



RLLB Global Nurse Leaders Academy
Dream It. Believe It. Action It. Succeed It.

Mission

“To prepare 100% students for high school graduation and college acceptance into a Bachelor’s of Science in Nursing program where critical thinking and clinical reasoning fosters and clearly articulates the vision of the safe practicing nurse.

2015 - 2016 Parent- Student Handbook

Parent-Student Handbook School Year 2015 - 2016



Managed by
AMERICAN QUALITY SCHOOLS

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Parent/Guardian Letter

Dear Parent/Guardian:

Before admittance to the RLLB Global Nurse Leaders Academy (GNLA) managed by the American Quality Schools Corporation (AQS), **all parents/guardians** are required to read the following statement, read the parent/student handbook outlining school procedures and policies, and sign the following Parent/Guardian Agreement form.

There are a number of key points to be made when discussing charter schools, and particularly those schools managed by the American Quality Schools Corporation:

1. Charter schools are funded by public taxpayer money. Thus, they are “public” schools, but fall into a special category. Charter schools are given freedom from certain rules, regulations and policies that other “regular” public schools must follow. This freedom is granted so that some new and innovative directions might be taken and diversity in delivering education to young people might be encouraged. There is a price to be paid for such flexibility however, and that price is strict accountability. Unless charter schools are successful in providing a quality education to students, Ball State University is authorized to close the school. All students would be forced to go elsewhere; all employees would lose their jobs. Such an action does not happen in non-charter schools. It is because of these stringent requirements that our charter schools have policies that are strictly enforced.
2. Charter schools are schools of “**choice.**” ***This is a crucial point.*** There are no laws that require that students come to our schools. Parents/guardians and students **choose** our schools as opposed to some other public or private schools. Choosing our schools also means that parents/guardians and students **must understand and accept** the overall philosophy of the American Quality Schools Corporation as well as the academic program, rules, regulations and policies of the company.
3. Schools managed by the American Quality Schools Corporation are organized on the premise that parents/guardians have the **major responsibility** to instill discipline, respect and academic encouragement in their children. It is the joint responsibility of the parents/guardians as well as the school to encourage good character and good work habits in their children. Likewise, it is the joint responsibility of the school and parents/guardians to support and encourage academic achievement. Responsible parents/guardians are, after all, the first educators and the single most significant element in the mix of factors that result in high academic performance. Thus, parents/guardians who enroll their child(ren) in our schools **must** be prepared to accept this partnership role. Individuals unable to accept this joint partnership role and adhere to the rules, regulations and policies of AQS are encouraged to seek other school options and **should not** enroll their child(ren) in our schools.

We require that parents/guardians sign the form at the end of this handbook which signifies that the policies, rules, regulations and information has been read and that both students and their parents/guardians agree to abide by them. If the form at the end of the handbook is not signed and returned, it will be assumed that you agree upon all policies and statements in this handbook. **STUDENTS WHO DO NOT COMPLY WITH THE POLICIES OF THE SCHOOLS WILL BE REPRIMANDED, AND IF VIOLATIONS OF OUR POLICIES, RULES AND REGULATIONS BECOME CHRONIC, WILL BE EXPELLED.**

School Board

Edna Hudson, RN, MSN Ed, President
Wanda Hudson, RN, BSN, Vice-President
Corey A Robinson, MBAs, Treasurer
Elaine Kinzey, Secretary
James Branch, MSW, Board Member
Jacqueline Branch, Board Member
Julian Grace, Board Member

School Information

RLLB Global Nurse Leaders Academy

Chief Executive Officer: Edna Hudson, RN, MSN Ed

GNLA Highschool Campus
9660 West Appleton Avenue Milwaukee, WI 53225 Phone: 847-332-4077 Fax: TBA
Principal: TBA
Dean of Students/Curriculum Specialist TBA

gulaschools@live.com
www.gulaschools.com

AQS Information

AQS Central Office
910 W Van Buren St, Suite 500
Chicago, Illinois 60607
Phone (312) 226-3355
Fax (312) 226-1027
www.aqs.org

Global Nurse Leaders Academy

2015-2016 School Calendar (To Be Adjusted)

M	T	W	T	F
August (15 Days)				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
September (20 days)				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				
29				
October (21 days)				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18*
21	22	23	[24]	25
28	29	30	31	
November (18 days)				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
December (15 days)				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
Grading Period				
1 st	47			
2 nd	46			
3 rd	46			
4 th	51			
Total Instructional Days		190		

M	T	W	T	F
January (18 days)				
		1	2	3
6	7	8	9	10*
13	14	[15]	16	17
20	21	22	23	24
27	28	29	30	31
February (18 days)				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
March (20 days)				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21*
24	25	[26]	27	28
31				
April (16 days)				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
May (21 days)				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
June (8 days)				
2	3	4	5	6
9	10	11*		

Special Dates

August 3– 7 Teacher/Staff Development
 August 10-21 Freshman Academic Boot Camp

School

September 1 1st Day of School
 September 7 Labor Day
 October 11 Professional Development
 October 14 Columbus Day
 October 23 Parent/Teacher Conference
 November 11 Veterans Day
 November 28- 29 Thanksgiving
 December 23- Jan. 3 Winter Break
 January 15 Parent/Teacher Conference
 January 20 M. L. King's Birthday
 February 7 Professional Development
 February 17 Presidents Day
 March 26 Parent/Teacher Conferences
 April 14 - April 21 Spring Break
 May 26 Memorial Day

Grading Period Dates

October 18 End of 1st Grading Period
 January 10 End of 2nd Grading Period- *No*

for students

March 21 End of 3rd Grading Period –*No School*

for Students

June 11 End of 4th Grading Period

June 17 **Last Day for Students (1/2 DAY)**

Mid-Term Progress Reports

September 12
 November 15
 February 14
 May 9

[] Parent/Teacher Conference
 *Grading Period Ends

Yellow denotes
 *All testing dates

School Hours

Monday & Friday	8:00 am – 3:30 pm (All grades)	CLOSED at 4:00 pm
Tuesday & Thursday	8:00 am – 5:30 pm (All grades)	CLOSED at 6:00 pm
Wednesday	8:00 am – 12 pm (All grades)	CLOSED at 12:30 pm

For students who are members, participants, or enrolled in an extra-curricular activity, the school will close at 8:00 pm (ex. Cheerleading, basketball and/or sports practices, tutoring, competitions, etc.)

ONLY students enrolled in an extra-curricular activity are permitted to be on the school property during practice times.

A student who is found in the building or on the premises between the hours of 4:00 pm and 8:00 pm and who is not a participant as described above, shall be escorted to the Milwaukee Public Safety Building, 821 West State Street, Milwaukee, WI, 53233 for pick up by their parents or guardians.

Drop Off/Pick Up/Student Drivers

Children who are not picked up by the close of school will immediately be sent to the office to wait on a parent. Students walking home must provide the school with a letter giving permission for the child to walk. Parents picking up or dropping off children must line up on the east side of the building on Sheridan Street. Parents/Visitors are not allowed to stop or park in front of the building to drop off or pick up children. Please note there is a police officer on duty to enforce all school rules.

Student Drivers – Student drivers will need to park across the street in the lot off Appleton Avenue next to the Park n Ride Lot. It is mandatory that all student drivers be licensed, insured, display parking permit, and have a parent liability waiver on file. All other cars will be towed at the owner's expense.

Enrollment

Entrance Requirements

In order to enroll as a 9th grader, the student must have completed the 8th Grade Freshman Academic Prep Boot Camp.

Textbooks, Library Books, Audio/Visual Equipment & Other School Materials

It is the responsibility of GNLA students to return textbooks, library books and any other school materials at the end of the school year in good condition. In accordance with stated AQS policy, it is the responsibility of a parent/guardian to instill respect of property in their children. Thus, parents MUST assume responsibility for damage to or loss of any textbooks, library books, audio/visual equipment or other school materials used by their child/children. Replacement costs and/or damage fines will be assessed for any lost or damaged materials. These fines must be paid in full, in cash, before a final report card will be issued, transfer of records sent, or registration accepted for the next school year. The teachers, in conjunction with the School Director/Principal and Team Leaders, will determine these fees.



Annual Student Orientation

All students, current and new must attend their respective orientation program. A parent or guardian is expected to accompany students to the orientation program.

School Identification Policy

A photo identification badge will be issued at the beginning of each academic year to all students in grades 9-12. Student identification badges must be displayed at all times while on school property and during all school events and/or activities.

Identification Replacement Policy

A lost, stolen, or defaced identification badge will be replaced at a cost of \$5.00.

Students without a current identification badge on one (1) day will be issued a one-day pass. Students without a current identification badge on two (2) consecutive days will be issued a replacement badge at a cost of \$5.00. An excessive violation of this policy may result in a disciplinary action.

