



# The Excel Center Charter District

## STUDENT HANDBOOK

The Excel Center Charter District  
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<https://www.goodwillcentraltexas.org/excel-center>

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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 own learning, receive individual attention from our teachers, and gain guidance from our Life 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 being in charge of your own 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 Life 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 student average daily attendance.

### **The Excel Center Charter School District**

The mission of Goodwill Industries of Central Texas is to Generate Lifelong Connections to Work. The Excel Center Charter School District 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 17 - 50, will develop career paths in sectors of the local economy that offer high employment and growth opportunity. The school will provide a flexible structure and curriculum delivery all day, and help 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 have the opportunity to participate in other Goodwill programs, including co-enrollment in Goodwill's Career and Technology Academy (GCTA). Student's ages 17 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.

### **Incoming & Outgoing Courses**

A key component of our charter is full student participation in critical incoming and outgoing 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 focuses on career pathways and success after 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 also be scheduled into Foundations of ELA and Foundations of Math for their first term. Students will have an opportunity to complete a diagnostic assessment if they wish to bypass the Foundations courses and go directly into Core Content courses.

### **CAREER PATHWAYS & ENDORSEMENTS**

Upon enrollment, students will be asked to choose from 5 career pathways or endorsements. 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 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 with some credits earned via computer-based instruction. Students can earn either a Minimum/Foundation with or without an Endorsement or a Recommended Diploma and are encouraged to consider taking advantage of the Early College Start Program available at Austin Community College. 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 to measure 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 Life 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.

If a student is experiencing learning difficulties, the adult student or parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students.

The special education team oversee Special Education services, academic needs, “child find”, accommodations, transition planning, related services, modifications of curriculum, and implementation of any previous IEPs for students age 22 and under. They also assist in the assurance of implementation of curriculum and accommodations for students who are eligible under Section 504 of the Rehabilitation Act and ADAAA (Americans with Disabilities Act Amendments Act of 2008). At any time, a parent of a minor child is entitled to request an evaluation for special education services. If the student is 18 years of age or older, the student must make the request. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of her or his rights should there be a disagreement with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

All special education services are provided in the least restrictive environment which may be special education settings, general education settings, or a combination of both. All students receiving special education services are educated to the maximum extent appropriate with their non-disabled peers as well as participating in all school activities on the same basis as students who are not disabled.

For information regarding options for a child experiencing learning difficulties, contact The Excel Center's Special Education Director at (512) 531-5515.

## **GENERAL INFORMATION**

### **Stay Connected**

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

1. Skyward Family Access Account – Ask your Life Coach for your username & default password
  - a. The Excel Center (Ages 17-25) - <https://skyward10.iscorp.com/scripts/wsisa.dll/WService=wseduexcelctrx/fwemnu01.w>
  - b. The Excel Center for Adults (Age 26-50) - <https://skyward10.iscorp.com/scripts/wsisa.dll/WService=wseduexcelctradulttx/fwemnu01.w>
2. Student Gmail Account – Ask your Life 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. Weekly Newsletter – Stargazer - <https://sites.google.com/goodwillexcel.org/stargazer/home>
5. Check out our website - <https://www.goodwillcentraltexas.org/excel-center>

### **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 busses. 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 own vehicle to school are not eligible for a monthly bus pass.

### **Health Information**

In order to enable schools take precautions to ensure students’ safety, adult student/parents/guardians 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 any 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 and district policy.

## **Fitness**

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

If the Austin Independent School District (AISD) is closed due to bad weather, The Excel Center will be closed. Listen to the radio or television for the announcement of the closing of Austin Independent School District schools.

## **POLICIES AND PROCEDURES**

### **Admissions Policy**

The Excel Center Charter School District admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Admission will not be based on gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district the child would otherwise attend. Students may be denied admission or readmission based upon documented behavior problems. Pursuant to TEC 12.111(a) (6), the school may deny admission to students with documented histories of a criminal offense, juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A.

