



# The Excel Center for Adults

## Student Handbook

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## WELCOME

The Excel Center Charter District is a different kind of school from the other schools you've attended. As a student at The Excel Center, you can expect to take responsibility for your learning, receive individual attention from our teachers, and gain guidance from our Success Coaches and staff. Our teachers and staff are here to aid in the progress of your education by setting up a culture where you can rise to the challenge of overseeing your learning....and subsequently, in charge of your own life.

We'd like to share some things students say about our school:

*"I am so grateful for the staff at Excel for lifting me up and believing in me." – Amanda, Graduate*

*"I want to go to college. I want a career. Goodwill has given me hope – now I see what I want to do, where I want to go." – Alberto, Graduate*

*"...It was my goal in my life to someday get my high school diploma. I'm happy!" – Brenda, Graduate*

This handbook contains the basic information you will need throughout the year. If you have questions, please feel free to ask your Success Coach or call the main office at **(512) 531-5500**. Your question will be routed to the correct staff member. We wish all of you a successful year at The Excel Center!

## WHAT IS A CHARTER SCHOOL?

In 1995, the Texas legislature passed a law allowing Charter Schools to exist as educational options to mainstream schools. While still maintaining public school status, Charters differ in that they can develop and use innovative curricula to serve the needs of their students. Like all traditional public schools, Charter Schools are open to the public, accountable to the public, and funded by the public through average daily student attendance. In 2021, the state of Texas adopted legislation to formalize the Adult Charter School High School Program, otherwise known as Texas Education Code Chapter 12, Subchapter G. This law describes the adult charter high school program and wrap-around services. This law was written based on the success of The Excel Center for Adults.

## The Excel Center for Adults

The mission of Goodwill Industries of Central Texas is "Transforming Lives Through the Power of Education and Work." The Excel Center for Adults works toward this mission by meeting students where they are and providing individuals with the opportunity and support to earn a high school diploma and become college and career ready. At the same time, students, ages 18 through 50, will develop career paths in sectors of the local economy that offer high employment and growth opportunity. The school provides a flexible structure and curriculum delivery all day and helps students to develop supportive relationships that allow them to manage work, life, and family responsibilities as they achieve their academic and career goals.

Building on a long history of successful education and work programs, Goodwill was chartered in 2014—the **first** charter school for adults in the state of Texas. As a fully accredited public high school, The Excel Center has maintained a constant focus: to provide students who have dropped out of school, are at risk of dropping out, or are seeking a different way of learning the opportunity to earn a high school diploma. The Excel Center’s goal is to motivate students to complete high school and become productive citizens.

As well as offering educational services, The Excel Center also offers its students job placement assistance, college enrollment assistance, and life and academic counseling. In addition, charter high school students can participate in other Goodwill programs, including co-enrollment in Goodwill's Career and Technology Academy (GCTA). Students ages 18 through 50 living in the Central Texas area are eligible for enrollment.

## THE EXCEL CENTER EDUCATIONAL PHILOSOPHY

### Direct Instruction Classes

The Excel Center believes that our students will be most successful through just-in-time direct instruction. Our instructors work hard to ensure students not only achieve academically but also gain the traits necessary for success in life after The Excel Center. This philosophy results in real-world connections to long-lasting career pathways.

### Excel Center Required Courses and Career Plan

A key component of our charter is full student participation in critical incoming and outgoing courses and Career & Technical Education (CTE) courses. Every student enrolled in The Excel Center is required to take and pass MAPS (Methodology of Academic & Personal Success) and Senior Seminar. These courses are structured in a manner that allows for targeted instruction that focuses on career pathways and success beyond high school. These courses provide instruction in the soft skills necessary for success in future careers.

Every incoming student will be enrolled in a MAPS class for their first term. Incoming students will participate in academic diagnostic testing that will help determine if foundation courses will be needed for English and/or Math. Additionally, all Excel Center students must take and pass at least one CTE course while enrolled at The Excel Center and develop a career plan that includes an industry certification or approved alternative.

## CAREER PATHWAYS & ENDORSEMENTS

Upon enrollment, students will be asked to choose a career pathway. This pathway will be a key focal point during the students’ enrollment at The Excel Center. For students seeking a Foundation plus Endorsement graduation program, they must select an endorsement area and complete the required coursework. These students may also add an enhancement if applicable. See the School

Guide for additional information regarding the various Graduation Programs. Students will have the opportunity to enroll in Career and Technical Education (CTE) courses and may co-enroll in the Goodwill Career and Technology Academy (GCTA) and earn valuable certifications in highly marketable careers.

## ACADEMIC MODEL & PROGRAMMING

### Curriculum Overview

The Excel Center offers an Individualized Diploma Program (IDP). Students earn credits as rapidly as they complete course requirements. Students primarily earn credits through classes taught via live instruction and some credits may be earned via computer-based instruction. Students complete the graduation plan that was in effect in the year they were or should have been in 9th grade. Students are informed of the benefits of the recommended high school plan and additional endorsement options.

Standards are based on national and state curriculum frameworks with an emphasis on mastering the Texas Essential Knowledge and Skills (TEKS) alongside career pathway goals and objectives. Teachers regularly assess how well students are mastering the standards. Students also participate in the State of Texas assessment program and other standardized assessments as required by the student's graduation plan. Courses that are linked to a required state assessment will conduct benchmark testing as part of the required coursework. Additional information can be found in the School Guide and students may speak with their Success Coach for additional information regarding the state testing requirements for graduation.

### Family and Community Participation

Parents or guardians, businesses, and community volunteers are important components of The Excel Center's support team. The Excel Center welcomes and appreciates various support services such as (but not limited to) tutoring of students, donating of goods, participating on The Excel Center's Charter School Board or advisory committees; assisting teachers by making copies, helping with projects, chaperoning field trips, or fulfilling other needs; and performing facility maintenance and cleaning. To begin the volunteer registration process, please visit <https://www.goodwillcentraltexas.org/donate/volunteer>.

### Students with Special Needs

The Excel Center staff works as a team to serve the needs of all students. Highly qualified, certified special education teachers, and general education teachers work together to provide maximum educational opportunities for students with disabilities.

[Aiding Students who have Learning Difficulties or who need Special Education or Section 504 Services.](#)

For those students who are having difficulty in the regular classroom, all school districts and open-enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of struggling students.

If a student is experiencing learning difficulties, the student may contact the SPED (Special Education) Office listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aid, accommodations, or services. A student may request an evaluation for special education or Section 504 services at any time.

## Special Education Referrals

If a student makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open-enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the student prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating students who are suspected of being a student with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives the student's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If the district or charter school receives a student's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the student by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.



Additional information regarding special education is available from the district or charter school in a companion document titled [\*Parent's Guide to the Admission, Review, and Dismissal Process\*](#).

## Contact Person for Special Education Referrals

The person designated to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

**Contact Person:** Student Supports Program, Sr. Dir. Susan Lavender

**Phone Number:** 512-531-5455

## Section 504 Referrals

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes a notice, an opportunity for a student to examine relevant records, an impartial hearing with an opportunity for participation by the student and representation by counsel, and a review procedure.

## Contact Person for Section 504 Referrals

The person designated to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

**Contact Person:** Susan Lavender

**Phone Number:** 512-531-5546

## Additional Information

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

## English as a Second Language (ESL) Academy

The Excel Center offers programming that provides a variety of courses intended to develop proficiency in the English Language. The English as a Second Language (ESL) Academy structures courses to allow for a scaffolded approach. Foundational ESL classes are recommended for students new to the English language to develop skills before registering for core content courses. The ESL teacher provides ESL instruction to meet the needs of students at the beginner and intermediate levels of proficiency.

