

2017-2018

Sheila C. “Skip” Nowell Leadership Academy
Student & Family Handbook



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Who's Who at the Nowell Leadership Academy

Capital Campus Faculty

Linda Iribarren, English Teacher
Rachael Medeiros, History Teacher
Areema Sweeney, Math Teacher
Catherine Marcotte, Science Teacher

Central Campus Faculty

Kashmeel McKoena, English Teacher
Neisa Pimentel, History Teacher
Brianna Mendonsa, Math Teacher
Dr. Rosemary Miner, Science Teacher

The Academic Intervention Team:

Karen Belletete, Director of Special Populations
Laura Harrell, Reading Specialist
Victoria Rodriguez, Instructional Support Specialist
Kanagaratnam Sajeenthiran, Math Interventionist
Matt Crane, Special Educator
Carolyn Taylor, English Language Coordinator

The Wrap-Around Support Team:

Conor Sheehan, Dean of Students & Director of Wrap-Around Supports
Radale Locke, Dean of Students
Dr. Anna Lubiner, School Psychologist
Judith Russell, School Nurse Teacher

The Operations & School Support Teams:

Drew Allsopp, Chief of Finance & Operations
Shawn James-Gomez, Data & Information Technology Manager
Kimberly Pineda, Student Support Specialist, Capital Campus
Toby Shepherd, Executive Director
Johanny Toribio, Student Support Specialist, Central Campus
Jessica Waters, Principal

Capital Campus
133 Delaine Street
Providence, RI 02909

Central Campus
43 Hawes Street
Central Falls RI 02863

Phone: 1 (401) 751-0405 | www.nowellacademy.org | Twitter: @nowellacademy

Welcome!

Welcome to Sheila C. “Skip” Nowell Leadership Academy!

We are so thrilled that you have chosen to attend our school. Our school is a special place. Here, you will find small class sizes and the opportunity to learn through fun, meaningful projects. Here, your teachers will get to know you, will care about your well being, and will do everything possible to make sure you succeed. Here, you will find peers who - like you! - are motivated to work hard, graduate from high school and pursue their college and career dreams.

The Nowell Leadership Academy is a public charter school. The 2017-2018 school year will be Nowell’s fifth year since it opened in 2013. We serve students from all over Rhode Island. There are no tests to be admitted to Nowell and we never charge tuition.

Our school was founded to serve pregnant and parenting young adults. We also serve students who are not pregnant or parenting, but who may have found a traditional public high school to be a challenging learning environment. Everyone is welcome at Nowell.

Who is Sheila C. “Skip” Nowell? Sheila “Skip” Nowell is a longtime community activist. She directed the first Rhode Island Head Start program located in South Providence. In 1973, she became the Executive Director of the YWCA of Northern Rhode Island. In this role, she founded the Parenting in Progress program, a project designed to support pregnant and parenting young adults in pursuing their high school diploma while learning parenting skills and receiving day care for their infants in a secure and supportive environment. Sheila “Skip” Nowell was born in New York City where she graduated from Music and Art High School for the Performing Arts. She attended the University of Wisconsin and Juilliard in New York. We look forward to welcoming Sheila “Skip” Nowell to campus this year!

It’s going to be a great year. Later in this family handbook you will find cell phone numbers for all of our faculty and staff. Please never hesitate to get in touch with any questions. We can’t wait to get started with you.

Section 1. School Overview

Mission Statement

The mission of the Sheila C. “Skip” Nowell Leadership Academy is to ensure that Rhode Island’s pregnant, parenting and underserved youth graduate from high school with the knowledge and skills they need to be prepared for success in college, career and family life.

Our vision is to become a national leader in providing an exceptionally high quality, competency-based high school experience to pregnant, parenting and underserved students.

Board of Directors

Nowell Leadership Academy is governed by a Board of Directors. The Board meets regularly and is composed of various community members. The Board leads the school in making decisions regarding school financial, legal, and academic outcomes. The Board assists the school in achieving its goals and ensures that its mission is met.

Nowell Leadership Academy is a public school. All of its board meetings are open to the public. Board agendas are posted and can be found on the Secretary of State website two days before meetings are held.

Students and their families who wish to appeal a decision made by administration will be referred to the Board of Directors. Further appeals typically go to the Rhode Island Department of Elementary & Secondary Education.

