed, please notify the principal or counselor immediately.

## ***XII. TELEPHONE***

### ***Cell/mobile phones***

If a student has possession of a cell or mobile phone, it must be turned off. It may be used outside or in the student break room.

In case of an emergency and the cell phone must be left on, the student must let the teacher know why he/she is expecting a call. (ex. sick child)

## ***XIII. TRANSPORTATION***

Parking is available on campus. Students must register their vehicles or any vehicles they may be driving to campus with the school secretary.

Students must not return to their private vehicle between arrival and dismissal times without permission.

## ***XIV. VISITORS***

All visitors must report to the office.

**MANOR ISD HEALTH SERVICES**

***PERMISSION TO ADMINISTER MEDICATION AT SCHOOL***

Student \_\_\_\_\_  
D.O.B. \_\_\_\_\_ Campus \_\_\_\_\_ Grade \_\_\_\_\_  
Parents Name \_\_\_\_\_  
Address \_\_\_\_\_  
Emergency Contact Numbers \_\_\_\_\_

***TO BE COMPLETED BY PARENTS  
FOR OVER-THE-COUNTER AND PRESCRIBED MEDICATIONS***

Name of Medication \_\_\_\_\_  
Form of Medication/Treatment \_\_\_\_\_  
Schedule, Dose and Method of Administration \_\_\_\_\_  
Allergic reaction to any medicine(s)? yes / no  
If yes, what medicine(s)? \_\_\_\_\_  
Describe Reaction(s) \_\_\_\_\_  
Date of Request \_\_\_\_\_ Date of Termination \_\_\_\_\_

Family Physician \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

I (We) the undersigned, the parents or guardians of \_\_\_\_\_

\_\_\_\_\_ request that the above medication be administered to our child.

Parent's Signature \_\_\_\_\_

***Students under the age of 18 are required to have parent/guardian signature(s) and/or permission when necessary.***

**Signatures for Student Handbook**

Student Name \_\_\_\_\_

I understand that I am responsible for abiding by the policies of the *Excel Student Handbook*. I have read and understand the contents of the handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I understand that my child is responsible for abiding by the policies of the *Excel Student Handbook*. I have read and understand the contents of the handbook.

Regarding student records, I understand that certain information about my child is considered directory information and may be released by the District to anyone who requests it unless I object within ten days of the time this handbook was issued to my child. This information about my child **may or may not** be released.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date