Services for Students with Disabilities

The school offers a complete special education program as required by state and federal laws. Special education students will have Individualized Educational Plans (IEP) written for them annually. This plan must be implemented in the less restrictive environment. Please contact the Special Education Teacher, Special Education Director, or School Principal for further information.

Title I Services

Global Nurse Leaders Academy is a School Wide program. Students receive assistance based upon academic performance.

Health Service Information

Health Services

The classroom teacher refers students to the Health Office whenever symptoms indicate the possibility of illness, injury and/or pain. Minor injuries are treated at school.

Each child is required to have an emergency card and health form on file. This form requires names and phone numbers of 3 responsible persons being 18 years or older that can be contacted in case the parent/guardian cannot be reached.



Health Concerns

Parents/guardians **must keep their child home** if the child has any of the following illnesses:

- Head lice
- Fever of 99.6 degrees or higher
- Vomiting
- Acute cold
- Sore throat
- Earache
- Swollen glands
- Severe cough
- Inflamed or red eyes with or without drainage
- Listlessness, weakness, drowsiness and/or flushed skin
- Headache
- A rash or skin eruptions of unknown origin

Children who become ill during the school day will be required to go home – as soon as possible. It is the parent's/guardian's responsibility to either pick up their child or make arrangements for a person listed on their student's emergency list to pick up their child. This **MUST** be done in a timely manner.

If a child is sick at home or is sent home from school for an illness, they are NOT to return to school until they are free of fever and/or symptoms for a FULL 24 hour period.

Parents/guardians are asked to contact the school regarding any problems concerning their child's health, medications or communicable diseases.

If activities are to be limited after a serious illness or accident, a statement from a physician is required. The statement must indicate the length of time the limitation must be in place.

Children cannot be left in the classroom during recess without a teacher present. **All** children who attend school are expected to participate in recess. If a child is too sick to go outdoors for fresh air and exercise, the child should be kept at home. Exceptions will be made upon written request.

Medication

No medications will be given at school except for those which have been prescribed by a physician and which are needed to maintain the child in school. Any medication that is taken at school **must** be brought to the nurse's office in a container appropriately labeled by the pharmacy. This label must include the child's name, the prescribing physician's name, the name of the medication with directions (route, dose and frequency), and the pharmacy phone number.

If the student needs to take medication at school, the parent/guardian should bring the medication to school and not send it with their child. The parent/guardian is also responsible for picking up their child's medication if it has been discontinued. If the medication is not picked up in a timely manner, the medication will be thrown away. All medications that have not been picked up at the end of the school year will be thrown away.

Before medications can be given out at school, parents/guardians and the child's physician must complete the required forms. These forms can be obtained from the school nurse's office.

Students may not carry any type of medicines, pills, inhalers and will need a note from the physician to carry these item(s) during the school day. The prescription for the medicine(s) must be on file with the nurse's office which states that the child needs to keep the medicine with them during the school day.

Please indicate on the Heath Survey (that must be completed for every student at the start of the school year) if your child is taking any medications on a regular basis at home.

Medical Requirements

Any student who enrolls in school for the first time must also present a physical examination report and record of their immunizations, regardless of the grade they are entering. **These students are required to have a physical examination and a record of their immunizations on file no later than the first day of school.**

A cumulative health record is kept for every student. In case of a transfer, the child's health record is sent to the new school.

Food Allergy Policy and Plan

Communication with Parent/Guardian Prior to School Starting

The school nurse will arrange a meeting with the parent/guardian prior to school starting for all new entrants with peanut allergies. The nurse will invite the Principal and classroom teacher to come if possible.

The goal of the meeting will be to create an environment that minimizes the chance of an allergic reaction.

The nurse will contact all returning students by phone to discuss any changes, obtain medical orders, as well as medications. A meeting will be arranged if necessary.

- **Individual Health Care Plan**

A written individual health care plan will be developed for each student with a peanut allergy. The following must be addressed in the development of the plan

1. History of allergy
2. History of allergic reactions
3. Symptoms of allergic reactions
4. Medication
5. School plan including field trips
6. Physician written orders
7. Release to talk to Physician

The nurse will provide an emergency action plan. The plan will be based on the severity of the student's allergy and needs.

- **Food Services/Custodians**

There will be a peanut free table clearly labeled in the cafeteria. Signs will be posted near and on the table. There will be separate sponges and buckets used to clean the peanut free table.

Parents are asked to provide all food for the student from home. The best people to read labels and review foods are family members. Regardless of the vigilance from staff, there is always potential for error.

The nurse will have a meeting with food service personnel and custodians to educate on food allergies.

The student's emergency plan will be in the kitchen and a plan to inform substitutes will be in place.

The nurse will provide food services with a list and picture of all students in the building with peanut allergies.

- **School Wide Plan**

Each classroom that has a student with a peanut allergy will be peanut-free. All students will wash their hands before class starts and when returning from lunch. All other students and staff will wash their hands before entering the classroom. It will be clearly explained about the importance of washing hands well with soap and water to ensure removal of any peanut oil.

All specials, to including the school office, will be peanut-free. Signs will be posted outside of these rooms.

The teacher will be aware of all food brought into the classroom and will try to ensure that no peanut products are introduced. Also, any project that may involve food needs to be closely monitored, like using birdseed, which may contain nuts.

Students with peanut allergies should only eat food brought from home.

Signs will be posted outside of the classroom saying this is a peanut-free classroom.

The nurse will talk to the students in the class about the reason for the plan. Age appropriate educational materials will be used to ensure understanding of students.

The teacher will put the emergency plan for all students with a peanut allergy in the substitute teacher plans. The plan must be clearly labeled so it cannot be missed.

Peanut allergy education will be put in the newsletter. Letters will go home to all students and their families before school starts concerning the peanut-free classroom.

Special events with food and classroom parties will be carefully planned so that there is minimal chance of exposure.

- **Training and Education of all Staff**

Prior to school starting all staff will be informed about how to maintain a safe environment for the students. The nurse will demonstrate how to use an epi-pen. Whenever an epi-pen is used, 911 must be called and the student transported by ambulance to the hospital.

The nurse will be responsible for making sure the student is given the appropriate treatment at school.

Periodic updates, reminders, and training will happen throughout the year.

Education and training will be mandatory for all parents that volunteer in the lunch room.

- **Learning Experiences**

The nurse will ask that the parent/guardian of a child with a peanut allergy attend learning experiences if possible. If the parent/guardian cannot attend, then the nurse will review how and when to use the epi-pen with the responsible adult going on the learning experience. The responsible adult will take the epi-pen and emergency plan on the learning experience.

The nurse will investigate where the class is going and the exposure risk involved. The nurse will also determine what the emergency plan should be for the experience and provide it to the adult carrying the epi-pen.

No eating will be allowed on the bus during learning experiences. The bus company will be notified that the seats will need to be cleaned before students can enter the bus.

- **Student-Nurse Communication**

All new students with peanut allergies will meet with the nurse before school starts. The nurse will meet with returning students within the first week unless there have been any changes to their health history.

The nurse will talk to the students about their understanding of their allergy, symptoms, and reactions. They will discuss how to avoid the allergen and what they would do if they thought they were having an allergic reaction.

The nurse will periodically review this information with the students.

- **Medication**

The nurse will obtain medical orders for the student with peanut allergies to have two epi-pens at school if possible. One epi-pen will be kept in the nurse's office and one in the classroom.

The epi-pen in the classroom must be out of reach from the students. The teacher will clearly identify the location of the epi-pen in the substitute teacher plans.

The epi-pens in the nurse's office will be locked. However, the nurse may choose to keep them unlocked when she is able to monitor them and insure that they are not misplaced or taken. If the building is evacuated the nurse will bring epi-pens if possible.

Peanut/Nut-Free Snack List

IMPORTANT: Due to continual changes in manufacturer packaging, please read the ingredient label of all snacks, including those on this list, to ensure that it does not contain any of the following:

peanuts/nuts, peanut/nut butter, peanut oil, peanut/nut flour, peanut/nut meal, or any variety of the statements, "Contains peanuts," "May contain traces of peanuts/nuts," or "Manufactured in a facility or on equipment that also processes peanuts (and/or other nuts)."

NO GENERICS PLEASE!!

Fruits:

Whole fruits; bags of apples, oranges, pears, bunches of bananas, etc

Dried fruits: Craisins, apricots, figs, dates, mangoes, cherries, blueberries, etc. (Sunsweet, Muir Glen and Ocean Spray brands are nut free facilities).