The Nowell Leadership Academy Board will convene committees to address important issues related to the school and overall organization. These committees often involve parents, students, faculty/staff and individuals from the community. If you are interested in serving on a committee of the Board of Directors, please contact Mr. Shepherd.

2017-2018 Board Members:

- Nancy Wilson, Chairwoman
- Toby Simon, Vice-chair
- Deirdre Norton, Vice-chair
- Sharon Lee, Secretary
- Joe DiMartino
- Rilwan Feyisitan
- Gigi DiBello
- Dr. Patricia Flanagan
- Alejandro Molina
- Michelle Cinquegrano
- Susan Gershkoff

Where can I learn more about Nowell?

In March of 2017, the Nowell Leadership Academy adopted a strategic plan. This document is intended to guide Nowell's growth and development over the 2017-18, 2018-19 and 2019-20 school years. You can find a copy of the strategic plan [online here](#).

Our school was lucky to be featured in several news articles over the course of the 2016-2017 school year. To learn more about what kind of school we are, consider watching [this video](#) produced in April of 2017.

Staff Contacts

All staff members at Nowell are issued school cell phones. Students and families are encouraged to contact teachers, advisors and other staff members as necessary by phone or by text message. Staff are available by phone or by text message until 8:00 PM at night Monday through Friday, with the exception of holidays. A list of staff and their cell phone contacts will be distributed during student orientation.

<u>Campus</u>	<u>Staff Member</u>	<u>Phone Number</u>
Both	Catherine Hidalgo	401-793-6352
Both	Drew Allsopp	401-408-3587
Both	Jessica Waters	401-408-3576
Both	Judith Russell	401-408-3580
Both	Karen Belletete	401-408-3574
Both	Shawn James	401-408-3578
Both	Toby Shepherd	401-408-3590
Capital	Areema Sweeney	401-408-1855
Capital	Catherine Marcotte	401-408-3342
Capital	Conor Sheehan	401-793-1839
Capital	Kanagaratnam Sajeenthiran	401-408-3392
Capital	Kimberly Pineda	401-408-3584
Capital	Laura Harrell	401-408-3581
Capital	Melissa Slaiger	401-408-3586

Capital	Rachael Medeiros	401-408-3585
Central	Brianna Mendonsa	401-408-3589
Central	Johanny Toribio	401-408-3579
Central	Kashmeel McKeona	401-408-3583
Central	Matt Crane	401-793-0628
Central	Neisa Pimentel	401-793-6793
Central	Radale Locke	401-793-6823
Central	Rosemary Miner	401-408-1915
Central	Victoria Rodriguez	401-408-3588

Section 2. Enrollment, Schedule & Attendance Expectations

Enrollment Process

Rhode Island students who are interested in attending Nowell Leadership Academy must submit an application. Admission to the school is open to all prospective high school students that are between the ages 15 - 20 years old as of September 1 of the school year, regardless of their age, sex, race, national origin, citizenship status, religion, sexual orientation, color, disability, or handicap. Each spring, an enrollment lottery is held for the following school year. Students will be notified of their opportunity to enroll or their position on the waiting list. Applicants applying after the lottery is held will be placed on the waiting list. If you'd like to know more, a detailed enrollment policy is available, which describes the lottery and waiting list procedures.

School Attendance Policy

Many students who enroll at the Nowell Leadership Academy come to our school with academic skills that are significantly below grade level. In order for our students to catch up to their grade-level peers and get prepared to graduate ready for success in college, careers and in family life, we find that our students benefit from as much time as possible in school. That's why Nowell's student schedule is five days/week from 8:45 to 2:45 PM. That's also why Nowell offers frequent Saturday school learning opportunities, and four weeks of summer school.

Our campus doors open at 8:30 AM and our first class starts at 8:45 AM sharp. Each morning, the Dean of Students will stand at the campus door to shake hands with all entering students. Students will enter the building and sign-in with the Student Support Specialist who will take attendance for the whole school. Students who are not at school on time will promptly receive a phone call or text message from a Nowell Academy staff member. Students who arrive on campus late by fifteen minutes or more have missed part of their first academic period of the day, and must sign-in with the Dean of Students. Students who arrive on campus after 10:48 have missed half of their academic courses for the day and will be considered absent.