The Excel Center Charter School District does not have a District Alternative Education Program (DAEP) campus and therefore, is unable to allow students the option to continue their DAEP order. All students with an order to attend DAEP by a transferring district must complete the DAEP placement before enrolling in The Excel Center Charter School District. A student may be expelled if the student does not notify school personnel of a DAEP order upon enrollment.

### **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 Charter School District 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 Life Coach as early as possible when an absence is expected or occurs. We greatly appreciate prior written or verbal notice of absences. However, please note that Excel Center students participate in the Optional Flexible School Day Program, which allows flexible class scheduling, but does not allow for an “excused” absence for the purposes of state funded attendance.

For students not participating in the OFSDP, absences may be excused for the following reasons only if the student provides official documentation that indicates the date and reason of absence (note: handwritten notes from parents will not be accepted to excuse absences):

- Appointment with a physician/dentist for self or child
- Appointment with 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 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 (18 years or older)
- 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 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 or District Administrator.

Texas Education Code, Chapter 25, Section 25.085(d)

Texas Education Code, Chapter 25, Section 25.085(d) states that a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 18th birthday shall attend school. In addition, 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 is in violation of this law if he/she has three or more absences in a four week period or ten or more absences in a six week period.** Goodwill Charter School reserves the right to file truancy on students and on the parent/guardian of students who are under 18 years of age and on adult students who are 18 years of age or older. Violation of the Compulsory School Attendance Law is a Class C Misdemeanor. **Students violating the Compulsory School Attendance Law may be expelled.**

The Excel Center follows a local attendance policy that Life Coaches facilitate. Students who miss school will be contacted by their Life Coach. The 4<sup>th</sup> day of missed school will include a home visit by the Life Coach. 6 consecutive days of non-attendance with no communication from the student may result in withdrawal.

**Child/Elderly/Disable Person Abuse**

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 to 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 of social networking site 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 internet radio sites, such as Pandora. 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 citizenship.

### ***Responsible Use and Digital Citizenship***

- **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 or 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 own 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 technologies 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 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 to solve problems.
  - Access is a privilege, not a right. Access entails responsibility, and inappropriate use may result in 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 without the permission of any user. The Excel Center reserves the right to monitor all accounts in order 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 or parent/guardian.
  - A content filtering solution is in place in order 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 own 3G/4G type service (cell phones, air-cards, etc.).
- **Government Laws:**
  - Technology is to be utilized in conformity with 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**
  - In accordance with 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 gradebooks 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, no-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 it 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 considered to be 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.
- By acknowledging receipt of this handbook, Excel Center students are acknowledging that they understand and will abide by the above Responsible Use Agreement and that they further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Students are acknowledging that they have read the Responsible Use Agreement and understand that access is designed for educational purposes only.

### **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 persons who need particular 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 in a safe and secure manner 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 currently enrolled until graduation or withdrawal. Records for students who are no longer enrolled shall be housed by The Excel Center for the period of time 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, 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 Parent, Guardian or Adult Student has signed to reject the dissemination of directory information. Parents, Guardians and Adult 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 accorded 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 Administrator. 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 and/or parent 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 and the student's parent or guardian of the time and place of the hearing, the charter school district may hold the hearing regardless of whether the student, the student's parent or guardian, 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 Life 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 Charter School District Superintendent. Expulsions are in effect for the amount of time determined by the administrator.

### **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, reverse evacuation, shelter-in-place, and disaster drills may also be conducted.

### **Enrollment Procedure**

Anyone between the ages of 17 and 50 who wants to earn a high school diploma may enroll. Students who have already completed a GED and are age 19 – 26 are also eligible to apply to The Excel Center. All prospective students are required to submit a completed application form in order to be considered for admission. New Applicants and former students may apply online at (<https://www.goodwillcentraltexas.org/excel-center/apply>) or may call (512) 531-5500. Returning students will complete annual registration beginning in Term 5. 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 given the opportunity 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 wait list. This exemption does not include ranking within the lottery.

### **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 life coach. Students may remain on the campus after school in order to (1) attend Extended Day Intensive Instruction, (2) attend SAT, ACT or other college test prep sessions, (3) to have additional work time to accelerate credit recovery, or (4) to participate in the GCTA program. In order to take advantage of these opportunities, the student must be under staff supervision and in designated instructional areas.