Dole and Del Monte fruit bowls

Sun Maid Raisins (*not chocolate or yogurt covered*)

Applesauce cups

Stretch Island Fruit Company fruit strips

Vegetables:

All fresh vegetables

Carrots with ranch dip

Celery sticks with cream cheese or ranch dip

Hummus or bean dip (Guiltless Gourmet and Wild Garden are organic and nut free)

Salsa

Salty Snacks:

Rold Gold Pretzels

Ruffles and Lays Potato Chips (*not Mike Sells*)

Sun Chips

Fritos

Doritos (*not crackers*)

Tostitos

Smartfood popcorn

Stacy's Pita Chips

Pirate Booty-all flavors

Good Health brand veggie chips

Hain Celestial brand-Garden of Eatin chips

"Sensible Portions" brand potato straws

"Tree of Life" brand crackers

Immunization Requirements

2014 - 2015 School Year

Wisconsin State Department of Health (WISDH) following the CDC guidelines
School Immunization Requirements

WI Immunization Schedule-7-18yrs.pdf - Adobe Reader

File Edit View Window Help

1 / 2 68.3%

2014 Recommended Immunizations for Children from 7 Through 18 Years Old

7-10 YEARS	11-12 YEARS	13-18 YEARS
Tdap ¹	Tetanus, Diphtheria, Pertussis (Tdap) Vaccine	Tdap
MCV4	Human Papillomavirus (HPV) Vaccine (3 Doses) ²	HPV
	Meningococcal Conjugate Vaccine (MCV4) Dose 1 ³	MCV4 Dose 1 ³ Booster at age 16 years
	Influenza (Yearly) ⁴	
	Pneumococcal Vaccine ⁵	
	Hepatitis A (HepA) Vaccine Series ⁶	
	Hepatitis B (HepB) Vaccine Series	
	Inactivated Polio Vaccine (IPV) Series	
	Measles, Mumps, Rubella (MMR) Vaccine Series	
	Varicella Vaccine Series	

These shaded boxes indicate when the vaccine is recommended for all children unless your doctor tells you that your child cannot safely receive the vaccine.

These shaded boxes indicate the vaccine should be given if a child is catching-up on missed vaccines.

These shaded boxes indicate the vaccine is recommended for children with certain health conditions that put them at high risk for serious diseases. Note that healthy children can get the HepA series⁶. See vaccine-specific recommendations at www.cdc.gov/vaccines/pubs/ACIP-1st.htm.

FOOTNOTES

¹ Tdap vaccine is combination vaccine that is recommended at age 11 or 12 to protect against tetanus, diphtheria and pertussis. If your child has not received any or all of the DTaP vaccine series, or if you don't know if your child has received these shots, your child needs a single dose of Tdap when they are 7-10 years old. Talk to your child's health care provider to find out if they need additional catch-up vaccines.

² All 11 or 12 year olds - both girls and boys - should receive 3 doses of HPV vaccine to protect against HPV-related disease. Either HPV vaccine (Cervarix[®] or Gardasil[®]) can be given to girls and young women; only one HPV vaccine (Gardasil[®]) can be given to boys and young men.

³ Meningococcal conjugate vaccine (MCV4) is recommended at age 11 or 12. A booster shot is recommended at age 16. Teens who received MCV4 for the first time at age 13 through 15 years will need a one-time booster dose between the ages of 16 and 18 years. If your teenager missed getting the vaccine altogether, ask their health care provider about getting it now, especially if your teenager is about to move into a college dorm or military barracks.

⁴ Everyone 6 months of age and older—including preteens and teens—should get a flu vaccine every year. Children under the age of 9 years may require more than one dose. Talk to your child's health care provider to find out if they need more than one dose.

⁵ A single dose of Pneumococcal Conjugate Vaccine (PCV13) is recommended for children who are 6-18 years old with certain medical conditions that place them at high risk. Talk to your healthcare provider about pneumococcal vaccine and what factors may place your child at high risk for pneumococcal disease.

⁶ Hepatitis A vaccination is recommended for older children with certain medical conditions that place them at high risk. HepA vaccine is licensed, safe, and effective for all children of all ages. Even if your child is not at high risk, you may decide you want your child protected against HepA. Talk to your healthcare provider about HepA vaccine and what factors may place your child at high risk for HepA.

For more information, call toll free 1-800-CDC-INFO (1-800-232-4636) or visit <http://www.cdc.gov/vaccines/teens>

U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

American Academy of Pediatrics
DEDICATED TO THE HEALTH OF ALL CHILDREN[®]

AMERICAN ACADEMY OF FAMILY PHYSICIANS
STRONG MEDICINE FOR AMERICA

Varicella Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool, kindergarten and 1st grade. A signed statement from the parent/guardian indicating history of disease, including month and year is required for children in grades 9-12. Two doses of varicella vaccine separated by at least 3 months are **recommended** for all elementary-aged students.

Attendance

TRUANT AND HABITUAL TRUANT

WI Act 239 continues to define a “truant” as a pupil who is absent from school without an acceptable excuse for part or all of a school day, but it modifies the existing definition of a habitual truant. A “habitual truant” is now defined as a pupil who is absent without excuse for part or all of five or more school days during a semester, whether consecutive or not.

The WI Act 239 states that it is unlawful for a parent to fail to ensure that their child attends school. This is **Educational Neglect**. This ruling requires schools to report to the Department of Child Protection Services, who will refer the case to Juvenile Courts. These agencies may be called as a LAST EFFORT to meet with parents to eliminate truancies and excessive absenteeism when school’s efforts are not successful.

The policies will be applied to students (9 – 12) exhibiting Habitual Truancy. WI Act 239 continues to define a “truant” as a pupil who is absent from school without an acceptable excuse for part or all of a school day, but it modifies the existing definition of a habitual truant. A “habitual truant” is now defined as a pupil who is absent without excuse for part or all of five or more school days during a semester, whether consecutive or not. Legal reference: WI LB 98-16.

COMPULSORY SCHOOL ATTENDANCE

Under Wisconsin law, any person having control over a child between the ages of 6 and 18 could be fined up to \$500 and/or imprisoned for not more than 30 days for failing to ensure that the child attends school. Act 239, introduced as 1997 Assembly Bill 686 by Representatives Luther Olsen and Peggy Krusick and cosponsored by Senator Alberta Darling, continues this penalty for a first offense but adds a fine of up to \$1,000 and/or imprisonment of up to 90 days for subsequent offenses. A court may order community service work in lieu of other penalties or order the parent or guardian to attend school with the child. Act 239 also provides that if the parent or guardian proves he or she cannot comply with the law because of the child’s disobedience, the action must be dismissed and the child referred to juvenile court.

A school attendance officer must request a meeting between the parent or guardian and school personnel within five school days after the parent or guardian is notified of the child’s truancy, but the date may be extended for five school days with the parent’s or guardian’s consent.

WI Act 239 allows a parent or guardian to excuse a child from school prior to an absence. The school board may require the child to complete any school work missed during the absence. A child may not be excused, under this provision, for more than 10 days in a school year.

Truancy

A student is considered truant if:

- He/She is absent from school without permission of his/her parent(s)
- He/She leaves school during the day without permission
- He/She continuously arrives to school after 9:00 a.m.
- He/She has unexcused absences
- He/She remains in the restroom due to illness without reporting to a teacher, nurse or principal

Student Absences



It is the responsibility of the parent/guardian to call the school before 8:00 am if their child will be absent that day, and send with their child a follow-up note when the child returns to school. **An absence without reason is truancy.**

If it is known that a child will be absent for an extended period of time, the parent/guardian should state this information at the time of their 1st call. The parent need not call again if the child is absent during the reported amount of time. If, however, the time is extended, the parent **MUST** notify the school.

ALL students **MUST** present a written excuse after any absence. The written excuse should state the student's name, date of absence(s) and reason for the absence. If a child is absent due to illness **more than three (3) days in a row**, a physician's note stating the illness, the recommendation to stay home and the date the student is allowed to return to school should be submitted when the child returns to school. Failure to follow these procedures could result in your child being sent home, which could incur an additional absence.

After a student has accumulated four (4) full days of unexcused absence, he/she will be notified that on the sixth (6) full day of unexcused absence a parent conference will be held. On the eighth (8) full day of unexcused absence, a certified letter will be mailed home notifying the parent(s) of the attendance problem and possible consequences. On the tenth (10) full day of unexcused absence, students up to the age of 18 will be referred to the juvenile and/or truancy court.

High School Students – In addition to being referred to the juvenile court, absences beyond this number will result in loss of credit for the course or courses in which he/she has been absent.

Excused absences are recorded for students who miss school because of the following reasons: (Parents are asked to send a note to school with their child to confirm nature of absence)

- Personal illness or quarantine- (a valid doctor's note must be presented after three (3) consecutive days absent. Note: Students will not be allowed to school on crutches or with slings, after having surgery, broken bones, hospitalization, accident, pregnancy, or serious illness unless the student has a release from the doctor and school nurse.
- Medical/Dental appointments that could not be scheduled outside the school day
- Bereavement
- Serious family illness or emergency
- Required court appearances
- Observance of a major religious holiday

- College Visitation – A signed statement on their letterhead with your name and date visited to be turned in to the office the next day
- Family Vacation – notify the office at least one week prior to the beginning of the vacation.
- Other exceptional reasons approved by the Principal on a case by case basis.

Full credit will be given for work assigned by the teacher and completed by the student within a reasonable amount of time after returning to school. If the absence is for any other reason than those listed above, it is considered an unexcused absence and teachers are not required to provide special assistance and homework is still required to be completed.

Habitual Truancy and an Operator's License/Learner's Permit

Any high school student who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year. The student's principal or designee is required to report to the Wisconsin Bureau of Motor Vehicles of the student's status as a habitual truant. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled. Procedures developed for the administration of this policy shall include provisions for periodic review of all students determined to be habitual truants and their reclassification, when warranted. These procedures will be developed by the Principal or his/her designee. Legal Reference: WILB 98-16.

Tardiness

Tardiness is disruptive to the educational process and is inconsiderate to both teachers and other students; therefore, it is imperative that students are punctual. **A student is considered tardy when he/she arrives to class after 8:00 am or between the hours of 8:00 a.m. and 3:30 p.m. without an excused pass from a staff member.** The following policy will be applicable to all students:

Tardiness to class within one calendar month

- **3rd** – Warning call, letter will be sent home, and in-school lunch detention
- **4th** – Parent conference with the Disciplinarian (overnight suspension)
- **5th** – Suspension for one (1) day

No passes will be given to students between 8:00 a.m. and 9:00 a.m. if a hall sweep has been called. The hall sweep will start any time after 8:00 am. Students who are entering the building or walking the halls without a pass will be sent to the cafeteria and will remain in the cafeteria for the entire first period. Students will have the responsibility of obtaining work from their first hour teacher and turning it in within 24 hours. After receiving three (3) hall sweeps, the parent will be contacted and staff will follow the above tardiness policy. ***Continuous Infractions of This Policy May Result In Expulsion.***

Early Dismissal

No child is allowed to leave the school building, activities, or events during school time unless a parent, guardian or an adult accompanies him/her. All-day attendance is important for every student, every school day. If it is known in advance that an early dismissal is absolutely necessary, **parents must send a written note to the classroom teacher.** Children who leave early must be picked up in the school office. **There will be no early dismissal before 3:00 pm on Mondays, Tuesdays, Thursdays and Fridays and no early dismissal before 1:15 pm on Wednesdays.** Once students are dismissed they may not re-enter the building. Early dismissal will be allowed only in rare circumstances.

Dismissal for Vacation

Children are discouraged from taking vacations or trips during the school year. However, if family trips are unavoidable, the school should be notified several days in advance if at all possible.

Students who are absent over a period of 2 weeks because of extended vacations should not expect to receive homework assignments ahead of time and are at risk of being retained in their current grade.

Policy Enforcement

Consistent attendance and on-time arrival at school is an important part of any student's education. Because of its importance, the Principal has the authority to enforce the policy through a variety of methods. **The Principal may at his/her discretion levy fines or other penalties to ensure compliance with the attendance and tardy policies.**

Assessment & Promotion

Report Cards

Students receive a report card once per quarter. Student performance and report cards will also be available to view through the PowerSchool website. It is the responsibility of the parent/guardian to sign the manila envelope and return to the school. If you do not received your child's report card in the manila envelope, please call the school immediately.

Promotion

Students in grades K – 8 of the Global Nurse Leaders Academy **MUST** meet the following minimum requirements:

- A student must have passing grades in the core subjects of Mathematics, Language Arts, Science and Social Studies. End-of-the-year grades in each subject are determined by averaging each of the 4-quarter grades.
- A student must not receive more than 1 failing grade in any Specials classes (Art, Computer, P.E., Spanish).



Should a student *not* meet the requirements:

- He/she must attend summer school to make up any deficiencies and will not be permitted to participate in graduation exercises.
- If a student consistently failed most subject areas in quarters 1, 2 and 3, it is more than likely that he/she will not be able to pass to the next grade. Summer school is not sufficient time to teach all of the material that a student has missed over the course of the school year, therefore, he/she will probably be retained to repeat the previous grade the following year.

The curriculum of GNLA is rigorous. It is the intention of the schools to promote preparedness for each child to progress through the grade levels successfully.

Any child who is not prepared to exit a grade level is not permitted to continue on to the next grade until they have attained adequate achievement in their present grade.

Students who receive a final grade of “F” in two or more core subjects (Reading, Mathematics, Language Arts, Science and Social Studies) will not be promoted to the next grade. They will receive one of two classifications.

1. A student must pass summer school to be promoted to the next grade level. Summer school absences of more than 1 day will result in automatic retention. *Tuition may be charged for summer school attendance.*
2. A student must be retained in their present grade for the following year. *Summer school is not required, but is strongly recommended.*

Student classification is the final decision of the Principal.

3. When a student is recommended or required to attend summer school, he/she must do so or be retained in the present grade for the following year.

**Class of 2015 and Beyond
High School Graduation Requirements**

Required Courses	Units
English/Language Arts	4
Mathematics (courses at or above the Algebra level)	3
Science (content with laboratory studies in the Life and Physical Sciences)	3
Social Studies as follows: 1.0 unit of U.S. History 1.0 unit of World History, World Geography, or World Studies 1.0 unit of Citizenship (Gr. 9-10) or 0.5 unit of American Government (Gr. 11-12) and 0.5 unit Economics (Gr. 11-12)	4
Physical Education	1.5
Health	0.5
Fine Arts	1.0 (Art, Music, Dance, or Theater)
Electives	6.0 (A variety of electives are available — often related to the focus of the School)
In addition to earning 22 units, students must successfully participate in one of the following three options:	<ul style="list-style-type: none"> -Take an approved Online Course (required or elective). -Take a course (required or elective) that includes a Service-learning experience. -Complete 20 hours of Community Service approved by a school advisor.
<i>In addition to the above graduation requirements, students must successfully complete the WI C.N.A. certification exam.</i>	(Specialty school focus)
In addition to the above graduation requirements, students must complete all in school, end of course and/or program assessments test.	WKCE, ACT, TEAS V, EXPLORE, NWEA, PLAN, ACHIEVE, PALS

GNLA Community Service Plan

Community Service at Global Nurse Leaders Academy combines service objectives with learning objectives with the intent that the activity changes both the recipient and the provider of the service. This is accomplished by combining service tasks with structured opportunities that link the task to self-reflection, self-discovery, and the acquisition and comprehension of values, skills, and knowledge content. A beginning plan list of activities are below:

- Blessing in a Backpack – provides underprivileged kids meals on the weekends
- Jump Rope for Heart – money goes to the American Heart Association
- Go Green – creates a culture of environmental responsibility
- Pajama Program – provides new pajamas and new books to children in need
- Stop the Violence campaign
- Collecting for food pantries
- Health and Career Fairs

Community Service projects are coordinated by our Social Services Coordinator, School Counselors, and Staff.

All participating students will receive Certificates of Participation at the end of each school year.

Student Enrichment

Homework

Homework is an integral part of the child's educational process. All curriculum, used by American Quality Schools requires student preparation outside of school and is enhanced by a parent's involvement with homework completion.

Homework is 15% of each child's quarterly grade, therefore, all assignments must be turned in on time. Students are also responsible for homework assignments missed during an absence from school (see section on student absences).

Any student who does not turn in homework will receive a zero (0) for that assignment unless absent. Students who are absent will receive the total number of days absent plus one day to make up assignments. Continual failure to complete homework may result in failure and possibly losing credits.

All students are required to have an assignment notebook. Assignment notebooks can be purchased through the school.

For Parents:

- Parents may be required to work with their child on special projects and provide materials that can be found in the home.
- Parent/student reading, comprehension, and application of what is being read is strongly recommended.
- Parents have the responsibility to discuss and check homework assignments on a daily basis with their child.
- Parents have the responsibility to review and sign completed Homework in the Assignment book sent home in order to be informed about current units of study, their child's progress, etc.

Field Trips



Cultural and educational field trips are scheduled during each school year. Field trips are planned to enhance your child's educational process and must be relevant to what is being studied at the time the field trip is planned. **Field trips are scheduled on school days and are, therefore, not optional.**

Permission slips from parents/guardians must be signed and returned to the classroom teacher before a student may participate in a field trip.

Chaperones - The ratio of chaperone to student is:

- High School: 1 chaperone for every 10 students

Although each chaperone is directly responsible for a group of students, the class as a whole should stay together at all times during a field trip. Chaperones, alone or with their group, should not separate from the rest of the class at any time for any reason. Each group will follow the same set of rules. Dean of Students and Team Leaders will provide a brief outline of the guidelines to chaperones before the trip. Any questions regarding the rules and responsibilities should be directed to the Team Leader.

Dress Attire - Students attending a field trip are required to wear appropriate attire for the field trip unless otherwise noted in the field trip/permission slip sent home to parents prior to the field trip.

Refunds - Students unable to attend a field trip due to illness and/or injury will receive a full refund. Students not attending a field trip due to disciplinary action **will not** receive a refund.

Athletic Program

It is our belief that a child's participation in athletics is important the development of character, teamwork, self-discipline, healthy living, integrity, respect for others and positive, competitive behavior. Remote and Inter-school athletic competition is offered.



for

Expectations:

1. The student athlete must show respect for coaches, team members, opponents and the officials of the sport. The athlete is also expected to demonstrate respect toward the spectators and play by the rules of the game.
2. The athlete must be present and on time for all practices and games. It is the responsibility of the athlete to notify the coach if he/she is unable to attend a practice or a game.
3. The athlete is expected to return his/her uniform in good, clean and reusable condition.

Blatant disrespect and disregard of the expectations mentioned above will result in limited or revoked playing time and the potential withdrawal of the student from the athletic team and competition.

Responsibilities:

- A student must have parental approval to participate on the team. A permission slip will be sent home to parents/guardians at the beginning of the athletic season.
- A student must have a physical exam to include a cardiac work-up and be in good physical health according to a licensed provider prior to joining the team. The provider statement must be presented to the school nurse.
- A student must be in good academic standing upon joining the team (a minimum of a “C” average in all courses) and maintain a “C” average for the duration of the athletic season. A grade of “F” in any class will automatically make the student ineligible.
- All students participating in the athletic program must present a grade verification form (provided by the coach of the team) at the end of each quarter, to each of their teachers for a signature.
- Any student who has incurred a category III discipline violation will not be able to participate on the team for the upcoming contest. A student may request to be reinstated for the next contest. Approval must be given to a student by the school Principal.

Technology Acceptable Use Policy**Purpose of Use**

Through technology, GNLA and AQS provide access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. This new capability, however, requires guidance for students and staff use.

The Opportunities and Risks of Technology Use

GNLA and AQS believe that the value of information and the opportunity for interaction that technology offers outweighs the hazards of its misuse. Making network access available, however, carries with it the potential that some network users will encounter sources that could be considered controversial or inappropriate. Because information on networks is ever-changing and diverse, the school cannot completely predict or control what users may or may not locate when on-line. Technology provides a conduit to information: the users must be wary of the sources and content and be responsible in choosing information to be accessed.

No technology is guaranteed to be error free or totally dependable, nor is it safe when used irresponsibly. Among other matters, AQS is not liable or responsible for:

1. Any information that may be lost, damaged, or unavailable due to technical, or other difficulties;
2. The accuracy or suitability of any information that is retrieved through technology
3. Breaches of confidentiality;
4. Defamatory material; or
5. The consequences that may come from failure to follow AQS policy and procedures governing the use of technology.

Privileges of User

Users may access technology for educational purposes only. Exercising this privilege requires that users accept the responsibility for all material viewed, downloaded, and/or produced. Users will need to evaluate the validity of materials accessed through technology and cite their resources when appropriate.

The actions of users accessing networks through GNLA and AQS reflect on our organization. Users must conduct themselves accordingly by exercising good judgment and complying with this policy, and any accompanying administrative regulations and guidelines.

Definition of Acceptable Use

Users will:

- Adhere to the rules of copyright and assume that any software that they did not create is copyrighted (unless it is labeled "freeware" or "public domain");
- Adhere to the licensing agreements governing the use of shareware; note that e-mail is not guaranteed to be private;
- Be responsible at all times for the proper use of their access privileges and for complying with all required system security identification codes, including not sharing such codes;
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or computer viruses;
- Respect the rights of others to use equipment and therefore use it only for school-related activities;
- Treat all computers, printers, cameras, and other electronic hardware and software with great care;
- Abide by the policies and procedures of networks and systems linked by technology; and protect the privacy of other users and the integrity of the system by avoiding misuse of others' files, equipment, and programs.

Users will not:

- Use offensive, obscene, inflammatory or defamatory language;
- Harass other users;
- Misrepresent themselves or others;
- Violate the rights of others, including their privacy;
- Access, download, and/or create pornographic or obscene material;
- Use the network for personal business or financial gain;
- Vandalize data, programs, and/or networks;
- Degrade or disrupt systems and/or equipment;
- Damage technology hardware and/or software;
- Spread computer viruses;
- Gain unauthorized access to resources or entities;
- Violate copyright laws;
- Damage computers, printers, cameras, or other hardware;
- Use technology for illegal activities; and
- Reveal their name, personal address or phone number, or those of other users without parental permission.

Right to Monitor

GNLA and AQD as providers of the technology, email, and Internet access, have the right to monitor any and all use of the system. Any individual right of privacy is superseded by the school's need to maintain its system.

Penalties for Improper Use

If users of the technology do not follow the rules of Acceptable Use, their privileges may be taken away according to the following guidelines:

Level 1: Loss of use of computer privileges until the end of the current period.

Student does not follow the directions of supervisor regarding Internet, programs, or use of hardware.

Level 2: Loss of use of computer privileges for one month.

Student consistently does not follow directions of supervisor regarding Internet, programs, or use of hardware, OR

Student damages hardware due to carelessness.

Level 3: Loss of computer privileges for 3 months to entire academic year.

Student destroys files, any form of another person's work, OR

Student views or prints a sexually explicit, offensive site OR

Student views or prints other inappropriate material, OR

Student destroys hardware intentionally, OR

Student destroys hardware beyond repair.

Level 4: Incurs the cost of repair or replacement of computer.

Student breaks the computer intentionally or unintentionally.

Cheating/Plagiarism

1. Any student that submits work (tests, homework, project, etc.) that is not his/her own receives no credit for that work and will receive a letter grade of "F" or numerical grade of zero for the work.
2. The teacher will verbally notify the parent of the dishonesty.
3. Repeated acts of dishonesty will be referred to the Dean of Students.
4. Assisting in the submission of dishonest work will be treated in a similar manner. Examples are: allowing others to use your work before, during, or after class; passing test information; etc.

General Information

Cell Phones and Other Electronic Devices

Cell phones that are brought to school **MUST** remain in the off position during school hours or **MUST** be turned in to the school's Main Office. If a cell phone is not turned in and is seen by any school personnel it will be taken away and returned to the student at the end of the school day. ***The school claims no liability for any lost or stolen cell phones.*** All other electronic devices are not to be brought to school. This includes "Nintendo DS", "iPod Touch", "iPad", etc. Parents are urged to help children understand that these items are not to be brought to school and why. If any electronic devices are brought to school they will be taken away and returned to the student at the end of the school day. If there is a 2nd violation of the cell phone policy, the incident will be treated as a Category II offense.



Items such as Nooks and other electronic readers can be used at the discretion of the individual teacher. However, these should only be used in an educational manner and the school claims no liability for any lost or stolen items.

Search and Seizure

Desks, lockers, and storage spaces provided to students without charge are the property of the school. The Principal or designee may conduct general inspections on a periodic basis and may open desks, lockers, and storage spaces in the presence of a witness and examine the contents, including personal belongings of students, if there are reasonable grounds to believe that they contain illegal drugs, contraband, weapons, or stolen property, or the student has violated or is violating state or federal law, city codes or Board of Directors' policies and regulations provided the search is conducted primarily for enforcing order and discipline in the school and not for criminal prosecution. Reasonable efforts to locate the student shall be made prior to seizure of the objects that the official believes the search may disclose. If the student is not present, he/she will be informed of the search. Stolen items and items that are specifically prohibited by law, Board of Directors' regulations, city codes or school regulations will be impounded. The student will be given a receipt for any items confiscated by school authorities, and parents shall be notified of the confiscated items.

Articles Not To Be Brought To School

Objects which create a safety hazard or which interfere with school procedure should not be brought to school. Undesirable objects will be confiscated if brought to school without the teacher's permission. *Any money sent to school with your child should be kept to a minimum. The school is not responsible for any money that is sent to school with your child.*

Book Bags

Rolling book bags are not allowed. Book bags are not allowed in classrooms for safety reasons. Students are allowed to bring drawstring back packs to class.

Locker Policy

All lockers assigned to pupils are the property of the school. At no time does the school relinquish its exclusive control of its lockers. The school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker that is not purchased from the school.

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as footwear, grooming aids, lunches, or outer garments. Pupils shall not use lockers for any other purpose, unless specifically authorized by school board policy, the school principal or his/her designee prior to pupils bringing the items to school. Pupils solely are responsible for the contents of their lockers and should not share their lockers with other pupils or divulge locker combinations to other pupils unless authorized by the school principal or his/her designee.

Searches of school lockers and their contents deter violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the Board authorizes the principal or his/her designee, upon reasonable cause under the circumstances, to search lockers and locker contents at any time without notice, and without parental/guardianship or pupil consent.

The principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or in violation of school policies and rules.

When conducting locker searches, the principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy and/or school policies or rules, or any other items reasonably determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include but are not limited to the following: contraband, controlled substance analogues or other intoxicants, dangerous weapons, explosives, firearms, flammable materials, illegal controlled substances, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil or a pupil eighteen (18) years of age or older shall be notified by the principal or his/her designee of items removed from the locker. **Destruction of a locker shall result in a \$250.00 replacement fee.**

Marking Clothing

Articles of clothing, boots, tennis shoes and lunch boxes should be marked with the child's name, and grade, or room number so they may be returned if lost.