Students may occasionally seek modified schedules for learning that takes place outside of the school building. For example, a junior enrolled in a college course may arrive at Nowell after 8:45 AM if their college class takes place in the morning. Similarly, a senior who is completing her senior capstone may leave school early several days each week to complete their internship hours. Students will develop these modified schedules in collaboration with the Dean of Students before the term begins, and the principal will approve them before the first day of classes.

Our school works hard to identify and remove the barriers that prevent students - especially pregnant, parenting and over-age and under-credited students - from attending school. We are proud to assist students with childcare costs, transportation needs and other logistical challenges. **If a life challenge is making it hard for you to come to school on time, please tell the Dean of Students or your advisor immediately.** The school will work with you to try and resolve whatever challenge you are experiencing. Communication is key; do *not* simply stop coming to school and ignore the school's attempts to contact you. Doing so may result in your being referred to truancy court and/or being unenrolled from the school.

If a student experiences two consecutive days of unexcused absence, the Family & Community Liaison will conduct a home visit to the student's home. If staff from the Nowell Leadership Academy are unable to connect with the student during the home visit, staff may attempt to contact individuals identified as the student's emergency contact. After five consecutive days of unexcused absences (or after fifteen days of cumulative unexcused absences over the course of a term) students will receive a letter from Nowell informing them that they are at risk of either being referred to truancy court (if under the age of 18 years old) or being unenrolled from the school (if 18 years of age or older). Students who receive this letter will be required to meet with the Dean of Students to develop a plan for reengaging back in school. Students who miss additional days of school during the school year will be required to repeat their courses or, in the case of seniors, may be prevented from graduating. Continued unexcused absences will result in a referral to truancy court or unenrollment. Unenrolled students may apply to re-enroll at Nowell at a future date.

Student Tardiness or Absence	School Procedure
Student is late by fifteen minutes or more	Student must sign-in with the Dean of Students
Student is late three times	The school counts three tardy arrivals as an absence
Student arrives after 10:48 AM (i.e. has missed the first two of the day's four academic periods)	Student is considered "absent" for the day BUT still welcome to attend
Student misses one day of school	Student support specialists attempt to reach student or guardian by phone or text message
Student misses two consecutive days of school	The Family & Community Liaison conducts a home visit to determine where the student is and why they are not in school
Student misses five consecutive days of school and/or fifteen days cumulatively in a	<ul style="list-style-type: none"> ● Student receives a letter informing them that they are at risk of being

term	<p>referred to truancy court if under the age of 18 or being unenrolled from school is 18 years or older</p> <ul style="list-style-type: none"> • Student (and legal guardian if under 18 years of age) needs to make an appointment with the Dean of Students sign a re-commitment form
Student misses additional school and does not meet the conditions in the recommitment form	Student may be at risk of needing to repeat their courses from the school year and/or be prevented from graduating (if a senior)
Student misses additional school and does not meet the conditions in the recommitment form	<ul style="list-style-type: none"> • Student is referred to truancy court if under 18 years of age • Student is unenrolled from school if 18 years of age or older • Students are welcome to re-apply to the school's lottery

School Calendar

In the 2017-2018 school year, Nowell will be open for 221 school days. Appendix 1 shows the current year school calendar. You can find a copy of the 2017-2018 school year calendar on the Nowell Leadership Academy [website here](#).

Daily Schedule

Below, please find copies of the student schedule for both campuses:

Time	Day 1	Day 2	Day 3	Day 4	Day 5
8:30 - 8:45	Breakfast				
8:45 - 9:45	Core 1	Core 2	Core 3	Core 4	Core 5
9:45 - 9:48	Passing time				
9:48 - 10:48	Core 2	Core 3	Core 4	Core 5	Core 1
10:48 - 10:51	Passing time				
10:51 - 11:51	Core 3	Core 4	Core 5	Core 1	Core 2
11:51 - 12:21	Lunch				
12:21 - 12:36	Advisory & Daily Academic Challenge				
12:36 - 1:36	Personalized Learning Time		All Hands on Deck	Personalized Learning Time	

1:36 - 1:39	Passing time				
1:39 - 2:39	Core 4	Core 5	Core 1	Core 2	Core 3
2:39 - 2:45	Dismissal				
2:45 - 3:45	After School Programming				

Snow Days/Cancellation of School

In the 2017-2018 school year, Nowell’s Providence campus will follow the snow cancellation policies of the Providence public school district, and Nowell’s Central Falls campus will follow the snow cancellation policies of the Central Falls school district. In other words, if the Providence Public School District cancels or delays school opening due to snow, Nowell’s Providence campus will do the same. If the Central Falls School District cancels or delays school opening due to snow, Nowell’s Central Falls campus will do the same. You can find out if school will be cancelled due to inclement weather through local TV and radio, by visiting the Nowell Academy website or the RI Broadcasters website, or by following Nowell’s social media accounts on Twitter and Facebook.