# GENERAL INFORMATION

## Stay Connected

There are many ways to stay connected and informed at The Excel Center:

1. Skyward Family Access Account – Ask your Success Coach for your username & default password
  - a. The Excel Center for Adults (Age 18-50) -  
<https://skyward10.iscorp.com/scripts/wsisa.dll/WService=wseduexcelctradultrx/fwemnu01.w>
2. Student Gmail Account – Ask your Success Coach for your username & default password
3. Receive Text Messages – Check that your phone number is correct in Skyward Family Access & then text Yes or Y to 67587.
4. Bi-Weekly Newsletter – EXCEL-lent -  
<https://sites.google.com/goodwillexcel.org/stargazer/home>
5. Check out our website - <https://excelcenterhighschool.org/>
6. Follow us on social media
  - Facebook - <https://www.facebook.com/GWExcelCenter>
  - Instagram - <https://www.instagram.com/gwexcelcenteratx/>
  - LinkedIn -

## Bus Passes

If needed, The Excel Center provides students a monthly bus pass at no charge beginning on the first day of class. These passes are valid for all Capital Metro buses. Students are eligible for one pass every 30 days. Students who lose or destroy their bus passes, however, will not be issued a replacement pass until the next monthly cycle. Students who drive their vehicles to school are not eligible for a monthly bus pass. Students must have an attendance rate of 75% or higher for the current term to be eligible to receive a bus pass.

## Health Information

To enable schools to take precautions to ensure students' safety, students are asked to disclose allergies, severe allergies, and major health issues to the school by completing the Student Health Form during registration or at any time during the year when an allergy, severe allergy, or major health issue is diagnosed. "Severe allergy" means a dangerous or life-threatening reaction of the human body to an allergen through inhalation, ingestion, or skin contact that requires immediate medical attention. All allergies, severe allergies, and major health issues must be accompanied by a written diagnosis from a licensed physician. The Excel Center will maintain the confidentiality of the information provided. Anyone may disclose the information to teachers, staff, administration, and any other school personnel only within the limitations of the Family Educational Rights and Privacy Act (FERPA) and district policy.

## Fitness

Students who participate in physical activity through a Physical Education (PE) class will be assessed according to Fitnessgram guidelines. Students will be informed of their results when they become available by their PE instructor.

## School Calendar

The current school calendar may be obtained from the Front Office and is available on the District website. The calendar indicates which days are students' holidays and the beginning and end of each term. State assessment days are also indicated.

## School Closing

The Excel Center generally follows the closing or late start determination of the local city school district or campus facility host. If the local city school district or campus facility host is closed or delayed due to bad weather, The Excel Center will be closed or delayed. Listen to the radio or television for the announcement of the closing of the local city school district.

# POLICIES AND PROCEDURES

## Attendance Policy

Regular school attendance is **essential** for a student to make the most of their education. It is the policy of The Excel Center for Adults that students are expected to attend school every day that school is in session and are strongly encouraged to schedule all appointments before or after scheduled classes. Absences from class may result in serious disruption of mastery of the instructional materials; therefore, students should make every effort to avoid unnecessary absences and attend class daily. Students should notify their Success Coach as early as possible when an absence is expected or occurs. We greatly appreciate prior written or verbal notice of absences.

To be eligible to receive credit for a class, the student must have a class attendance of 80% or higher.

Absences may be excused for the following reasons only if the student provides official documentation that indicates the date and reason for absence (note: handwritten notes will not be accepted to excuse absences):

- Appointment with a physician/dentist for self or child;
- Appointment with a probation officer;
- Court hearing at which the student is specifically required to appear;
- Appointment with a government agency at which the student is specifically required to attend; (i.e., WIC, Food Stamps, TANF, Social Security)

- Death in the immediate family; (parent, sibling, grandparent, aunt, uncle, cousin - student may take up to 3 days bereavement)
- Religious observances;
- Appearing at a governmental office to complete the paperwork required in connection with the student's application for United States citizenship;
- Taking part in a United States naturalization ceremony;
- Serving as an election clerk;
- Visiting a parent/guardian who is an active duty member of the uniformed services and has been called for duty for is on leave from, or immediately returned from the continuous deployment of at least four months outside the service member's residence;
- If the student is in the conservatorship of the Department of Family and Protective Services, participating in an activity ordered by the court or required under a service plan;
- Certain emergencies may be excused at the discretion of a Campus Director or District Administrator.

## Texas Education Code, Chapter 25, Section 25.085(e)

Texas Education Code, Chapter 25, Section 25.085(e) states that any person who voluntarily enrolls in or attends school after the person's 18th birthday is required to attend each school day for the entire period the program of instruction for which the student is enrolled is offered. A student violates this law if he/she has three or more absences in four weeks or ten or more absences in six weeks. The Excel Center for Adults reserves the right to file truancy on students who are 18 years of age or older.

The Excel Center follows a local attendance policy that Student Success Coaches facilitate. Students who miss school will be contacted by their teacher and Success Coach. The 3<sup>rd</sup> consecutive day missed school with no contact may include a home visit by the Success Coach. Ten consecutive school days of non-attendance with no contact from the student will result in automatic withdrawal.

## Course Load

Students will set several attainable goals while enrolled at The Excel Center. This will include a review of the number of classes a student will take each term. Students are encouraged to set an attainable goal regarding schedule and workload. Students will work with their Success Coaches to create a class schedule that will ensure the student's success.

## Child/Elderly/Disabled Person Abuse – Mandatory Reporting

Anyone "having cause to believe that a child, elderly, or disabled person's physical or mental health or welfare has or may be adversely affected by abuse or neglect" must report the case to any state or local law enforcement agency and the Department of Protective and Regulatory Services. Failure

to report suspected abuse or neglect is punishable by imprisonment of up to 180 days and/or a fine of up to \$1,000. (Texas Family Code, Chapter 34). Staff may contact the National Hotline for additional support at 1.800.252.5400. According to recent state law, a report of child abuse or neglect must be made to the Department of Protective and Regulatory Service when the report involves a person responsible for care, custody, or welfare of the individual. (HB 1970 effective September 1, 2005). Staff will cooperate fully in the investigation and reporting of Child Abuse as required by law.

## Acceptable Technology Use

The computers at The Excel Center are intended for educational purposes only. Students may not use Excel Center computers or network resources to access or distribute offensive, obscene, or abusive material. Students must respect the legal protection provided by copyright and license to programs and data. Students must not use programs that harass other users or infiltrate a computer, computing system, or network, and/or damage or alter the software components of a computer, computing system, or network. All computer use should be consistent with accepted classroom standards and the teacher's instructions. Accessing social networking sites should be done minimally and outside of the classroom. The Excel Center reserves the right to limit or restrict student access to computers if it is determined that social media and/or computers are being used inappropriately or inconsistently with school goals. The Excel Center computers may not be used in violation of any laws or regulations. The Excel Center computers and any attached network devices may not be used in a manner that hampers use by others, which includes, but is not limited to, the use of proxy server websites or interest sites. Repeated, unsolicited, or unwanted communication of an intrusive nature is not acceptable. Students may not share passwords or user accounts without receiving prior approval from the teacher.

Network traffic and computer usage, including email, may be monitored. Students should be aware that such monitoring may occur, and that inappropriate material or activities will be reported to the proper authority. The Excel Center does not guarantee the privacy of any electronic communication or data stored on The Excel Center computers or networks.

Failure to comply with these standards may result in disciplinary action as described in the Student Code of Conduct, including removal from self-paced courses and/or complete loss of computer use privileges on all Excel campuses. This Responsible Use Policy (RUP) supports our vision of technology use and upholds in our users a strong sense of digital professionalism.

## Responsible Use and Digital Professionalism

- **Respect Yourself:** I will select online names that are appropriate, and I will be polite and use appropriate language/content in all online posts.
- **Protect Yourself:** I will not publish personal details, contact details, or a schedule of activities for myself or anyone else. I understand that unless otherwise authorized, I am the owner of my accounts, and I am responsible for all activity initiated by and/or performed under these accounts. I understand that it is my responsibility to appropriately secure my

account credentials. I understand that I am responsible for maintaining and backing up all of my data. If I am uncertain whether a specific computer activity is permitted or appropriate, I will ask a teacher or administrator before engaging in that activity. If I mistakenly access inappropriate material, I will immediately notify my teacher or campus administrator.

- **Respect Others:** I will not use technology to bully or tease other people. I will not make audio or video recordings of students or staff without their prior permission. I understand that posing as someone else is forbidden and I will not pose as a user other than myself when online. I will be careful and aware when printing to avoid wasting resources and printing unnecessary items.
- **Protect Others:** I will help maintain a safe computing environment by notifying appropriate campus officials of inappropriate behavior, vulnerabilities, risks, and breaches involving campus technology.
- **Respect Intellectual Property:** I will suitably cite the use of websites, books, media, etc. I will respect all copyrights.
- **Protect Intellectual Property:** I will request to use the software and media that others produce.
- **General policies:** The purpose of an Excel Center user account is to access The Excel Center network and facilitate creativity and innovation. We use this network to support communication and collaboration. We use technology to extend research and information fluency, to collect and analyze data, and solve problems.
  - Access is a privilege, not a right. Access entails responsibility, and inappropriate use may result in the cancellation of those privileges.
  - The Excel Center user accounts are owned by The Excel Center; consequently, they are subject to the Public Information Act. All digital files associated with user accounts may be retrieved by Excel Center staff at any time without prior notice and the permission of any user. The Excel Center reserves the right to monitor all accounts to maintain system integrity and to ensure responsible use.
  - Students should have no expectation of personal privacy in any matters stored in, created, received, or sent through The Excel Center computer network or account. These are subject to review by The Excel Center at any time, with or without notice, with or without cause, and without the permission of any student.
  - A content filtering solution is in place to prevent access to certain sites that may contain inappropriate material, including pornography, weapons, illegal drugs, gambling, and any other topics deemed to be of non-educational value by The Excel Center. The Excel Center is not responsible for the content accessed by users who connect via their 3G/4G type service (cell phones, air-cards, etc.).

#### **Government Laws:**

- Technology is to be utilized in conformity with the laws of the United States and the State of Texas. Violations include, but are not limited to, the following:

- Criminal Acts – These include, but are not limited to:
  - Unauthorized tampering
  - Cyberstalking
  - Vandalism
  - Harassing email/postings
  - Child pornography
  - Cyberbullying
- Libel Laws – You may not publicly defame people through published material.
- Copyright Violations – Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the internet are protected by copyright), and/or engaging in plagiarism.
- **Google Apps and Other Third-Party Accounts**
  - By our District mission, goals, and our vision for technology our students may require accounts in third-party systems. Many of these accounts will be used at school for school-related projects but may also be accessed outside of school. The use of these accounts will help our students master effective and proper online communications as required in the Technology Applications Standards.
- **Consequences:** If students break this agreement, the consequences may include suspension of accounts and network access. In addition, students may face disciplinary and/or legal action including but not limited to criminal prosecution and/or penalty under appropriate state and federal laws.
- The following actions are not permitted and could result in the consequences outlined above:
  - Users may not attempt to disable or bypass The Excel Center content filter.
  - Users may not illegally access or manipulate the information of a private database/system such as grade books and other student information systems.
  - Users may not install unauthorized network access points or other connections that may not effectively integrate with existing infrastructure.
  - Users may not use their accounts for non-school related activities including but not limited to:
    - Using the internet for financial gain, personal advertising, promotion, non-governmental-related fundraising, or public relations.
    - Political activity: lobbying for personal political purposes, or activities such as solicitation for religious purposes.
  - Users may not send, save, view, forward, or create harassing or offensive content/messages. Offensive material includes but is not limited to, pornographic, obscene, or sexually explicit material, sexual comments, jokes, or images that would violate school policies. The school policies against harassment and discrimination apply to the use of technology.
- The Director of Technology and the Campus Administrator will deem what is inappropriate use of The Excel Center computer network. They may suspend an account or network access at any time. In addition, faculty, and Excel Center staff may request that a user's account be suspended or denied at any time.

# Artificial Intelligence (AI) Use Policy

## 1. Use AI Ethically and Fairly

Don't use AI to cheat or mislead. Avoid using it in ways that promote bias, plagiarism, or harmful content.

## 2. Support Learning, Not Replace It

AI tools like ChatGPT, Grammarly, or CoPilot can help you brainstorm, edit, or learn—but you're still expected to do your own thinking and produce your own work.

## 3. Protect Your Privacy

Never share your private information (or others') with any AI tools. Only use school-approved platforms that protect your data.

## 4. Be Transparent

If you use AI to assist with an assignment, let your instructor know. Honesty builds trust—and helps you get the feedback you really need.

## 5. Stay Curious and Keep Learning

We encourage you to explore how AI is used in real careers. Learning how to use it responsibly now prepares you for the jobs of tomorrow.

You can use AI tools for:

- Brainstorming ideas for essays, speeches, or projects
- Practicing professional writing or resumes
- Reviewing grammar, translation, or formatting
- Exploring job interview questions or technical concepts

You may not use AI for:

- Submitting AI-generated work as your own without edits or understanding
- Creating fake references, sources, or data
- Violating academic honesty, copyright, or test integrity rules

If you misuse AI in a way that violates our academic honesty policy or school values, your instructor or Success Coach will meet with you to review the situation. Consequences may include:

- A conversation or written warning
- Re-doing the assignment
- Loss of credit for the work
- Further action per the Student Code of Conduct



## Student Cell Phone Use

The Excel Center is a school for adults who are expected to use their cell phones responsibly. Students are expected to adhere to classroom rules regarding the use of cell phones in the classroom. Cell phone use in the hallway should be kept to a minimum and be respectful of the learning environment. Students should not use their cell phones to record audio, video, or pictures of other students or children enrolled in the Exploration Center without their permission or the permission of their parents. Cell phone misuse may result in disciplinary action.

## Confidentiality

The staff at The Excel Center are guided by ethical behavior regarding confidentiality. Counseling issues, medical services and reports, special programs information, and state assessment scores are kept confidential. Access to student folders is limited to staff who need information and is strictly monitored. The school is legally required to report any form of abuse and credible threats towards another person.

The Superintendent maintains a comprehensive system of student records and reports dealing with all facets of the school program operation. These data and records are stored safely and securely and are conveniently retrievable for utilization by authorized school personnel.

**Cumulative Record:** A cumulative record that complies with TEA requirements and standards shall be maintained for each student from entrance into The Excel Center until withdrawal or graduation from The Excel Center. This record moves with the student from campus to campus and is maintained at the campus where they are currently enrolled until graduation or withdrawal. Records for students who are no longer enrolled shall be housed by The Excel Center for the period required by law.

**Directory Information:** Directory information shall include the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, dates of attendance, the total number of credits earned, grade level, diplomas and awards received, and the most recent previous school attended by the student. Directory information will be released to any individual or organization that has submitted a written request unless the student has signed to reject the dissemination of directory information. Students may request to reject the dissemination of directory information at any time by contacting (512) 531-5500.

**Student Rights:** When a student reaches 18 years of age, the rights according to the student's parent and the permission or consent required of the student's parent under this policy shall only be required of and accorded to the student. There is one exception to this rule: An adult who has petitioned for and received guardianship over an adult student retains parental rights.

## Due Process Hearings

Due process hearings will be held by the designated Campus Director. They are responsible for determining guilt or innocence. They make recommendations for retention or expulsion, and they

can impose additional consequences/sanctions. The Campus Administrator will provide documentation of the hearing for the student's file. They are to notify the student of decisions made and are responsible for explaining the appeal process.

If a student commits an offense that warrants expulsion, the student will be suspended, and a due process hearing will be scheduled. The student will be notified of the hearing by letter, in person, or by phone. If the charter school district makes a good-faith effort to inform the student of the time and place of the hearing, the charter school district may hold the hearing regardless of whether the student or another adult representing the student attends. The following people may be present at the hearing: Campus Administrator(s), District Administrator(s), parent/guardian, or any other adult representing the student, student's Success Coach, and student. The purpose of this hearing is to describe the student's behavior and verify that The Excel Center has followed all behavior intervention processes. The decision may be appealed to The Excel Center for Adults Superintendent. Expulsions are in effect for the time determined by the administrator.

## Complaints & Grievance Procedure

Occasionally a student has a complaint or concern with some aspect of the program at The Excel Center. The following steps are in place so that the complaint will be addressed in a fair and timely manner:

1. The student is encouraged to resolve the conflict with the person against whom there is a grievance.
2. If a resolution is not achieved, or if the student is not satisfied with the resolution, he/she will submit a written account of the grievance to the appropriate Campus Director. After a copy of the complaint is received, an informal conference will be scheduled within five working days. This meeting will allow all parties to resolve the complaint. The Excel Center encourages the resolution of the complaint before the conference.
3. Complaints not resolved through the meeting with the Campus Director will be forwarded to The Excel Center Superintendent. The Superintendent will review the complaint and meet with all parties concerned within 3 working days.

Students have the right to appeal any recommendations made through a hearing. An appeal must be made within 30 days of the hearing to the Campus Administrator. If the conflict is not resolved to the student's satisfaction, the student may appeal to The Excel Center Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Directors. Requests to be on the Board agenda must be made in writing two weeks before the scheduled School Board meeting.

## Emergency Procedures

Fire drills will be conducted in months with 10 more school days during the school year. Students are to move in a quiet and orderly manner to the exit assigned to the room they are in at the time of the drill.

In addition to fire drills conducted regularly, lockdown, reverse evacuation, shelter-in-place, and disaster drills may also be conducted.

## Enrollment Procedure

Anyone between the ages of 18 and 50 who wants to earn a high school diploma may enroll. Students who have already completed a GED are also eligible to apply to The Excel Center. All prospective students are required to submit a completed application form to be considered for admission. New Applicants and former students may apply online at <https://excelcenterhighschool.org/enroll-now/interest-form/> or may call (512) 531-5500. Students who are enrolled during the last term of the school year and plan to return for the first term of the next school year will complete annual registration over the summer. Enrollment is open year-round. Open enrollment for the upcoming school year is January 1 – March 10. If the number of applications received is greater than the space available a lottery will be conducted on March 18 or the closest weekday to March 18. Any applications received after the lottery deadline will be placed on a waiting list in the order received. As space becomes available, applicants will be called from the waiting list and allowed to enroll. Any future applicants will be added to the waiting list in the order they were received. Returning students, siblings of current or returning students, and children of the school's founders and staff members will receive priority on the waitlist. This exemption does not include ranking within the lottery.

Students must be in attendance on their first day of school to be enrolled. Students who miss their first day of school may not be enrolled.

## Over-Aged Student Enrollment Policy

The Excel Center is permitted by Texas law to serve students aged 18–50 Due to state regulations, cannot:

- Accept new students who are 51 or older as of September 1 of the current school year.
- Re-enroll students in this age group who previously withdrew or were inactive.

You may continue to attend The Excel Center if you are 51 or older and:

- You were already enrolled before turning 51, and
- You have remained enrolled without a break in attendance (i.e., no withdrawal or long-term absence).

The state does not fund attendance for students over 50. While we are committed to helping you earn your diploma, this means:

- You will still receive classes and support as long as you stay enrolled.
- Your attendance is coded differently for state reporting, but this does not affect your access to instruction.

If you're 51 or older and currently enrolled—stay enrolled to keep your access to classes, coaching, and diploma support. If you leave or stop attending, you may not be eligible to return.

## Onboarding Activities

Once an application is received it is processed by our Onboarding Team. The student will be contacted to clarify their application responses and to register for important onboarding activities. These activities will include meeting with an Onboarding Coach that provides incoming and returning students the opportunity to complete important enrollment forms, submit documents, complete diagnostic testing, and choose their class schedule for their first term. Additionally, these activities allow incoming students to review their schedules, tour the school facilities, discuss solutions for any barriers to success at school, and an in-depth review of what to expect at The Excel Center. Attending these onboarding activities provides the best foundation for a new Excel Center student to see success and earn their high school diploma.

## Exploration Center – Childcare Center

The Exploration Center is the free, on-site childcare center at The Excel Center Norwood Campus. The center serves children from 6 weeks to 4 years of age. Excel Center students must complete a separate application to enroll their children into The Exploration Center. Students are not permitted to have their children in classrooms.

## Extended Day Intensive Instruction

Students may only be in the building during their scheduled class time and when completing Excel Center-related activities, such as meeting with their Success Coach. Students may remain on the campus after school to (1) attend Extended Day Intensive Instruction, (2) attend SAT, ACT, or other college test prep sessions, or (3) to have additional work time to accelerate credit recovery. To take advantage of these opportunities, the student must be under staff supervision and in designated instructional areas.

## Fees

The Excel Center provides a student identification card to all students upon enrollment. A fee may be charged for the replacement of this student identification card according to the following fee schedule:

- 1st Card – no fee
- 2nd Card Replacement – no fee
- Additional Card Replacements - \$5.00

The Excel Center may waive any fee or deposit if the student is unable to pay. A request for such a waiver must be made in writing to the Campus Director or designee and include evidence of inability to pay.

## Field Trips

Students will have the opportunity to attend field trips throughout the school year. Any scheduled field trip will require a waiver form. This form is included in the online application and annual registration.

## Grade Levels

Incoming students are classified as grade 9 until credit and testing history can be verified. Once the student's transcript has been received and entered into our Student Information System the grade level will be updated according to the following:

- 9th Grade – 0 to 8 credits
- 10th Grade – 8.5 to 14.5 credits
- 11th Grade – 15 to 19.5 credits
- 12th Grade – 20 + credits AND the student has passed all required state assessments

Grade levels are updated at the following times throughout the school year:

- Upon entry of student's transcript
- At the end of Term 3 and the end of the school year
- Upon completion of graduation requirements

## Immunization Requirements

Immunizations are an important part of public health, and Texas law requires students in Texas schools to be immunized against certain vaccine-preventable diseases. Please be aware that students without the required immunizations or a valid exemption will not be allowed to attend school.

## IMMUNIZATION REQUIREMENTS

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level			NOTES
	K – 6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup> – 12 <sup>th</sup>	
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td/Tdap) <sup>1</sup>	5 doses or 4 doses.	3 dose primary series and 1 Tdap/Td booster <i>within last 5 years</i>	3 dose primary series and 1 Tdap/Td booster <i>within last 10 years</i>	<b>For K – 6<sup>th</sup> grade:</b> 5 doses of diphtheria-tetanus-pertussis vaccine; 1 dose must have been received on or after the 4 <sup>th</sup> birthday. However, 4 doses meet the requirement if the 4 <sup>th</sup> dose was received on or after the 4 <sup>th</sup> birthday. For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4 <sup>th</sup> birthday. <b>For 7<sup>th</sup> grade:</b> 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine. <b>For 8<sup>th</sup> – 12<sup>th</sup> grade:</b> 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.
Polio <sup>1</sup>	4 doses or 3 doses			<b>For K – 12<sup>th</sup> grade:</b> 4 doses of polio; 1 dose must be received on or after the 4 <sup>th</sup> birthday. However, 3 doses meet the requirement if the 3 <sup>rd</sup> dose was received on or after the 4 <sup>th</sup> birthday.
Measles, Mumps, and Rubella <sup>1,2</sup> (MMR)	2 doses of MMR	2 doses of measles and 1 dose each of rubella and mumps vaccine		The 1 <sup>st</sup> dose of MMR must be received on or after the 1 <sup>st</sup> birthday. <b>For K – 6<sup>th</sup> grade:</b> 2 doses of MMR are required.
Hepatitis B <sup>2</sup>	3 doses			For students aged 11 – 15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax <sup>®</sup> ) was received. Dosage (10 mcg/1.0 mL) and type of vaccine (Recombivax <sup>®</sup> ) must be clearly documented. If Recombivax <sup>®</sup> was not the vaccine received, a 3-dose series is required.
Varicella <sup>1,2,3</sup>	2 doses			The 1 <sup>st</sup> dose of varicella must be received on or after the 1 <sup>st</sup> birthday. <b>For K – 12<sup>th</sup> grade:</b> 2 doses are required.
Meningococcal <sup>1</sup>		1 dose		<b>For 7<sup>th</sup> – 12<sup>th</sup> grade,</b> 1 dose of meningococcal vaccine is required upon enrollment. For students 11 – 12 years of age entering 7 <sup>th</sup> grade, 1 dose of meningococcal vaccine is required.
Hepatitis A <sup>1,2</sup>	2 doses			The 1 <sup>st</sup> dose of hepatitis A must be received on or after the 1 <sup>st</sup> birthday. <b>For K – 6<sup>th</sup> grade:</b> 2 doses are required. Special note: a child will not be considered delinquent in this series until 18 months have elapsed since receiving the 1 <sup>st</sup> dose.

<sup>1</sup> Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

<sup>2</sup> Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.

<sup>3</sup> Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

## Information on Bacterial Meningitis

Senate Bill (SB) 31 requires a school district to provide information relating to bacterial meningitis to its students and their parents each school year. The legislation instructs the Texas Education Agency (TEA) to prescribe the form and content of the information and the procedures for notifying students and parents. If you would like to obtain a copy of SB 31, please visit the Texas Legislature Online at <http://www.capitol.state.tx.us>. If you have any questions about this legislation, please call Tommy Cowan or Linda Crawford at (512) 463-9283.

### What is Bacterial Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord—also called meninges. Viruses, parasites, fungi, and bacteria can cause it. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life-support management.

### Two common types of bacteria cause meningitis:

- **Strep pneumonia** causes pneumococcal meningitis; there are over 80 subtypes that cause illness.
- **Neisseria meningitides** — meningococcal meningitis; 5 sub-types cause serious illness—A, B, C, Y, W-135.

## **WHAT ARE THE SYMPTOMS?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1-year-old) and adults with meningitis may have severe headaches, high temperatures, vomiting, sensitivity to bright lights, neck stiffness, joint pains, drowsiness, or confusion.

\*In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. These spots are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.

## **HOW SERIOUS IS BACTERIAL MENINGITIS?**

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, though, even with prompt treatment, bacterial meningitis can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations, or brain damage (resulting in mental retardation or paralysis).

## **How is bacterial meningitis spread?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are usually spread when people exchange saliva (such as by kissing or by sharing drink containers, utensils, or cigarettes.)

The germ **does not** cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. Being a carrier helps to stimulate your body's natural defense system. The bacteria rarely overcome the body's immune system and cause meningitis or other serious illnesses.

## **What is the risk of getting bacterial meningitis?**

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year; however, the highest risk group for the most serious form of the disease, meningococcal meningitis, is among children 2 to 18 years old.

## **How is bacterial meningitis diagnosed?**

The diagnosis is usually based upon a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

## How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause most meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%), but it can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

## What you should do if you think you or a friend might have bacterial meningitis.

Seek **prompt** medical attention.

For more information, contact the Manager of Health Services for the RGK Foundation Downtown Youth Center for Health, your family physician, or the staff at the Austin Department of Health and Human Services. You may also call the Regional Texas Department of Health office and ask about the meningococcal vaccine.

## Student Medication Policy

The Goodwill Excel Center for Adults respects the autonomy and responsibility of adult learners. This policy outlines how medications—both prescription and non-prescription—may be possessed, administered, or stored on campus, in alignment with Texas law and the health and safety needs of the school community.

### 1. Self-Carry and Self-Administration

Adult students are permitted to carry and self-administer both prescription and over-the-counter (OTC) medications.

Students are solely responsible for:

- Proper use and dosage,
- Safe and secure storage of their medications,
- Ensuring no disruption to the learning environment.

**Note: Medications must not be shared with any other student under any circumstances. Doing so may result in disciplinary action.**

### 2. Medications Requiring Staff Involvement

If a student is unable to self-administer or prefers school staff support, the following procedures apply:



- A completed Medication Authorization Form signed by a licensed physician or prescribing provider must be submitted to the front office.
- Medication must be delivered in its original container, clearly labeled with:
- Student's name,
- Medication name,
- Dosage and instructions,
- Prescribing provider's name.
- Medication will be stored in a secure, locked cabinet.
- Designated, trained staff will administer medication and maintain a confidential medication log.

### 3. Emergency Medications

Students may carry and self-administer emergency medications such as:

- Asthma inhalers,
- Epinephrine auto-injectors (EpiPen),
- Insulin and glucagon kits.
- The school strongly encourages students using these medications to submit an Emergency Action Plan to assist staff in responding during medical incidents.

### 4. Off-Campus Activities

Students who require medication during field trips or other off-campus activities must notify staff in advance.

## Non-Discrimination

The Excel Center at Goodwill offers Career and Technology Education programs. Enrollment in these programs is open to all Excel Center students who meet the academic prerequisites. It is the policy of The Excel Center not to discriminate based on race, color, national origin, gender, sexual orientation, or handicap in any of its programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The Excel Center will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in any of its programs.

For information about your rights or grievance procedures, contact the District Administrator at 1015 Norwood Park Blvd., Austin TX 78753: 512-531-5500.

## Notification of Rights under the Family Education Rights & Privacy Act

The Family Educational Rights & Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights concerning the student’s educational records. These rights are:

The right to inspect & review the student’s education records within 45 days after the day The Excel Center receives an access request. Parents or eligible students should submit to the Front Office a written request that identifies the records they wish to inspect. The Front Office will make access arrangements and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask The Excel Center to amend a record should write the Campus Administrator, clearly identify the part of the records they want to be changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member, or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its employees and who is under the direct control of the school concerning the use and maintenance of PII from education records, such as an attorney, auditor, therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by The Excel Center to comply with the requirements of FERPA. The name & address of the Office that administers FERPA is:

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

The Excel Center designates the following information as directory information: student's name, mailing address(es), telephone number(s), photograph, the campus of attendance, student's current grade level, dates of attendance, enrollment status, and honors and awards received in school. The Excel Center shall release directory information for the following designated purposes upon request:

- For school-related purposes, including but not limited to: newsletters, graduation related services & products, campus directory, school website, awards, honors, local newspaper/media, displays, extracurricular programs or events, school photographs, school videos, and other activities as deemed to be school-related purposes as determined by The Excel Center;
- To Goodwill affiliated groups or individuals that require directory information to provide education services to Excel Center students; and
- To Military recruiters and institutions of higher education, as required by federal law.

Directory information shall not be released for the above-stated purposes if the student denies the release of the information on the form included in the registration process.

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, FERPA regulations require the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining the prior written consent of the parents or eligible student –

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and Local educational authorities, such as the State educational agency in the parent or eligible student's state (SEA).
- In connection with financial aid for which the student has applied or which the student has received if the information is necessary to determine eligibility for the aid, determine the amount of aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, before adjudication, the student whose records were released.

- To organizations conducting studies for, or on behalf of, the school, to (a) develop, validate, or administer predictive tests; (b) administer student aid programs, or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.

## Searches and Interrogations

Administrators, teachers, and other professional personnel may question a student regarding the student's conduct or the conduct of other students. In the context of school discipline, students are expected to cooperate with school officials and the lack of such cooperation may lead to further disciplinary action.

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the campus administrator will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The Campus Administrator will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The Campus Administrator ordinarily will be present unless the interviewer raises what the Campus Administrator considers to be a valid objection.

Students have full responsibility for the security of their belongings, and vehicles parked on school property. It is the student's responsibility to ensure that vehicles are locked, and the keys are not given to others. Students shall not place, keep, or maintain any article or material that is forbidden by law or District policy in vehicles parked on school property.

School officials may search persons, belongings, or vehicles parked on school property if there is reasonable cause to believe that they contain articles or materials prohibited by law or District policy. Students shall be responsible for any prohibited items recovered during a search.