Personal Appearance

All students are expected to be dressed and groomed in a manner that will not be disruptive to the educational process, constitute a health or safety hazard or violate civil law.

OPERATIONAL GUIDELINES FOR USE OF ANIMALS IN THE CLASSROOM

- 1) Principal approval required. Need clear educational purpose to authorize animal(s) in classroom.
- 2) If approved by the principal, School must submit written notice/survey to staff and parents of plan to bring a specific animal(s) into the classroom and the educational purpose. Request parents and staff to respond with information regarding known allergies.
- 3) Animals kept in classrooms must be housed in appropriate containers and cared for in a safe and humane manner. Only the teacher or students designated by the teacher are to handle these animals. If animals are to be kept in the classroom on days when classes are not in session arrangements must be made for their adequate care at all times.
- 4) The classroom teacher must assure that the animal is healthy and free of transmissible diseases or other problems that may endanger human health.
- 5) The classroom teacher must assume primary responsibility for the humane care and treatment of the resident animal. Animals must be properly housed, have adequate food and water, and their habitats must be kept clean and sanitary. All food and water dishes, aquariums and other items used by animals will only be cleaned in an area specified by the principal.
- 6) No dogs or cats. The only exception is when an outside group with insurance brought a dog that assists people with special needs to a school to demonstrate how the animal is able to assist. This was directly related to the curriculum, it was a specially trained dog with a certified trainer.
- 7) There must not be a situation in which we are sending animals to children's homes on a regular basis. There have been instances when families may volunteer to take care of any animal during a Spring Break, Winter Break, etc. This must be avoided as much as possible and only with the parent/guardian's express written consent—for a temporary situation.
- 8) Wild animals and animals that could spread disease, such as certain birds, must be avoided.
- 9) Animals must be properly supervised and protected to ensure they are handled in a manner that does not violate any laws, regulations or animal-rights standards.
- 10) In the event that a student or staff member appears to have an allergic reaction to an animal, that animal must be immediately removed from the classroom and arrangements must be made for the humane adoption of the animal by another person or entity, or the removal of the animal to a humane shelter.
- 11) The school must allow for regularly scheduled veterinary care.
- 12) Education with animals should be used to emphasize proper hygiene and hand washing recommendations. All students and staff must be instructed to wash their hands before and after contact with any animal.
- 13) Animals must not be allowed in the vicinity of serving lines, sinks, where children wash hands, in any area where food is stored, or served, or in areas used for the cleaning or storage of food utensils or dishes.
- 14) Any time a resident animal bites or scratches a person, the classroom teacher must immediately notify the principal, nurse and parents.
- 15) If the building principal becomes aware of potentially harmful health or safety concerns, adverse smells, or disruptive sounds regarding a resident animal, the principal must take immediate steps including the removal of the animal from the building if necessary.
- 16) Failure to comply with these guidelines could result in the removal of the resident animal.
- 17) School will provide each student with guidelines for appropriate behavior with animals in the classroom. These guidelines will also be posted in each classroom and must be followed, no exceptions.

Tobacco Policy

I. OBJECTIVE

It is the intent of the Board of School Directors of RLLB Global Nurse Leaders Academy through its education programs and policies to eliminate possession and use of tobacco and tobacco products in any form among students.

WHEREAS, the use of tobacco products has been declared by the Surgeon General to be a significant contributor to multiple health problems, and

WHEREAS, students and adults have the right by law to clean air in public facilities and buildings, and

WHEREAS, the impact of educating children about the dangers of tobacco use is minimizing the problem, but not to the optimum,

NOW BE IT THEREFORE RESOLVED, the Board of School Directors of RLLB Global Nurse Leaders Academy hereby enacts, a Tobacco Discipline Policy, which stresses education, cessation programs, and progressive and more stringent disciplinary methods aimed at ridding the school environment of tobacco and its by-products for the benefit of all,

II. PROVISIONS

A. Responsibility of the Student

1. The student is expected to be knowledgeable of the existing tobacco policy
2. The student shall be aware of the availability of counseling and support systems provided by the school, directly or indirectly, for himself/herself or friends.

B. Responsibilities of the School

1. Education
 - a. The school has developed a curriculum in the areas of health and living that provides students with affirmation of the value of healthy human relationships and specifically instructing students against the use of tobacco.
 - b. Definition of Tobacco: A lighted or unlighted cigarette, cigar, pipe, or other lighted smoking products, smokeless tobacco in any form, or look-alike tobacco products.
2. Discipline

Policy: Tobacco use or possession of tobacco on school property or property leased by or under the control of Thea Bowman Leadership Academy and on buses on the way to and from school and on school sponsored and approved field trips is prohibited.

Penalty: A violation of the Tobacco Policy shall be treated as a Category II offense as listed in the Student Handbook. Employees will be subject to disciplinary action.

Dress Code

It is our belief that good dress and work habits reflect a proper school attitude. Students are required to be in proper dress code during school hours and on field trips unless otherwise notified. Students who do not comply with the dress code will face consequences set by our school discipline policy.

THE FOLLOWING ITEMS ARE NOT ALLOWED TO BE WORN IN SCHOOL

- No sunglasses
- No sandals
- No tank tops or tight fitting tops
- No sleeveless shirts
- No large hoop or dangling earrings (for safety reasons)
- No visible body piercing including band-aids covering piercings
- No rollers/curlers
- No sagging pants
- No hanging belts
- No hair glitter/body glitter
- No key cords
- No hanging suspenders
- No combs or picks
- No shorts (non-uniform)
- Stud earrings (in ears) are **acceptable for girls only**. **Boys may not wear earrings.**
- **No** boots – hiking, work boots, etc. may be worn during the school day. *Boots may be worn to school during the winter, but must be removed once in school and regular school shoes put on.*
- **No** hats or other head coverings, including sweatbands and handkerchiefs are permitted.
- Hair **cannot** be colored or highlighted any color that is not a natural hair color.
- **No designs of any kind are permitted in the hair or eyebrows.**
- Necklaces **must** be tucked inside shirts and must be a reasonable size
- No false fingernails
- No skorts or miniskirts
- All nursing attire will be altered according to the nursing handbook policy

Students are expected to be dressed and groomed in a manner which will not be disruptive to the educational process, constitute a health or safety hazard or violate civil law. All shirts are to be worn inside the pants, skirts, or skorts at all times.

Any clothing or jewelry that is distractive to the learning process is not permitted.

****Final determination of appropriateness of student dress and measures taken to enforce the policy will be made by the Principal.****

Spirit Dress

Should the School Board decide to allow spirit days, those students who participate in Spirit Day are required to wear LONG black or blue jeans—**NO** shorts, capris, or miniskirts and **NO** jeans with holes. These jeans may be worn with any Global Nurse Leaders Academy apparel from the online clothing store. The tops can be sweatshirts, short sleeve shirts, long sleeve shirts, or even regular shirts. The students must make sure that the shirts that are worn are official Global Nurse Leaders Academy attire.

Policy Enforcement

Policy Statement

The American Quality Schools Corporation, the managing organization of the Global Nurse Leaders Academy, is responsible for establishing and carrying out the following discipline policy. It is in stating this that AQS wishes to ensure that the school environment is safe for all students. Furthermore, AQS expects all students to accept full responsibility for their actions and behavior.

AQS Discipline Code

The Global Nurse Leaders Academy expects all students to conduct themselves in a socially responsible manner. Disciplinary measures are used to maintain a safe and orderly school environment that promotes GNLA's philosophy of providing a college preparatory education for all students.

This discipline code applies to the actions of students during school hours, before and after school, while on school property, at all GNLA sponsored events and when the actions affect the mission of GNLA. Students may also be subject to discipline for serious acts of misconduct, which occur either off-campus or during non-school hours, when the misconduct disrupts the orderly educational process at GNLA.

Each discipline case will carry its own merit and will be adjudicated according to the facts accompanying the case. The Global Nurse Leaders Academy's staff shall consider all mitigating circumstances prior to disciplinary action. Mitigating circumstances shall include, but are not limited to, the following:

- Age, health, maturity and academic placement of a student
- Prior conduct
- Attitude of a student
- Cooperation of parents
- Willingness to make restitution
- Seriousness of offense
- Willingness to enroll in a student assistance program

In some cases the school's administrative personnel may deem public service a necessary component of the disciplinary action. Public service may include, but is not limited to: repairing or cleaning property damaged as a result of the offense(s); participating in landscaping, gardening and/or other projects aimed at beautifying school property or the community; and/or providing services that improve the quality of life for community members.

Each category of offense listed below has a minimum and maximum disciplinary action associated with it. After considering the actual disciplinary violation and factors such as those listed above, GNLA staff shall determine the disciplinary action within the minimum/maximum range to which the student shall be subjected.

CATEGORY I

These acts of misconduct include, but are not limited to, the following:

- Running and/or making excessive noise in the hall, school building or premises
- Violating the dress code
- Persistent tardiness to school or class

Students who commit any of these acts are subject to a teacher-student conference as a result of a 1st offense and may, as a result of repeated violations and depending on the circumstances, be subject to the maximum 1 day suspension or Saturday School. As a supplement and/or alternative to suspension, school staff may require students to complete between 1 and 8 hours of public service as commensurate with the seriousness of offense(s).

CATEGORY II

These acts of misconduct include, but are not limited to, the following student behaviors that disrupt the educational process at GNLA:

- Excessive truancy (absence without just cause)
- Use of profane, vulgar or obscene words, gestures or other actions which disrupt the school environment or are disrespectful
- Insubordination (refusal to follow orders, directions or stated school rules)
- Participation in acts designed to disrupt classroom or school activities
- Repeated failure to follow school rules and procedures
- Smoking on school property
- Acts that obstruct or interrupt the instructional process in the classroom
- Repeated refusal to participate in classroom activities or complete academic assignments
- Visible carrying of cell phones, pagers or other electronic devices
- Leaving the classroom without permission
- Cheating
- Plagiarism
- Bullying, including verbal harassment
- Initiating or participating in any unacceptable minor physical actions against another student
- Disrespect of school staff members

Students who commit any of these acts are subject to lunch detention, after-school detention, or in-school detention and a teacher-student conference as a result of a 1st offense and may, as a result of repeated violations and depending on the circumstances, be subject to the maximum penalty of a 5 day out-of-school suspension and teacher-parent conference. The degree of the suspension whether in-school or external, as well as length of suspension, shall be determined by the school director and AQS senior management. As a supplement and/or alternative to suspension, school staff may require students to complete between 3 and 12 hours of public service as commensurate with the seriousness of offense(s).

CATEGORY III

These acts of misconduct include those student behaviors that very seriously disrupt the orderly educational process in the classroom, in the school, and/or on the school grounds. These acts of misconduct include, but are not limited to, to following:

- Fighting or threatening any student or staff member
- Assault on a student or any school employee (assault is interpreted as an attempt to do bodily harm to a student or to any staff member)
- Persistent refusal to follow stated school rules and procedures
- Arson
- Destruction of property/graffiti
- Creating a false fire alarm
- Repeated Category I and Category II offenses
- Possession of weapons
- Any act that endangers the safety of the other students, teachers or any school employee
- Theft
- Trespassing
- Involvement in gang activity
- Sex violations/sexual harassment
- Use, possession, sale or delivery of alcohol, illegal drugs, narcotics, controlled substances, contraband, look alike contraband/drugs or intoxicants of any kind.

Students who commit any of these acts are subject to a maximum 10-day, out-of-school suspension and teacher-parent conference and may, depending on the circumstances, be subject to the maximum penalty of expulsion. As a supplement and/or alternative to suspension or expulsion, school staff may require students to complete between 6 and 30 hours of public service as commensurate with the seriousness of offense(s).

SUSPENSION AND EXPULSION

When a student's misconduct results in the need to suspend or expel a student, the following procedures shall be followed:

- A. Suspension Not Exceeding 10 School Days:** Students suspended for 10 days or less shall be afforded due process in the following manner:

The student shall be given oral or written notice of the charges against him/her, an explanation of the basis for the accusation, and a chance to present his/her version of the incident. The parent is contacted and notified of the results of the investigation and suspension.

- B. Suspension In Excess of 10 Days and Expulsion:** Students suspended for more than 10 school days and/or expelled as a result of gross disobedience or misconduct shall be afforded due process in the following manner:

The Global Nurse Leaders Academy will request that the student's parents or guardian appear before the GNLA Charter School Board, an appointed hearing officer, or a Board representative. Such requests will be made by registered or certified mail and state the time, place and purpose of the meeting. In addition to advanced written notice of the hearing, the student shall be afforded sufficient time to prepare for the hearing, the right to be represented by counsel, the right to present evidence and witnesses. The expulsion hearing need not take the form of a judicial or quasi-judicial hearing. In no event shall a

hearing be considered public. Further, at the discretion of the hearing officer, the hearing may be closed to those individuals deemed advisable, except the student, the student's parents or guardians, the student's attorney, at least 1 school official, and Board's attorney at all times. Witnesses shall be admitted to a closed hearing to the extent necessary to testify.

PROCEDURAL DISCIPLINE GUIDE FOR STUDENTS WITH DISABILITIES

The Principal may suspend students with disabilities for disciplinary reasons and cease educational services for up to 10 consecutive or 10 cumulative school days in 1 school year without providing special education procedural safeguards. When school staff anticipates a recommendation to an alternative school, a referral for expulsion, or anticipates that suspensions may exceed 10 cumulative school days, the following regulations apply.

1. AQS staff must provide written notice to the parent or guardian that a disciplinary action is being considered and the date of an Individualized Education Program (IEP) meeting, which must be held within 10 days of the date of misconduct.
2. The IEP team must:
 - A. Determine whether the misconduct is related to the student's disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observations of the student, and the student's IEP and placement. The behavior is not a manifestation of a student's disability if:
 - 1) The student was given appropriate special education supplementary aids and intervention strategies, and
 - 2) The disability does not impair the ability to control behavior.
 - B. Review and revise, if necessary, the behavior intervention plan or, as necessary develop a functional behavior assessment and intervention plan to address the misconduct.
 - C. Include in the IEP those services and modifications that will enable the student to continue to participate in the general curriculum and address the behavior so that it will not recur.
 - D. Determine the appropriateness of an interim educational setting.

If the student's behavior **is not** a manifestation of the disability, school staff may apply the AQS/GNLA discipline code, taking into consideration the student's special education and disciplinary records. In no event, however, may the student be suspended for more than 10 consecutive or cumulative school days in a school year without providing appropriate educational services.

If the student's behavior **is** a manifestation of the disability, the student's placement may be changed to an appropriate interim educational setting for 45 days if the student carried a weapon to school or to a school function, knowingly possessed or used illegal drugs, sold or solicited the sale of a controlled substance while at school or at a school function, or is substantially likely to cause injury to himself/herself or others.

Students with disabilities, even if expelled, must be provided with an appropriate education in an alternative education setting.

New federal regulations offer some flexibility in suspending students with disabilities in excess of 10 school days in the school year in certain circumstances. In order to determine whether the circumstances permit a suspension in excess of 10 days per school year, consultation by AQS/GNLA/ staff with the Milwaukee Public Schools Department of Due Process is necessary. Without such consultation and approval from the Department, the current procedures limiting suspensions from disabled students to 10 days in a school year will continue to apply.

American Quality Schools Anti-Bullying/Harassment Policy

American Quality Schools is committed to protecting our students and employees from bullying, harassment, or discrimination of any kind. AQS believes that all students and employees are entitled to a safe, non-threatening and harassment-free school experience, and demonstration of appropriate behavior and respect, and refusing to tolerate bullying or harassment of any kind is expected of students, administrators, faculty, staff and volunteers at all times.

Bullying, harassment and discrimination will not be tolerated and shall be cause for immediate disciplinary, and possibly legal, action.

The AQS anti-bullying/harassment policy is designed to ensure that each of our schools has staff that has been trained to support their school's effort to provide awareness, intervention, training and instructional strategies on bullying prevention and to provide direct follow up when incidents are reported and/or occur.

I. Definitions:

A. Bullying: Is defined as systematically and chronically inflicting physical hurt and/or psychological distress on one or more persons. Bullying is a form of harassment and may be characterized by: unwanted, purposeful written, verbal, nonverbal or physical behavior that has the potential to create an intimidating, hostile or offensive educational environment, or cause long term damage, humiliation, discomfort, or to interfere with the individual's school performance or participation. Bullying may involve, but is not limited to:

1. Unwanted teasing
2. Threatening
3. Intimidating
4. Stalking
5. Physical violence
6. Sexual, religious, ethnic or racial harassment
7. Public humiliation
8. Rumor or spreading of falsehoods

B. Harassment: Is threatening, insulting or dehumanizing gestures, use of technology, written, verbal or physical conduct against a student or employee that:

- Places that person in reasonable fear of harm to his/her person or damage to his/her property.
- Negatively affects that person's emotional or social well-being.
- Interferes with educational or work performance, opportunities or benefits
- Substantially disrupts the orderly operation of the school

C. Cyber bullying: Is willful and repeated harassment and intimidation of a person(s) in any of the above stated ways, through the use of digital technologies including, but not limited to, e-mail, blogs, texting, social websites, chat rooms, instant messaging or video voyeurism.

American Quality Schools expects all students and staff to conduct themselves in a manner that stands within the guidelines of the six pillars of Character Counts! Which includes demonstrating proper regard for the rights and welfare of others at all times.

