

**EXCEL TECC**

**POLICIES &  
PROCEDURES**

***APPROVED By Consortium Superintendents and Mayfield Board of  
Education***

**August 29, 2012**

***\*Reviewed and revised annually***

## **Who We Are**

Excel TECC is a career technical consortium serving the ten school districts of Aurora, Beachwood, Chagrin Falls, Mayfield, Orange, Richmond Heights, Solon, South Euclid Lyndhurst, West Geauga, and Willoughby-Eastlake offering twenty-two unique programs. Excel TECC's primary objective is to prepare students to enter a two or four year college, a two year technical school or the career of their choosing. Excel TECC serves over 1000 students with programs located throughout our districts as well as the Mayfield Innovation Center, Gates Mills Environmental Education Center, Auburn Career Center, Holden Arboretum, and Cleveland Botanical Gardens. Students in Excel TECC programs are eligible to receive college credit upon successful completion of their program according to Tech Prep standards and may receive anywhere from one to thirty college credits.

Our mission at Excel TECC is: Empower success, Engage career skills, Encourage responsible citizenship...Developing leaders today for the careers of tomorrow. Our programs set high standards and expectations for students to prepare them to leave high school with the skill set necessary to be successful.

## **Purpose of Policies and Procedures**

This document shall serve as a uniform manual for all member schools and their administration, guidance counselors and teachers in the areas of admittance, attendance, guaranteed slots, discipline, fees, Tech Prep credits, transfers, and withdrawal from programs.

Excel TECC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups
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### A. Admittance

Admittance to Excel TECC programs shall be limited to students from Aurora, Beachwood, Brush, Chagrin Falls, Orange, Mayfield, Richmond Heights, Solon, West Geauga and Willoughby-Eastlake. By program start date, student must have completed coursework required for junior status at their home school, including seven (7) credits with a mandatory two (2) credits each earned in English and Mathematics. Below is a tentative timeline of the admittance procedures for Excel TECC:

- October/November: Excel TECC visits member schools 10<sup>th</sup> grade classes for presentations and mailings are sent to consortium 10<sup>th</sup> grade homes.
- Early December: Opportunity Night World Tour – students and parents will have opportunities to visit the CTE program they are interested in during various evening open houses. Please note: For LPN—the ACT work keys must be taken prior to any interview
- December/January: Students apply on Enroll Track on-line
- Early January: Excel TECC Administration will begin seating students in programs.
- February: Students that are accepted must confirm their seat by the deadline (date varies from year to year)
- Late May/Early June: Orientation Day (may vary depending on program)

**Transfer students:** When a new career technical student transfers to an Excel TECC consortium school every effort will be made to transition the student to their respective program provided there is space. Excel TECC does not guarantee that a student will maintain their enrollment in a Technical Education program.

**Guaranteed Slots:** One mission of Excel TECC is to have all consortium schools represented in all programs and to offer all districts equal access to career technical opportunities. Each school shall be allotted a certain number of guaranteed slots based on their 9-12 grade student enrollment and what percentage of the total ten-district consortium population that equals. Students considered for guaranteed slots must also meet program eligibility criteria. The slots will vary from program to program.

## **B. Attendance**

The Excel TECC programs have a 15 day absence limit for each school year which means that students who reach 15 days absence may lose credit for the course. Students are expected to fulfill their home school obligations outside of the scheduled class time. When the school where the career technical program is housed is in session, students must attend classes – regardless of whether or not the home school is in session. An exception to this rule is if the home school is closed due to inclement weather. Career Technical Program teachers will honor the home school exam schedule; however the parent must call to report the absence on the days that the student will not be attending due to taking exams. In addition, absences due to state mandated Ohio Graduation Tests will not be counted against the student.

If a student is absent 5 days, the program teacher will notify the parent and home school guidance counselor that the student is at risk of reaching the allowable days missed. Upon 10 absences, the program teacher will notify the parent, home school guidance counselor and Excel TECC Administration at which point a parent conference may be scheduled. If a student reaches 15 total absences excused or unexcused a parent conference with administration will be scheduled and, he/she may be terminated from the program and credit may be withheld. If there are extenuating medical circumstances regarding absences, a parent may request a meeting with administration and also provide medical documentation for the absences.

If for some reason a student will not be in class, the parent/guardian shall contact the bus transportation supervisor at the home school, as well as the attendance secretaries at the student's home school and career technical program school. Otherwise the absence is considered unexcused.