If a vehicle subject to a search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact local law enforcement officials or take necessary action to ensure the safety of the school environment. A student who refuses to unlock his or her vehicle when requested may be denied vehicle access to the school property in the future.

## Service Animal Policy

A service animal is a dog that is individually trained to perform tasks for people with disabilities, such as guiding people who are blind; alerting people who are deaf; pulling wheelchairs; alerting & protecting a person experiencing a seizure. Service animals are working animals, not pets.

A student who requires the use of a service dog to access the general education curriculum must submit a request in writing that includes an explanation of the disability and what work or task the

dog has been trained to perform to the Campus Administrator at least ten district business days before bringing the service animal on campus so that it may be reviewed, and appropriate accommodations can be made. A determination will be provided to the student within 10 district business days.

## Smoking/Tobacco Policy

This is a smoke-free campus. The Texas Education Code, Chapter 38, Section 38.006, prohibits the possession or use of tobacco products on school property or at school-related functions that are either on or off school property.

## Anti-Weapons Policy

The Excel Center is committed to providing a safe, professional, and weapon-free learning environment. In alignment with Texas state law and district safety protocols, the possession or use of weapons on school property or during school-related events is strictly prohibited.

A weapon includes, but is not limited to:

- Firearms – including handguns, rifles, shotguns, and any device designed to expel a projectile through a barrel by action of an explosion or combustion (TEC §37.007).
- Knives – including illegal knives as defined in Texas Penal Code §46.01 (e.g., blades over 5.5 inches, switchblades, daggers).
- Clubs – including blackjacks, nightsticks, maces, or any item used to cause bodily harm.
- Explosives or fireworks
- Replica or look-alike weapons – including airsoft, BB, and pellet guns, unless explicitly authorized for educational purposes.
- Improvised weapons – any item used with intent to threaten or harm.

Students shall not:

- Bring a weapon to any campus, school-sponsored activity, or vehicle used by the district.
- Use or exhibit any object—intended as a weapon or otherwise—in a threatening or disruptive manner.
- Possess ammunition, gunpowder, or explosives of any kind.

Offense	Consequence
Possession of a firearm	Mandatory expulsion for a minimum of one year (TEC §37.007(e)); law enforcement notified.
Use or exhibition of a weapon (other than a firearm)	Suspension or expulsion based on severity; possible police referral.
Possession of a prohibited knife or club	Mandatory expulsion; criminal charges may apply.
Possession of look-alike or non-lethal weapon	Administrative investigation; consequences may include suspension, expulsion, or restorative intervention.

In all cases, the Campus Director will initiate disciplinary proceedings. Due process hearings will follow as outlined in the Student Code of Conduct. The district reserves the right to pursue criminal prosecution where applicable. There are no exceptions for students to carry weapons of any kind. Possession of licensed firearms by adults under Texas Government Code §411.2031 (Campus Carry) does not apply to students and is not permitted on school grounds.

Any student who sees or suspects the presence of a weapon on campus must immediately report it to a staff member or anonymously via the school's reporting protocol. Retaliation for reporting is strictly prohibited.

## Student Identification Cards & Lanyards

All students will be issued an Excel Center student identification card and designated student lanyard upon enrollment. To maintain campus security, students are **required** to have their student ID with the designated student lanyard in view above the waist while on campus. Students who do not have their student ID and designated student lanyard may not be admitted on campus. Students who do not have their student ID and designated student lanyard while on campus will be sent to the Front Office to obtain a new ID. Students are responsible for maintaining their student ID while enrolled at The Excel Center. Students who lose or misplace their student ID and/or designated student lanyard may receive 1 replacement. Additional replacements are \$5.

## Substance Abuse Procedure

If a staff member suspects that a student is under the influence of drugs or alcohol, the staff member will immediately notify an administrator. If, after conducting a thorough investigation, the administrator suspects a student is under the influence of drugs or alcohol the administrator will pursue the following:

### 1. Student Meeting

- A. Review consequences with student.
- B. Sign behavior contract.

### 2. Referral

- A. Minor substance abuse: refer to Success Coach & referral to EAP or other in-house counseling services.
- B. Major substance abuse: refer to a community-based substance abuse program.

### Other:

- 1. Students can be dismissed for:
  - A. Student refusal to attend the conference.
  - B. Student not following through with the referral.
  - C. Student selling, buying, or exchanging substance.

## Transporting Students

When transporting large groups of students to offsite activities, The Excel Center staff will make every effort to use a Goodwill vehicle. Under no circumstances (even emergencies) are staff permitted to transport students. If there is an emergency, staff should call 911 and have emergency services transport the student. Goodwill staff adheres to local policy regarding the transportation of any student or client.

At no time will one Excel Center student be asked to transport another Excel Center student to a school-sponsored field trip or event.

## Verification of Enrollment Form (TEA Form for Driver License)

Students are eligible to receive a VOE Form if they meet the following criteria:

- Student is currently enrolled at The Excel Center, **and**
- The student received a passing grade and had 70% attendance or better in each class during the previous semester, **or**
- Met the above requirement for all classes passed and the student had 70% attendance or better in each class failed during the previous semester, **or**

- The student has appealed with the school attendance committee and/or the school administration and has complied with all requirements of the plan set forth by the committee.

## Visitors

A visitor is anyone who is not a **current** student or Excel Center staff member/contracted staff/approved volunteer or Goodwill team member with school access clearance. All visitors must report to the main reception area to sign in, provide government-issued identification, and receive a visitor pass. All visitors will be processed through a system that will screen for registered sex offenders, domestic dispute offenders, and other trespassers. This system is intended to ensure maximum safety for Excel students, staff, and Exploration Center children. The receptionist will call the person the visitor came to see and ask him/her to come to the reception area to greet their visitor.

Students are **not** permitted to bring guests onto the campus or children into the classrooms, except for special occasions such as an open house. Students may speak to their Success Coach regarding extenuating circumstances.

## Deliveries for Students

The Excel Center front office cannot accept deliveries for students. We are bound by confidentiality rules that do not allow us to disclose if a student is in attendance or not and we are not authorized to release student contact information. The front office is not authorized to receive any deliveries of any kind (mail, packages, food, etc.) for students.

## STUDENT CODE OF CONDUCT

The Excel Center approaches student conduct in terms of professionalism. With a focus on workforce development and College & Career Readiness, all students learn to conduct themselves professionally. Responses to conduct, both positive and negative, support the concept of natural logical consequences. Students at The Excel Center are encouraged to take ownership and responsibility for their learning and to help maintain an environment in which their classmates may learn as well.

Natural logical consequences for positive and professional behavior are numerous and may include increased friendships, increased opportunities and responsibility both on campus and in the community, achieving both academic and personal goals, awards and incentives celebrating achievements, recommendations, and letters of reference attesting to students' positive and professional attributes. Natural logical consequences for behavior that fails to meet the positive, professional standard are outlined below.



Students who receive Special Education services are subject to the student code of conduct and will be disciplined by applicable federal laws.

For each violation, any listed consequence may be chosen as they are not in order of severity. Staff may choose to (but are not required to) issue a verbal warning before enforcing any consequences for Level I and Level II offenses.

The Excel Center for Adults follows all State and Federal laws. As a result, the police will be called to campus when students are found in possession of any type of drug or alcohol.

#### **DEFINITIONS:**

**(L1) Level 1 Offenses**—"Offenses." Minor infractions of the Student Code of Conduct.

**(L2) Level 2 Offenses**—"General Misconduct Offenses." Infractions of the Student Code of Conduct, more serious than L1, which often will result in suspension (up to 3 school days) or expulsion.

**(L3) Level 3 Offenses**—"Removable Offenses." Infractions of the Student Code of Conduct are serious, the majority of which will result in mandatory expulsion following a due process hearing.