Monthly Electronic Newsletter

Once a month, the Nowell Leadership Academy sends out an electronic newsletter (“Nowell News”) with general updates on school activities. You can subscribe to Nowell News on the Nowell Leadership Academy website by visiting www.nowellacademy.org.

Section 3. Student & Family Services

Advisory & Daily Academic Challenge

All Nowell students are assigned an advisor at the beginning of the school year and that advisor serves as the student's coach, advocate, and confidante throughout the year. The advisor helps students set goals, create plans, and make good decisions -- the skills of becoming a self-directed learner. In addition to the Dean of Students, the advisor also serves as a main point of contact for a student's family with the school.

Students meet with their advisory group every day. Advisory is an important vehicle for students to set academic goals and reflect on progress, troubleshoot barriers to academic success, and build community with friends and peers.

Classroom advisories are to be organized by grade level:

- Freshmen (0 - 5 credits) Areema Sweeney (Capital) or Brianna Mendonsa (Central)
- Sophomore (6 - 10 credits) Rachael Medeiros (Capital) or Neisa Pimentel (Central)
- Juniors (11 - 15 credits) Catherine Marcotte (Capital) or Rosemary Miner (Central)
- Seniors (16 - 20 credits) Melissa Slaiger (Capital) or Kashmeel McKoena (Central)

Child Care

At Nowell, we know that access to reliable, high quality childcare is essential for student success. The staff of Nowell Leadership Academy are available to help students identify childcare options. Students in need of assistance with childcare should speak with the Dean of Students or the School Nurse.

Nowell is also pleased to make available a limited number of emergency child care spaces at licensed child care sites near both campuses. These spaces will be available on a first-come, first-served basis and will be used for emergencies only with the permission of Nowell staff. Students who think they may need to use emergency childcare in order to attend school should alert the Dean of Students or the School Nurse as far in advance as possible to ensure that space is available. While child care can be available at no cost, students will need to complete an application for their children.

Babies and toddlers may not be brought into the classroom area during school hours.

Family Leadership Councils

New for the 2017-2018 school year, Nowell will maintain a family leadership council (akin to a traditional parent teacher organization) at each campus. The Providence Family Leadership Council will meet on the second Tuesday of each month, and the Central Falls Family

Leadership Council will meet on the second Thursday of each month. The purpose of the Family Leadership Council is to provide a structured setting for parents and other family members to receive information and provide input on the student experience at the Nowell Leadership Academy.

Transportation

Nowell offers all students a transportation support program. Every five days of attendance, Nowell students are able to earn one of the following means of transportation support:

- A RIPTA 10-ride pass
- A \$20 gas card
- A \$20 gift card (if a student walks and elects not to use a gas-card or bus fare)

Students who live in the City of Woonsocket receive free daily bus service to the Central Falls campus and therefore are not eligible for another form of transportation support.

In order to participate in Nowell's transportation support program, students must sign and return a waiver form.

Food Services

All Nowell Leadership Academy students will be provided with a *free* hot breakfast and a *free* hot lunch every day. Nowell's lunch period is thirty minutes. Our school food partner Sodexo provides Nowell students with nutritious meals with multiple options at every meal. Students with any special dietary needs should notify the School Nurse. Members of the Skipper Society may leave school for lunch; if under 18, students need parental permission.

Students are welcome to bring a packed lunch. Students may not eat meals during class time. Students who arrive to school with food may ask the Dean of Students to store it in the cafeteria until lunchtime. Students may not order food to be delivered to the school unless given special permission.

School staff may elect to play music during lunch time. To expose students to a wide variety of musical traditions, staff will select music from different cultures. These programs feature musical artists and traditions from all around the world.

At times other than breakfast and lunch, