

## **Los Angeles Council of Black Professional Engineers**

A Non-Profit California Corporation

P.O. BOX 881029

Los Angeles, CA 90009

Web address: [lablackengineers.org](http://lablackengineers.org)

### **The Excell Program's Policies and Procedures**

This document summarizes the policies and key procedures of the Excell Program (Excell).

**REGISTRATION:** Normal registration occurs on the first day of each session. However, for various reasons, many students come to the program in later weeks. Excell welcomes all new students as long as adequate resources are available to help them as well as the students previously enrolled. However, Excell volunteers cannot commit to taking special care, or spending significant extra time to bring late enrollees up to the level of the respective classes.

**REGISTRATION FEES:** The normal fee for each student is indicated on the current Application Form. Discounts are available for siblings of any student enrolled at the normal fee. Excell does not prorate program fees for late enrollees.

**CENTRAL LOCATION:** All teachers and all students must report first to the Administration Room each class day. Classroom locations are subject to change, but schedules showing assigned locations will be available in the Administration Room each week. Parents are asked to use the Administration Room as the designated drop-off and pick-up location for students. Students should remain there until at least one of the assigned volunteer teachers for their respective class is present.

**CLASS SIZE:** Classroom sizes are limited by the number of committed volunteers and the number of facilities made available by the University. In the worst case, students wishing to enroll may be turned away. Those students will be given priority status for the next session, as determined by the program administrators.

**PROPER CLASSES FOR STUDENTS:** A key purpose of the program is to help students improve performances in their current math and science studies. Therefore all students are expected to enroll initially in the same classes taken at their regular schools. Later adjustments may be made as needed and as mutually agreed by the student, parent and volunteer teachers.

**INSTRUCTIONAL MATERIALS:** Excell will provide workbooks and other materials for students in most classes. However, only one such workbook per student will be given each school year.

**ROLES AND RESPONSIBILITIES OF STUDENTS:** Excell intends to treat all students with respect and dignity. In return, students must demonstrate respect for themselves and all others, follow the established rules and take responsibility for his or her actions. Excell expects parents or guardians (parents) to provide guidance to assure students to come to the program dressed in acceptable casual clothing.

**DISCIPLINE:** Discipline will be maintained in the classroom at all times. It is vital that students commit to and cooperate with the procedures of the program and the directions of the volunteers. Profanity is unacceptable in the classrooms. No food may be eaten in the classrooms. Parents are asked to stress the need for students to cooperate, avoid classroom disruptions and generally behave responsibly.

**CLASSROOM DISRUPTIONS AND HINDRANCES:** Willful behavior by any student to disrupt, hinder or avoid class activities is unacceptable. Volunteer teachers are instructed to send any student who disrupts or refuses to cooperate with class activities to the administrative staff for counseling.

**REPORTING TO PARENTS OR GUARDIANS:** Volunteer teachers may contact parents of students about class activities, student progress assignments or special attention needs. Any significant conflict between a student and a volunteer will be reported to the parent by and Excell administrator. Depending upon the seriousness, an administrator also may contact the parent regarding classroom disruptions and discipline issues. If unacceptable behavior by that student continues, the parent will be asked to remove that student from the program.

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**ROLES AND RESPONSIBILITIES OF VOLUNTEERS:** Each classroom will be staffed by one or more volunteers; ideally three volunteers will be assigned to work as a team. Volunteers are responsible for organizing classroom activities and conducting those activities systematically, orderly and in accordance with these Policies and Procedures. As role models, all Volunteers are asked to maintain consistent standards of behavior and show respect for all students, parents and other volunteers. Volunteers should avoid any behavior or language that could be interpreted as disrespectful, abusive or inflammatory. Profanity is unacceptable in the classrooms. Volunteers are asked to notify Excell administrators of any abusive behavior by others. Excell will report any known, or suspected and plausible, incidents of illegal abuse to the proper authorities.

**TARDINESS:** All students are expected to report to each scheduled class at the appropriate time. At the discretion of the volunteer teachers, late student may be excluded from the class; in which case, that student will be directed to the Excell Administration Room, and normally, will remain there for the remainder of that period.

**CHANGING OF CLASSES BETWEEN PERIODS:** All younger students (grade levels 2 through 5) will be escorted to and from their classes by at least one adult (volunteer and/or responsible parent).

**ATTENDANCE:** Normally, Excell acknowledges program participation by student and volunteer at the last day Closing Assembly. However, formal acknowledgements will be given only to those who qualify base on class attendance throughout the session as monitored by the volunteer teachers and administrators.