**Possession**—*has on one's person, in one's belongings, or one's vehicle.*

**Under the Influence**—*Student demonstrates signs of drug/alcohol usage (i.e., smells of marijuana or alcohol, red or glassy eyes, dilated pupils, slurred speech, staggering/stumbling, excessively active, irregular breathing, uncontrollable laughter, excessive trembling, loss of muscle control, extreme difficulty concentrating, or any other unusual behaviors that are not typically exhibited by the student).*

**Sexually provocative clothing**—*clothing that reveals breasts, buttocks, genitals, undergarments, pubic hair; or, clothing that depicts sexual acts and/or contains sexual language.*

**Lewd**—*conduct that is considered offensive, obscene, and/or indecent.*

**Bullying:** *Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.*

**Cyber Bullying:** *involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others*

**Sexual harassment**—*unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.*

**Suspension**—*a period during which a student may not attend school for disciplinary reasons. This time may not exceed three days and is considered an unexcused absence.*

**Expulsion**—students are withdrawn from school for up to one calendar year for disciplinary reasons. No other Texas public school is required to enroll a student during the expulsion period.

## **PROCEDURES:**

### **Procedures for a Suspension**

In addition to the following Code of Conduct, the Campus Administrator or designee has the authority to suspend a student out of school for a period of up to three (3) school days for any of the following additional reasons:

- The need to further investigate an incident;
- A recommendation to expel the student; or
- An emergency constituting endangerment to health or safety

### **Prerequisites to Suspension**

Before suspending a student, the Campus Administrator or designee must hold an informal conference with the student to:

- Notify the student of the accusations
- Allow the student to relate their version of the incident; and
- Determine whether the student's conduct warrants suspension.

### **Notification to Parents/Guardian – Relating to Student under the age of 18**

If the Campus Administrator or designee determines the student's conduct warrants suspension during the school day, the Campus Administrator or designee will make reasonable efforts to notify the student's parents/guardians that the student has been suspended before the student is sent home. The Campus Administrator or designee will notify a suspended student's parents/guardians of the period of suspension, the grounds for suspension, and the time and place for an opportunity to confer with the Campus Administrator.

### **Credit during Suspension/Alternative Instruction**

A student shall receive credit for work missed during the period of suspension if the student makes up work missed within the same number of school days the student was absent on suspension. Students who are suspended will be provided with alternative instruction. Arrangements will be made between the school and the student for the pick-up/delivery of work, and the making up of any missed assignments. All IDEA mandates will be followed for students with disabilities.

### **Procedures for an Expulsion**

#### **Notice**

When the Campus Administrator determines that a student's conduct warrants expulsion, but before taking any expulsion action, they will provide the student and the Campus Administrator with written notice of:

- The reasons for the proposed expulsion; and
- The date and location for a hearing before the Campus Administrator, within 5 school days from the date of the expulsion.

The notice shall further state that, at the hearing, the student:

- May be present;
- Shall have an opportunity to present evidence;
- Shall be apprised and informed of the school's evidence;
- May be accompanied by his/her parents/guardian; and
- May be represented by an attorney.

### **Hearing Before Campus Administrator**

The school shall make a good faith effort to inform the student of the time and place for the hearing, and the school shall hold the hearing regardless of whether the student, the student's parents/guardians, or another adult representing the student attends. The meeting shall be recorded or transcribed the.

As soon as possible following the hearing on expulsion, the Campus Administrator will notify the student in writing of the decision. The decision shall specify:

- The length of the expulsion, if any;
- When the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period; and
- The right to appeal the Campus Administrator's decision to the Superintendent and Board of Directors.

The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights in the matter.

The expulsion does not take effect until the Campus Administrator has made a ruling at the hearing. If the student chooses to appeal the decision to the Superintendent and Board of Directors, the expulsion will remain in effect during this time.

### **Appeal to the Superintendent and Board of Directors**

The student may appeal the Campus Administrator's decision to the Superintendent and the Board of Directors by notifying the Campus Administrator in writing within 3 calendar days of the date of receipt of the Campus Administrator's decision. The Superintendent and a select committee of the Board will review the audio or transcribed record from the hearing before the Campus Administrator at the next regularly scheduled Board meeting, or at the discretion of the Board, at a specially called meeting. The Superintendent and Board will notify the student of its decision, in writing, within 3 calendar days of the hearing.

Discipline consequences will not be deferred pending the outcome of an appeal of expulsion to the Superintendent and Board of Directors.

### **No Credit Earned**

Except when required by law, students will not earn academic credit during a period of expulsion.

## Due Process Procedures

Students with disabilities have the same rights and responsibilities as other students and maybe disciplined for the same behavioral offenses within the Code of Conduct. If a student with a disability has an IEP that includes disciplinary guidelines, then that student will be disciplined according to those guidelines as required by IDEA. Students for whom the IEP does not include specific disciplinary guidelines may be disciplined by the standard school policy listed in the Code of Conduct and accordance with the requirements of the IDEA.

## STUDENT ACCOUNTABILITY PROCESS

At The Excel Center, we believe everyone deserves support, dignity, and a chance to grow. When behavior issues or conflicts come up, we follow a step-by-step process that focuses on restoration, not punishment—so you can stay on track and thrive in school and life.

Step 1: If there's a problem, we first ask:

- Is the student dysregulated or in emotional distress?
- Is this a well-being or mental health concern?
- Is the situation behavioral or disruptive?
- Is this a medical or emergency issue?

From there:

Emotional dysregulation → We help you regulate, restore, and problem-solve.

- Mental health/well-being crisis → You'll be connected with a Student Success Coach (SSC) or Mental Health Counselor.
- Medical or safety emergency → We follow emergency protocols and may contact 911.
- Behavior concern → We start with restorative support and only escalate if needed.

Step 2: Addressing Non-Emergency Behavioral Concerns

First Time? We Handle It in the Moment:

- Teachers and staff will talk with you and work to resolve the issue respectfully and restoratively.
- Your Student Success Coach (SSC) may be looped in for support.

If it's resolved: Great! We keep it moving.

If not: We bring in more support and meet again.

Continued Issues? We Create a Plan Together:

- You'll meet with your SSC and staff to identify what's going on and build an action plan.
- We work with you, not against you.

- All of this gets documented to help us follow up and keep you supported

Still unresolved? We'll file a referral in Skyward and bring in your campus leadership to help.

### Step 3: Urgent Behavioral Issues

These are serious situations like:

- Physical violence
- Threats or harassment
- Drug use or possession
- Repeated disruptive behavior
- Safety concerns requiring immediate action

What Happens:

- A referral is submitted in Skyward.
- You may be suspended (up to 3 days) while we investigate.
- The Campus Director, Coordinator, SSC, and any key staff meet to plan next steps.
- If there's a safety concern, our Behavioral Threat Assessment Team may also get involved.

### Step 4: Due Process & Next Steps

When you return from a suspension, you'll have a due process meeting. That's a formal conversation to:

- Talk through what happened
- Decide if you'll return to school
- Create a plan to support you moving forward

If you're returning:

- We'll agree on a Restorative Action Plan
- You'll have support from staff and a clear plan to get back on track

If you're not returning:

- You'll get a clear re-entry timeline
- We'll help you access outside support and plan your next steps

### Step 5: Restoration and Re-Entry

Returning to school? Awesome. Here's how we support you:

- We develop a custom plan with you to restore trust and success
- We'll check in regularly to make sure it's working

- Everyone involved (teachers, SSC, leadership) will be part of your support team

If you're not able to return yet (due to expulsion or personal choice), we'll talk through:

- How long you'll be away
- What support you need in the meantime
- What your return meeting will look like when you're ready

#### What You Should Know

- You'll always be involved in the process. You won't be punished without a conversation and a plan.
- You'll never be alone. SSCs and staff are here to support—not just to discipline.
- You'll have a voice. You'll help create your own plan for success.
- Everything is documented, fairly and clearly. You'll know what's happening at every step.

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My Commitment #1: I will respect my school's drug and tobacco-free zone.