### **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. For students under 18 years of age, the form must be signed by a parent or guardian.

## Grade Levels

Students will be classified by grade according to their total number of credits. Grade levels will be determined using the information provided on their transcript. Grade levels will be updated midterm after the completion of each term.

## Grievance Procedure

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. Occasionally a student or parent has a conflict 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 or parent 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 or parent is not satisfied with the resolution, he/she will submit a written account of the grievance to the appropriate Campus Administrator. After a copy of the complaint is received, an informal conference will be scheduled within five working days. This meeting will give all parties an opportunity to resolve the complaint. The Excel Center encourages resolution of the complaint prior to the conference.
- 3) Complaints not resolved through the meeting with the Campus Administrator will be forwarded to The Excel Center Charter School Superintendent. The Superintendent will review the complaint and meet with all parties concerned within 3 working days.

If the conflict is not resolved to the student's satisfaction, the student may appeal to The Excel Center Charter School District Board of Directors. Requests to be on the Board agenda must be made in writing one week prior to the Board meeting.

## 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>	<p><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.</p> <p><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.</p> <p><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.</p> <p>Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.</p>
Polio <sup>1</sup>	4 doses or 3 doses			<p><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.</p>
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		<p>The 1<sup>st</sup> dose of MMR must be received on or after the 1<sup>st</sup> birthday.</p> <p><b>For K – 6<sup>th</sup> grade:</b> 2 doses of MMR are required.</p>
Hepatitis B <sup>2</sup>	3 doses			<p>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.</p>
Varicella <sup>1,2,3</sup>	2 doses			<p>The 1<sup>st</sup> dose of varicella must be received on or after the 1<sup>st</sup> birthday.</p> <p><b>For K – 12<sup>th</sup> grade:</b> 2 doses are required.</p>
Meningococcal <sup>1</sup>		1 dose		<p><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.</p>
Hepatitis A <sup>1,2</sup>	2 doses			<p>The 1<sup>st</sup> dose of hepatitis A must be received on or after the 1<sup>st</sup> birthday.</p> <p><b>For K – 6<sup>th</sup> grade:</b> 2 doses are required.</p> <p>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.</p>

<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.

There are two common types of bacteria that cause meningitis:

*Strep pneumoniae* causes pneumococcal meningitis; there are over 80 sub-types that cause illness.

*Neisseria meningitidis*—meningococcal meningitis; there are 5 sub-types that 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 headache, high temperature, 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 the majority of 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.

### **iExcel**

All new and returning students are asked to attend iExcel. During iExcel students will complete basic diagnostic and/or special programs testing which will help determine their class schedule and any special program services. Students will also create their class schedule, take their photo for their required student ID, have the opportunity to meet The Excel Center staff & tour the school, review school expectations, and become familiar with available programming options.

### **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 on the basis of 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 Campus 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 with respect to 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 a request for access. 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 arrangements for access 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 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 of 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 of function for which the school would otherwise use its own employees and who is under direct control of the school with

respect to 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 in order 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 are:

Family Policy Compliance Office  
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, 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 adult student/parent/guardian 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 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, prior to adjudication, the student whose records were released.
- To organizations conducting studies for, or on behalf of, the school, in order 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 own 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 make reasonable efforts to notify the parents of a minor student unless the interviewer raises what the Campus Administrator considers to be a valid objection.
- 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 for 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 the student's parents or 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 in order 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/parent 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.

#### **Student Identification Cards & Lanyards**

All students will be issued an Excel Center student identification card and designated student lanyard upon enrollment. In order to maintain campus security, students are **REQUIRED** to have their student ID with the designated student lanyard in view worn 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 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:

- 1) Notify Parent (Minor students)
  - A. If parent is available, administrator will ask the parent to pick the student up from school.
  - B. If parent is unavailable, administrator will place student in an alternate temporary placement for the remainder of the school day; or

- C. Student will be taken home
- 2) Parent Meeting
  - A. In order for student to remain at The Excel Center, parent must accompany the student to school if student is under 18.
  - B. Review consequences with student and parents.
  - C. Sign behavior contract.
- 3) Referral
  - A. Minor substance abuse: refer to Life Coach & referral to EAP or other in-house counseling service.
  - B. Major substance abuse: refer to a community-based substance abuse program.