Attendance requirements may differ slightly for clock-hour programs that are governed by state agencies. In addition, please note that there may be some additional attendance requirements that students must comply with based on the district policies of which the Excel TECC program is housed

## **Tardiness**

Attendance will be promptly taken at the beginning of the start of the program. If a student develops a pattern of being tardy at a rate that would quickly violate the attendance policy, the student may be subject to an attendance hearing to address the tardiness. Attendance questions can be directed to the attendance office at 440-995-6765, the Director at 440-995-6751 or the program school's attendance office (may vary)

**All students and parents/guardians will sign off on the Excel TECC attendance policy (Appendix A)**

## **C. Withdrawal**

Acceptance into a two-year program carries an expectation that the student will complete the full curriculum. However, Excel TECC understands that extenuating circumstances may cause a student to have to withdraw from their program. We encourage students to consider all possible options and only withdraw from their respective program as a final alternative. In order to withdraw, a conference must be held with the student and parent/guardian, home school and Excel TECC guidance counselors, program instructor and VOSE (if applicable). No student will be withdrawn without a conference and the appropriate google form completed. Every attempt should be made to hold a conference. In the event that it is not possible to have all the aforementioned parties together for a conference, the withdrawal form must still be completed and submitted to the Excel TECC office. Please note that if a student chooses to withdraw from their respective program, it could affect their graduation and scheduling at their home school.

#### **D. Discipline**

Excel TECC's philosophy of discipline is to maintain a safe and orderly school and classroom environment in collaboration with all hosting schools and colleges. All Excel TECC students shall comply with the host school's student code of conduct. For example, a student in the Culinary Arts program shall comply with the Beachwood High School student code of conduct. For Excel TECC programs located at Auburn Career Center, Holden Arboretum, or other off site locations, students will comply with Mayfield High School student code of conduct as well as any policies of the aforementioned institutions. In the event that a student violates rules in a student code of conduct, it shall be up to the host school to administer discipline and provide due process. In all cases of discipline, the Excel TECC Director and home school attendance secretary shall be notified by phone or email. When a student is suspended (out of school) from their home school, Excel TECC shall honor the suspension and the student does not attend their program during the duration of their out of school suspension. In addition, if a student violates the student code of conduct and is Out of School suspended from their program school, the home school will honor the suspension as well.

#### **E. Fees**

In order to offset cost for materials and supplies, every program in Excel TECC has a program fee associated with acceptance. The program fees are updated and board approved by each hosting district school board. Please note that all fees will be paid directly to your home district.

## **F. College Credits**

Depending on the program and its respective articulation agreement(s), a student has the potential to earn anywhere from 1 to 30 articulated college credits. Please note that there are guidelines that each college has governing rules for earning credits. You may find information on all college credits here:

<http://www.mayfieldschools.org/ClaimCollegeCredit.aspx>

## **G. Miscellaneous**

**Visitation/Shadowing:** Excel TECC does not allow shadowing or visiting of any program for prospective students unless there are extenuating circumstances and accompanied by written permission from the Director, home school administration and parents.

**Switching Programs:** As stated previously, acceptance into a two-year program carries an expectation that the student will complete the full curriculum. No student will be allowed to withdraw from one program and apply to another. In addition, no student may transfer from one program to another. The only exception to this that will be considered is if a student wishes to switch programs within the same career technical pathway code. This can only be considered with teacher and counselor recommendation as well as approval from the Director of Excel TECC.

**Internships/Clinical Placements:** Any Excel TECC student that acquires an internship for their program shall provide their own transportation to and from the site.

## APPENDIX A

### **Excel TECC Program Attendance Policy**

The Excel TECC programs have a 15 day absence limit for each school year which means that students who reach 15 days absence may lose credit for the course. Students are expected to fulfill their home school obligations outside of the scheduled class time. **When the school where the career technical program is housed is in session, students must attend classes – regardless of whether or not the home school is in session.** An exception to this rule is if the home school is closed due to inclement weather. Career Technical Program teachers will honor the home school exam schedule; however the parent must call to report the absence on the days that the student will not be attending due to taking exams. In addition, absences due to state mandated Ohio Graduation Tests will not be counted against the student.

If a student is absent 5 days, the program teacher will notify the parent and home school guidance counselor that the student is at risk of reaching the allowable days missed. Upon 10 absences, the program teacher will notify the parent, home school guidance counselor and Excel TECC Administration at which point a parent conference may be scheduled. If a student reaches 15 total absences excused or unexcused a parent conference with administration will be scheduled and, he/she may be terminated from the program and credit may be withheld. If there are extenuating medical circumstances regarding absences, a parent may request a meeting with administration and also provide medical documentation for the absences.

If for some reason a student will not be in class, the parent/guardian shall contact the bus transportation supervisor at the home school, as well as the attendance secretaries at the student's home school and career technical program school. Otherwise the absence is considered unexcused.

### **Tardiness**

Attendance will be promptly taken at the beginning of the start of the program. If a student develops a pattern of being tardy at a rate that would quickly violate the attendance policy, the student may be subject to an attendance hearing to address the tardiness. Attendance questions can be directed to the attendance office at 440-995-6765 or the Dean of Students at 440-995-6752.

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We have read the information regarding attendance, tardiness and the Completion Certificate for the Career Technical Program. **(Please print legibly)**

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

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

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Program Enrolled In

Junior or Senior

Home School