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If these are my choices:	These are my Consequences:
<ul style="list-style-type: none"><li>● Smoke/possess tobacco on school property and during school events (L1)</li><li>● Possess drug/alcohol paraphernalia (L2)</li><li>● Under the influence of alcohol/drugs (L3)</li><li>● Sell, purchase, possess any amount of marijuana, controlled substance, dangerous drug (<i>Chapter 483 of the Texas Health and Safety Code</i>), alcoholic beverage, or an abusable volatile chemical within 300 feet of the school's real property boundary or while attending a school-sponsored or school-related activity on or off school property (L3)</li></ul>	<ul style="list-style-type: none"><li>● Confiscation of substance/tobacco</li><li>● Notify police</li><li>● Request parent/guardian to pick up the student from school OR student will be placed in an alternative on-site setting</li><li>● Request parent/guardian to pick up the student from school OR student will be placed in an alternative on-site setting</li><li>● Conference with administrator</li><li>● Meet with administrator upon return to school</li><li>● Mandatory parent/guardian conference upon return to school</li><li>● Referral to counseling/ substance abuse program</li><li>● Suspension</li><li>● Expulsion</li><li>● Call police AND Expulsion</li></ul>

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My Commitment #2: Maintain a professional appearance.

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If these are my choices:	These are my Consequences:
<ul style="list-style-type: none"><li>● Wear drug, alcohol, violence-related, inappropriately fitted, and/or sexually provocative clothing or jewelry (L2)</li><li>● Wear, possess, or display any clothing, jewelry, emblem, symbol, signs, or graffiti that is gang-related (note: this includes colored bandanas, flags, &amp; do-rags). (L2)</li><li>● Clothing that exposes the 3 B's:<ul style="list-style-type: none"><li>● Buttocks</li><li>● Breasts</li><li>● Belly</li></ul></li><li>● Written or pictorial expression that promotes violence, drugs/alcohol, profanity, gang affiliation</li></ul>	<ul style="list-style-type: none"><li>● Asked to remove the item</li><li>● Asked to change clothes</li><li>● Parent/guardian conference</li><li>● Meet with administrator</li><li>● Suspension</li></ul>

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**My Commitment #3:** Behave honorably; respect my school's tag-free zone.

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<b>If these are my choices:</b>	<b>These are my Consequences:</b>
<ul style="list-style-type: none"><li>• Vandalism (L2)</li><li>• Create graffiti (L2)</li><li>• Theft (L2)</li></ul>	<ul style="list-style-type: none"><li>• Meet with administrator</li><li>• Restitution or repair for damaged property</li><li>• Suspension</li><li>• Expulsion</li><li>• Notify police</li></ul>

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**My Commitment #4:** Follow Campus procedures ☐ Stay on campus during scheduled class hours. Stay away from emergency exits unless directed by staff. ☐ Enter/Leave assigned classroom on time. ☐ Take academic success seriously. Be honest in my course and assignment completion.

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<b>If these are my choices:</b>	<b>These are my Consequences:</b>
<ul style="list-style-type: none"><li>• Leaving class before dismissal time (L1)</li><li>• Frequently tardy to class (L1)</li><li>• Exiting through fire doors, including those in the classroom (L2)</li><li>• Failure to complete coursework as directed (L2)</li><li>• Failure to maintain passing grades in most of one's classes for more than one consecutive grading period (L2)</li><li>• Violating Compulsory School Attendance Law (Texas Education Code, 25.085) (L2)</li><li>• Cheating on an assignment or examination (L2)</li><li>• Inappropriate use of websites. E.g. Social media, ChatGPT, YouTube etc.</li></ul>	<ul style="list-style-type: none"><li>• Not permitted to return to campus for the rest of the day</li><li>• Parent/guardian conference</li><li>• Meet with administrator</li><li>• Behavior contract</li><li>• School service</li><li>• Student will receive a zero for the assignment or examination</li><li>• Academic contract</li><li>• Expulsion</li></ul>

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**My Commitment #5:** I will exercise appropriate use of my cell phone while attending The Excel Center.

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<b>If these are my choices:</b>	<b>These are my Consequences:</b>
<ul style="list-style-type: none"><li>• Using my cell phone in my Classroom without teacher approval (L1, L2)</li><li>• Using my cell phone inappropriately in common areas during school hours (L1, L2)</li><li>• Creating a disturbance with my cell phone (L1, L2)</li></ul>	<ul style="list-style-type: none"><li>• Asked to step out of the classroom</li><li>• Asked to turn the cell phone off</li><li>• Parent/Guardian/ Success Coach conference</li><li>• Meet with administrator</li><li>• Suspension</li><li>• Expulsion</li></ul>

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**My Commitment #6:** I will behave in a way that promotes a positive learning environment for everyone.

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If these are my choices:	These are my Consequences:
<ul style="list-style-type: none"><li>● Disturbing the classroom learning environment (L1)</li><li>● Act in a threatening manner (verbally or physically) toward staff or students; Fighting (L3)</li><li>● Bullying and/or Cyber Bullying (L2)</li><li>● Deadly conduct (L3)</li><li>● False alarm/report or terroristic threat (L3)</li><li>● Assault or retaliation against school employees or volunteers (L3)</li><li>● Repeated harassment of staff or student (L3)</li><li>● Throwing objects (L1)</li><li>● Bring weapon (any object which may be used to harm another) to school (L3)</li><li>● View inappropriate material on the computer (L2)</li></ul>	<ul style="list-style-type: none"><li>● Confiscate weapon</li><li>● Parent/guardian conference</li><li>● Meet with administrator</li><li>● Suspension</li><li>● Expulsion (mandatory for possession, use, or exhibition of a firearm or an illegal knife)</li><li>● Call police</li></ul>

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**My Commitment #7:** I will show respect for myself and others and the mission of The Excel Center.

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If these are my choices:	These are my Consequences:
<ul style="list-style-type: none"><li>● Cursing or swearing (L1)</li><li>● Telling lies (L1)</li><li>● Misrepresentation among staff members (L1)</li><li>● Gambling (L1)</li><li>● Obscene or gang-related gestures, hand signs (L2)</li></ul>	<ul style="list-style-type: none"><li>● Confiscate gambling materials (dice, cards, etc.)</li><li>● Conference with staff</li><li>● Parent/guardian conference</li><li>● Meet with administrator</li><li>● Suspension</li><li>● Expulsion</li></ul>

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**My Commitment #8:** I will not behave in sexually threatening or offensive ways toward students, staff, volunteers, or visitors.

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If these are my choices:	These are my Consequences:
<ul style="list-style-type: none"><li>● Lewd behavior (L2)</li><li>● Inappropriate attire (L2)</li><li>● Sexual harassment (L3)</li></ul>	<ul style="list-style-type: none"><li>● Parent/guardian conference</li><li>● Meet with administrator</li><li>● Suspension</li><li>● Expulsion</li></ul>

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**My Commitment #9:** I will respect school rules, my peers, and the staff.

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If these are my choices:	These are my Consequences:
<ul style="list-style-type: none"><li>● Repeated Level 1 (L1) or Level 2 (L2) violations are a removable offense (L3)</li><li>● Repeatedly refusing to follow classroom and campus expectations (L3)</li></ul>	<ul style="list-style-type: none"><li>● Parent/guardian conference</li><li>● Meet with administrator</li><li>● Suspension</li><li>● Expulsion</li></ul>

## Acknowledgment of Receipt of Handbook & Code of Conduct

The student handbook and code of conduct has been prepared for your information and understanding of the policies, philosophies and practices, benefit and expectations of The Excel Center and your responsibilities as a student. Please read it carefully. Upon completion of your review of the handbook & code of conduct, sign this Acknowledgement below, and return it to the Campus Director.

I, \_\_\_\_\_, have received and read a copy of the Student Handbook & Code of Conduct which outlines information about The Excel Center, including its goals, policies, practices, procedures, and expectations, and my responsibilities as a student. I have familiarized myself with the contents of the Student Handbook. By my signature below, I acknowledge, understand, accept, and agree to comply with the information, and undertake the responsibilities contained in the Student Handbook.

Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_