Other:

- 1) Students can be dismissed for:
  - A. Parent or student refusal to attend conference.
  - B. Student not following through with 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. There may be situations, however, when a staff person uses his or her own personal vehicle to transport a student. These situations include, but are not limited to, driving a student to:

- attend court proceedings
- receive medical attention
- an appointment at a government agency (WIC, DHS, Social Security Administration, DPS, etc.)
- a potential employer to interview or pick up an application
- locate and secure community resources such as housing, basic needs, etc.
- tour a college campus

Goodwill staff adhere 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 90% attendance or better in each class during the previous semester, **or**
- met the above requirement for all classes passed and the student had 90% attendance or better in each class failed during the previous semester, **or**
- the student has appealed credit with the school attendance committee and/or the school administration, has complied with all requirements of the plan set forth by the committee, and credit has been reinstated.

### **Visitors**

A visitor is anyone who is not a current student or Excel Center staff member/contracted staff/approved volunteer or GW staff/GW Executive Group. 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 or children onto the campus, except for special occasions such as open house or Spring Showcase. Students may speak to their Life Coach regarding extenuating circumstances.



## 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 in accordance with applicable federal laws.

Parents will be notified of all violations that result in suspension or expulsion unless the student is 18 years of age or older and specifically requests that parents are not notified. 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 prior to enforcing any consequences for Level I and Level II offenses.

The Excel Center Charter School District 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 that are of a serious nature, 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 in 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**—*period of time 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**

Prior to 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 Student Dean determines that a student's conduct warrants expulsion, but prior to taking any expulsion action, they will provide the adult student or parents/guardians 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 adult student and the parents/guardians 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 Student Dean shall audio record or transcribe the hearing.

As soon as possible following the hearing on expulsion, the Campus Administrator will notify the student and the student's parent/guardians 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 adult student or parents/guardians choose 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 adult student or parents/guardians 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 adult student or parents/guardians 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 an 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 may be 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 in accordance with the standard school policy listed in the Code of Conduct and in accordance with the requirements of the IDEA.

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**My Commitment #1: I will respect my school's drug and tobacco-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>• 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 student from school OR student will be placed in an alternative on-site setting</li> <li>• Request parent/guardian to pick up 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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<b>If these are my choices:</b>	<b>These are my Consequences:</b>
<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>• Parent/Guardian conference</li> <li>• Meet with administrator</li> <li>• Restitution or repair for damaged property</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Notify police</li> </ul>

**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.

If these are my choices:	These are my Consequences:
<ul style="list-style-type: none"> <li>● Leaving class prior to dismissal time (L1)</li> <li>● Leaving campus during school hours (L2)</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 the majority of one's classes for more than one consecutive grading period (L3)</li> <li>● Violating Compulsory School Attendance Law (Texas Education Code, 25.085) (L3)</li> <li>● Cheating on an assignment or examination (L2)</li> <li>● Inappropriate use of websites. E.g. wiki-answers, facebook, pandora, youtube, ask.com, 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>

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

If these are my choices:	These are my Consequences:
<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 cell phone off</li> <li>● Parent/Guardian/Life Coach conference</li> <li>● Meet with administrator</li> <li>● Suspension</li> <li>● Expulsion</li> </ul>

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

If these are my choices:	These are my Consequences:
<ul style="list-style-type: none"> <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 direct or indirect 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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<b>If these are my choices:</b>	<b>These are my Consequences:</b>
<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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<b>If these are my choices:</b>	<b>These are my Consequences:</b>
<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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<b>If these are my choices:</b>	<b>These are my Consequences:</b>
<ul style="list-style-type: none"><li>• Repeated Level 1 (L1) or Level 2 (L2) violations are a removable offence (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>