



The Excel  
Center<sup>®</sup>  
*for adult learners*

## **Student Handbook**

The Excel Center  
6201 Preston Highway  
Louisville, KY 40219

502-337-3322

[www.GoodwillKyExcelCenter.org](http://www.GoodwillKyExcelCenter.org)

## **GENERAL OVERVIEW**

### **School Mission and Description**

The mission of The Excel Center is to provide adults ages 18 and older the opportunity and support to earn a high school diploma and begin post-secondary education while developing career paths in sectors of the local economy that offer better-than-average employment and growth opportunities.

The Excel Center will “meet students where they are” in their education by providing a flexible structure and supportive relationships to help them manage work, life, and family concerns as they achieve their educational goals. The program is tuition free and provides transportation assistance, childcare, and life coaches. The Excel Center is operated by Goodwill Industries of Kentucky.

### **Program Schedule**

The Excel Center offers day classes over five (5), eight-week terms during the school year. The Excel Center classes are scheduled from 9:00 a.m. to 4:00 p.m. Monday through Thursday with Friday being available for tutoring or make-up work. The bulk of courses are structured to take place in person with direct instruction, with some courses being available online. Enrollment is open year-round.

## **ENROLLMENT PROCESS**

Anyone age 18 or older who did not complete high school and wants to earn a high school diploma can enroll. Applicants may apply online at [www.GoodwillKyExcelCenter.org](http://www.GoodwillKyExcelCenter.org) or call (502) 337-3322.

Students expelled from any school system will be ineligible to enroll as a student at The Excel Center until the completion of the student’s expulsion is cleared. An expulsion is considered between four (4) and one hundred and eighty (180) days out of school. Once the student has completed the expulsion period, he/she can enroll at The Excel Center using normal enrollment procedures.

Students are required to submit necessary documentation in the application packet prior to receiving an invitation to attend the orientation. This documentation includes transcripts and documents that establish identity and employment authorization. A piece of mail can show Kentucky residency. Once enrolled, students will need to sign and return the attached Academic and Behavioral Expectations contract in order to begin at The Excel Center.

## **COURSE CREDIT**

### **Curriculum/Earning Credit**

Curriculum at the Excel Center offers each student an individualized road map that has been designed to help them be successful in completing their academic and vocational goals. The Excel Center focuses on the mandated Kentucky diploma requirements. In addition, the Excel Center requires completion of a Senior Seminar which focuses on workforce development and career exploration. All students are also required to complete a dual credit course or industry-recognized certification/credential as part of their graduation requirements. Students will complete most course requirements through direct instruction designed to build long-term knowledge and support student’s ability to apply course information to real world concepts and situations. Credits may also be earned through other learning options including online courses, or by taking courses at our partnering higher education institutions.

### **On-Line Courses**

The Excel Center utilizes the Edmentum online learning platform for all course needs that are not offered in face-to-face classes. Edmentum courses will be assigned on an as-needed basis determined by the life coach and the registrar.

Courses are assigned one at a time and must be completed before the next course is assigned. Work on Edmentum courses can be completed by the student in the Excel Center lab or at home. All course exams must be completed at the Excel Center in a proctored environment.

#### Edmentum Course Procedures

- Life coach will work with the Registrar on course scheduling.
- The Lead Teacher will enroll students in courses and open them as students proceed.
- Students may work on Edmentum in the building or at home, but must complete one unit and pass the unit exam before the next unit will be available.
- Lead teacher is in charge of unlocking units / tests
- All Unit Exams, Midterms and Final exams are taken in person with a proctor. No personal computers or phones during testing and notes will be checked by the proctor.

### **STUDENT SERVICES**

#### **Life Coaches**

Each student at The Excel Center will be assigned a life coach. The coach helps students address concerns in their lives and facilitate access to supportive services to help them stay in school and achieve their goals. The coach meets with students individually and in small groups to provide a forum for students to share concerns and address challenges they may face. Regular one-on-one meetings are scheduled based on the student's needs. Coaches are responsible for tracking students' academic progress, graduation plans, and helping develop and achieve personal and career goals.

#### **Childcare**

The Excel Center operates a Childcare Center for students who have children ages 0 - 5. The Childcare Center is only available when a student is studying on site. A child may stay in the center for a maximum of six (6) hours if the parent is on site during that time. There is no cost for this service. The Childcare Center will provide an introductory curriculum for children as well as snacks and drinks. The Childcare Center does not provide meals for children. Parents will pick up children at noon to provide lunch and eat with their child. Parents will be expected to provide diapers, wipes, bottles, change of clothes and other items as needed. The Childcare Center will close at 12:00 p.m. and reopen at 12:45 p.m.

#### **Transportation**

The Excel Center will provide bus passes to students with transportation needs. Public transit is a cost-effective way for students to have transportation to attend class with the additional benefit that students can also use the bus pass in the evenings and on weekends for non-school activities. Passes are distributed by life coaches after students have attended class for two (2) consecutive weeks. During the first two (2) weeks, a daily ride pass will be provided if necessary.

### **DISCIPLINE**

#### **Code of Student Conduct**

The purpose of the Code of Student Conduct is to provide students with fair and reasonable expectations and procedures for conduct at The Excel Center. These guidelines serve to promote human development and ensure that conduct does not disrupt the education of The Excel Center students.

#### **Attendance**

- Absences should be reported to your life coach in advance of the absence when possible. In the event

of an emergency absence, students should text or call their life coach on the day of the absence so this information can be reported to the teacher.

- Students are allowed to make up any missed assignments from reported absences per the decision of their teachers and as outlined in the syllabus.
- Tardiness: Classroom doors will be closed five (5) minutes after the start of class. If a student arrives after five (5) minutes, he/she will be marked tardy. Students who arrive more than 20 minutes late are considered absent and will not be admitted to class.
- After a student's third instance of being tardy, a conference will be held with the student and life coach.
- The fourth instance of being tardy will be considered a minor disciplinary infraction and progressive disciplinary protocol will be followed.
- Students must have permission from the teacher to leave the classroom. Leaving the room is allowed to use the restroom or answer a phone call. Students are not allowed to leave the building during class time. Students leaving the building will not be readmitted to class which may result in an absence mark.

### **Smoking Area:**

The Excel Center has a designated smoking area at the back west corner of the building. The area is clearly marked by smoking area signs. Smoking in other areas around the building is prohibited. Students may smoke before or after their classes. If the student is tardy due to extended smoking time, they will be marked absent or tardy as necessary. Students may not leave class to smoke until released by the teacher.

### **Visitors:**

Visitors must check in at the front desk and receive a visitor badge. This includes family members, friends, and significant others. No visitors are allowed in class with registered students without the express permission of the teacher and the life coach.

### **Withdrawal**

Students with more than ten (10) absences (excused or unexcused) per term will be withdrawn from class and school. The student will be eligible to re-enroll the following term in front of the waiting list.

### **Cell Phones**

- Answering phone calls in class is prohibited. If you receive a phone call you may request to leave the room to answer the call.
- Cell phones are to be set on silent and not to vibrate during class.
- Texting/Social Media/Face Time is prohibited during class time

### **Plagiarism/Cheating**

Plagiarism/Cheating is the practice of taking someone else's work or ideas and passing them off as one's own. This includes using someone else's work to complete an assignment, copying and pasting from the internet, or using an AI chatbot to write answers or papers. If one is found to have plagiarized/cheated on work or assessments the student will be given a 0 on the assignment. At the teacher's discretion, an alternate assignment can be given or a test re-administered in a proctored environment.

### **Dress Code**

The dress code for the Excel Center is casual but should demonstrate both common sense and awareness of others. Your dress attire should be neat, well-groomed, clean, and professional at all times.

The following are examples of dress attire that is **acceptable**:

- · Shirts with collars or sleeveless
- · Pants or Blue Jeans
- · Cargo shorts or shorts that are knee length

- · Skirts or dresses at the knee or longer
- · Leggings may be worn with a dress, skirt, or a long shirt
- · Blue Jeans (tears below the knee only unless leggings are underneath)
- · Sweatpants, sweatshirts, or other athletic clothing
- · Headdresses, caps, hats, turbans, & dress scarves
- · Shoes must be worn at all times

The following are examples of dress attire that is **unacceptable**:

- · See-through, tight, or low-cut clothing
- · Visible undergarments
- · Shirts that exposes the stomach area
- · One piece bodysuits or strapless clothing without a jacket or sweater
- · Spandex clothing- unless it is worn under other clothing
- · Tank tops, spaghetti straps, or muscle shirts
- · No Sleepwear (pajamas pants, bonnets, do-rags, robes, house shoes/slippers, etc.)
- · Clothing or jewelry that depicts racist or sexist messages or that depicts intolerance or others
- · Clothing or jewelry that depicts illegal drug use and/or messages promoting violence

## **Expulsion**

After a proper investigation, discussion and depending on whether the infraction is major, minor, or related to the Childcare Center; a student may be expelled when his or her behavior renders it appropriate.

When the director or designee makes a recommendation for expulsion of a student, the director or designee may suspend the student until the conclusion of expulsion proceedings. This may occur if the director believes that the student may present a risk of:

- Interference with an educational function or school purpose.
- A physical injury to themselves, other students, school employees, or visitors to the school.

## **Progressive Discipline Standard Operating Procedures**

### Purpose

- To assist the student in understanding a performance problem and opportunity for improvement exists.
- To assist the student in overcoming performance problems and satisfy Excel Center expectations.
- To prepare students for conduct that is expected in the workplace.
- To provide students with opportunities for due process in disciplinary actions.

### Minor Infractions Include

- Deliberate disruption: Shouting or yelling, slamming doors, using profanity
- Displays of affection: Public displays of affection with another student could include, but are not limited to kissing, any type of sexual acts, fondling, or groping.
- Excessive, unexcused tardiness of four (4) or more during a term.
- Profanity spoken loudly, but not directed toward staff or another student while on campus.
- Cell phone use during class which disrupts class.
- Violation of dress code.
- Drinks without secured lids in the computer lab or classrooms
- Eating food in the computer lab or classrooms

### **Minor Infractions Disciplinary Process**

1. Conference with Life Coach, Lead Teacher, and student.

2. Contractual probation created by Life Coach. The duration of the probation is to be determined by recommendation of the Life Coach.
3. Two-day or longer suspension may be activated.
4. Expulsion pending investigation.

#### Major Infractions Include (But Are Not Limited To)

- Failure to report felony criminal activity.
- Bullying - Unwanted, aggressive behavior among any person that involves real or perceived power imbalance. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying on Social Media is included in this infraction.
- Verbal abuse - The use of words to cause harm to staff and/or another student. Verbal abuse may consist of shouting, insulting, intimidating, threatening, shaming, demeaning, or derogatory language among other forms of communication.
- Sexual abuse - This is a statutory offense that causes another person to engage in an unwanted sexual activity by force or threat.
- Extortion - The use of or implicit threat of use of violence or other criminal means to cause harm to a person, reputation, or property to obtain someone from someone else without consent.
- Consumption of drugs and/or alcohol on school property (mandatory 180- day expulsion plus appeal to leadership team).
- Forgery - The creation of a false document or alteration of a genuine one with the intent to defraud.
- Threats toward staff and/or other students.
- Harassment toward staff and/or other student(s) - Harassment is unwanted, unwelcomed, and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults such as derogatory posters or cartoons.
- Discrimination - The treatment or consideration of making a distinction in favor of or against a person based on the group, class, or category to which that person belongs rather than on individual merit.
- Theft.
- Pulling the fire alarm.
- The following also constitute a major infraction that warrants **permanent expulsion**:
  - Arson - The willful and malicious burning or charring of property.
  - Assault/physical altercation toward staff and/or another student.
  - Violation of state and/or federal law while currently enrolled as a student.
  - Selling of drugs and/or alcohol on school property.
  - Possession of a firearm on school property.
  - Smoking in the building.
  - Gang related activity.
  - Bomb threats.

#### Major Infraction Progressive Disciplinary Process

1. Conference with Life Coach, Chief External Officer or designee, and student pending full investigation by Director, Lead Teacher, Lead Life Coach, and Life Coach. Immediate suspension may be activated during the investigation.

2. Investigation conducted by the Director and/or the student's designee (Excel Center staff).
3. Expulsion pending a student hearing except for zero tolerance violations (i.e., drugs, weapons, assault on another student or staff, etc.).

### **Child Care Center Progressive Discipline Standard Operating Procedures**

Childcare is a free service that Goodwill offers enrolled students. Students utilizing this service will receive a parent handbook which will include all of the expectations and rules that are needed to provide the best care for children attending our program. Any questions or concerns should be directed to the Childcare Center Director or the student's Life Coach. If there is an issue that can't be resolved, the following disciplinary process could be enacted.

#### **Child Care Center Infractions Include (But Are Not Limited To)**

- Late pick up [after six (6) minutes].
- Failure to provide daily proper necessities for childcare (diapers, wipes, clean bottles, formula, change of clothes, shoes, appropriate clothing based on weather conditions). All medication must be administered by the parent.
- Neglect toward childcare needs (excessively wet and/or soiled clothing, uncleanliness).
- Insubordination or disrespect toward Child Care Center staff.

#### **Disciplinary Process**

1. Conference with the Childcare Center Director, Life Coach, and student.
2. Behavior probation contract to cover duration of one (1) full term. If the student violates probation, they will advance to step three.
3. Loss of Child Care Center privileges for one (1) week. We understand that some students may be forced to miss classes because of a lack of childcare, but a key goal of The Excel Center is to assist students with preparing for the workforce through personal development, which includes navigating through the consequences of one's actions.
4. Child Care Center expulsion for the remainder of the term.

### **EDUCATIONAL ACCOMMODATIONS AND RELATED SERVICES**

The mission of The Excel Center is to provide adults 18 and older the opportunity and support to earn a high school diploma and begin post-secondary education while developing career paths in sectors of the local economy that offer better than average employment and growth opportunities. The school "meets students where they are" in their education by providing a flexible structure and supportive relationships to help them manage work, life, and family concerns as they achieve their educational goals.

The school primarily serves adult students who have previously dropped out of high school. The framework of the school calls for language and terms that accurately reflect the roles of the adults taking part in the education process. Instead of traditional teachers, there are "instructors" (licensed content area teachers), and "coaches," who work with students to overcome barriers to their education and life goals. Within this framework, learning is tailored to fit the students' educational goals.

The Education Accommodations Coordinator and a team of highly qualified licensed teachers oversee all education services, academic needs, accommodations, transition planning and related services. This includes modifications of curriculum and implementation of any previous Individual Education Plan (IEP) for students ages 21 and under. Excel Center staff also assist in the assurance of implementation of curriculum and accommodations for students who need accommodations under section 504 of the ADA. The Education Accommodation Coordinator ensures that any student who had a previous IEP will receive the extra academic and transitional support they received on their previous

IEPs if needed or required by the ADA. The Director will verify licensing and qualifications for all related services and paraprofessional staff who assist with support of special needs students.

## **Services for Students with Disabilities**

### Educational Continuum and Least Restrictive Environment

- Students receiving services spend a majority of their instructional day with their instructors. Accommodations are incorporated into the regular classroom.
- The instructor student ratio allows for every student to enjoy an increased level of attention from his or her instructor and coach. This allows for accommodations to be incorporated into the regular education classroom and least restrictive educational situation. All classes are inclusionary.
- Access to the general education curriculum:
  - a. The relationship between instructors, coach, and student provides each student with a staff member who is familiar with their cases. Student progress is regularly monitored. If a student has an IEP, their accommodations will reflect their needs as they participate in the general education curriculum with modifications which are deemed appropriate by the Education Accommodations Coordinator.
  - a. All general education curriculum and extracurricular activities will be made available to students receiving services unless indicated otherwise in a student's IEP.
- Assurance of free and appropriate education: The Excel Center will provide a free and appropriate education to all enrolled students with disabilities up to 21 years of age. The Excel Center will also follow the guidelines set in ADA for students up to the age of 21 who have previously had an IEP and need support.
- Personnel: All personnel employed or contracted by The Excel Center to provide or supervise the provision of accommodations and related services shall be appropriately licensed or certified to provide such services. The Excel Center currently employs an Education Accommodations Coordinator certified to provide these services.
- Interagency agreements: The Excel Center will establish other interagency agreements as needed to provide required services for students receiving services.
- Parental/Guardian involvement and community relationships:
  - a. For Excel Center students over the age of 18, parental involvement will be at the student's discretion unless the parent has legal guardianship.
  - b. Parents, where applicable, are encouraged to participate in school functions such as open houses and orientation.
- Case conferences can be scheduled via telephone or in person with the student and/or the guardian/parent. Appointment times are flexible to accommodate schedules including the use of technology to facilitate meetings.
- Assurance of compliance with all applicable federal and state regulations: The Excel Center will comply with all applicable state and federal statutes and regulations related to providing services to students with disabilities.

The Goodwill Excel Center is committed to providing access to appropriate education for all individuals. We will provide reasonable and appropriate accommodation for those with documented disabilities who have demonstrated a need for accommodation. The Excel Center recognizes that a typical diploma path may not be attainable even with reasonable accommodations. If a student is found to make no academic progress after the second term of their most recent accommodation plan, the accommodation team will recommend the shift towards vocational and career ready services.





## Academic and Behavioral Expectations

Your success in school will undoubtedly influence your life. Orderly behavior is essential to your school success. Courtesy, honesty, regular school attendance, and respect for school property and fellow human beings are the hallmarks of a good Excel Center student. Once you have reviewed the Student Handbook, please sign and date below and return to The Excel Center staff.

I certify that I have read, understand, and agree to the policies set forth in The Excel Center Student Handbook. I further certify that I have received a copy of the student handbook.

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Student Signature

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Date

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Received By:  
The Excel Center Staff