American Quality Schools believes that the best discipline is self-imposed, and that it is the responsibility of the staff to use disciplinary interventions and PBIS as opportunities for helping students learn to assume responsibility and the consequences of their behavior.

Since bystander support of bullying can encourage these behaviors, AQS prohibits both active AND passive support for acts of bullying and/or harassment. Staff should encourage and support students who walk away from these acts when they see them, and report them to the designated authority.

American Quality Schools requires that all school administrators develop and implement procedures that ensure both the appropriate consequences AND remedial responses to a student or staff member who commits an act of bullying. The following factors, at a minimum, shall be given consideration by administrators when developing the procedures for determining appropriate consequences and remedial measures for each act of bullying:

Factors for Determining Consequences:

- Age, development, and maturity level of parties involved
- Degree of harm
- Nature and severity of the behavior(s)
- Incidences of past or continuing patterns of behavior(s)
- Context in which the alleged incident occurred.

Examples of Consequences:

- Admonishment
- Temporary removal from classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to Dean or Disciplinarian
- In-school suspension
- Out of school suspension
- Expulsion
- Legal action

American Quality Schools requires the Director (or designee) at each school to be responsible for receiving alleged complaints regarding violation of this policy. All school employees are **required** to report alleged violations of this policy to the Director/designee. All other members of the school community are encouraged to report alleged violations of this policy. Reports may be made anonymously, but formal disciplinary action MAY NOT be based solely on the basis of an anonymous report.

American Quality Schools requires the Director/designee to be responsible for determining whether an act constitutes violation of this policy. That designated person shall conduct a prompt, thorough and complete investigation to be completed within three school days after a report or complaint is made.

American Quality Schools prohibits retaliation against any person who reports an act of harassment or bullying as well as any person who falsely accuses another as a means of harassment or bullying. The consequences and appropriate remedial action for doing so shall be determined by the administrator.

American Quality Schools requires all schools to annually disseminate this policy to all school staff, students, and parents along with a statement explaining that it applies to all applicable acts of bullying or harassment that occur on school property, at school-supervised events, on a school bus, or walking to and from school.

American Quality Schools reserves the right to act as a witness and a complainant by filing a criminal charge against any person who willingly and intentionally violates this policy or aids and abets another in the violation of this policy.

In cases of cyber bullying, this policy applies to all students of AQS who partake in any kind of bullying or harassment by means of any type of digital technology regardless from where the technology emanates.

All information regarding this policy against bullying and harassment must be incorporated into each school employee training program and handbook.

Parent Involvement

Global Nurse Leaders Academy is committed to the goal of providing quality education for the children in our building. To ensure that this happens, we will establish a partnership with parents and the community. Parents play an extremely important role as a child's first teacher. Their support for their children and for the school is critical for success. The Global Nurse Leaders Academy parental involvement policy will support this goal. Guidelines include:

- ◆ Communicate to parents that their involvement and support makes a great deal of difference in their children's performance
- ◆ Encourage parent involvement from the time children first enter school
- ◆ Develop parent involvement programs that include a focus on parent involvement and instruction
- ◆ Teach parents that activities such as modeling reading behavior and reading to their children increase children's interest in learning
- ◆ Provide orientation and training for parents
- ◆ Make a special effort to engage the involvement of parents of disadvantaged students, who stand to benefit the most from parent participation in their learning
- ◆ Continue to emphasize that parents are partners of the school and that their involvement is needed and valued

Global Nurse Leaders Academy, in addition to the informal relationships established between staff and parents, has an established Parent/Teacher/Community Organization. This organization serves as an integral part in the operation of this school. Parent volunteers have taken on the responsibility for many school functions and duties including:

- ◆ Acting as classroom aides
- ◆ Assisting with clerical needs
- ◆ Organizing and supervising planned special assemblies and events
- ◆ Chaperoning field trips
- ◆ And providing financial support for learning as well as moral support

Parents are more than welcome to come and visit the school, however, visits to your child's classroom must be scheduled with the school Principal and classroom teacher. The visit should be at a time and of such a nature as to present no interruption of the teaching/learning process. This procedure is necessary to prevent the disruption of classroom learning.

Parent Complaint Procedure

This procedure will allow parents to file complaints and feel reassured that the complaints will be dealt with in a fair, open, and responsive way. The school recognizes that a willingness to listen to questions and criticism and to respond positively can lead to improvements in school practices. The following steps should be followed:

1. A parent may raise a concern directly with school staff. When this occurs, it may be unclear whether the parent is making a complaint, seeking information, or has misunderstood a situation. Staff will try to resolve the concern at this point in a speedy and effective way. However, if the concern is not resolved, the opportunity to discuss the matter with an Instructional Team Leader/Assistant Principal is given. The Instructional Team Leader/Assistant Principal will discuss the issue with the parent with the aim of resolving the complaint as soon as possible. The parent will be informed of the outcome of the investigation and what action, if any, the school proposes to take. If no satisfactory solution has been found, the parent can move to Step 2.
2. The parent will contact the school Principal. The complaint will be discussed with the parent and an investigation will follow. The parent will be informed of the outcome of the investigation and what action, if any, the school proposes to take. If no satisfactory solution has been found, the parent can move to Step 3.
3. The parent will contact the Chief Administrative Officer. The complaint will be discussed with the parent and an investigation will follow. The parent will be informed of the outcome of the investigation and what action, if any, the school proposes to take. If no satisfactory solution has been found, the parent can move to Step 4.
4. This step requires that a written complaint be sent to the President of the School Board. The President of the School Board will acknowledge the written complaint within ten (10) school days of receipt and provide an opportunity to discuss the complaint. After investigating the complaint. A written response will be made, The written response will include reasons for the conclusions reached by the School Board and what action, if any, the school proposes to take to resolve the matter. The decision of the School Board is FINAL.

Notification of Rights under FERPA

for elementary and secondary schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- 1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 advise them 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.

- 3) The right to consent to disclosures of personally identifiable information contained in 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 (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Global Nurse Leaders Academy School-Parent Compact

Dear Parent/Guardian:

We value your role in working to help your child achieve high academic standards. The purpose of the school-parent compact is to communicate a common understanding of home and school responsibilities to assure that every student attains high academic standards leading to a quality education. The following information will serve as an outline of various ways you and the school staff can build and maintain a partnership of shared responsibility for your child's learning.

School's Responsibility:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet Local, State, and National student academic standards
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress.
- Provide opportunities for ongoing communication between you and teachers through:
 - Semi-annual parent/teacher conferences
 - Frequent reports regarding your child's progress, and
 - Opportunities to talk with members of the staff, volunteer in class, and observe classroom activities.
- Provide the staff with appropriate professional development activities.
- Maintain highly qualified teachers.
- Provide a safe and secure learning environment.

Parent's Responsibility:

- Ensure that my child attends school daily and arrives to school on time.
- Encourage my child to follow the rules and regulations of the school.
- Monitor my child's homework.
- Attend parent/teacher conferences and participate, when appropriate, in discussions relating to the education of my child.
- Volunteer in my child's school and classroom if time or schedule permits.
- Communicate positive information regarding teachers, principals, and other campus personnel when discussing school with my child.
- Seek information regarding my child's progress by conferencing with teachers, principals, and other district personnel.

Student's Responsibility:

- Attend school regularly.
- Complete and turn in all classroom and homework assignments on time.
- Accept responsibility for my own actions.
- Show respect for myself, other people, and property.
- Make the effort to do my best to learn.
- Resolve conflicts peacefully.

School, Parents, and Student Responsibilities:

- High student expectation.
- Improve student academic achievement.

Global Nurse Leaders Academy

Photograph Release Form

****Please note: Each child needs to have a form. If you have more than 1 child, fill out a separate form. Additional forms can be obtained from the school office.****

Student's Name: _____

Date of Birth: _____

Teacher's Name: _____

I, _____, the undersigned, hereby (☐ grant/ ☐ do not grant) permission to have photographs or other images taken of my child. I authorize the use of these photographs for the general purposes as determined by the Thea Bowman Leadership Academy and The American Quality Schools (AQS) without time restriction of such pictures or any portion thereof. I further waive any claim for compensation, financial or otherwise, in connection with the aforementioned pictures.

**Global Nurse Leaders Academy
Acknowledgement and Verification**

I acknowledge and verify that I have received and am aware of the information contained in the Thea Bowman Leadership Academy Student Handbook including but not limited to: Parent Expectation Guidelines, the School Discipline Plan, the School Parent Compact, the Homework Policy, Photo Release, and the Student Technology Rules Contract.

Student Signature

We, as parents or guardians of

Student Name

Grade

Acknowledge and verify that we have received and are aware of the policies and regulations contained in the Thea Bowman Leadership Academy Student Handbook including but not limited to: the Parent Expectation Guidelines, the School Discipline Code, the School Parent Compact, the Homework Policy, Photo Release and the Student Technology Rules.

Parent/Guardian Signature

Date

Please return this form to the office by Monday, September 7, 2013.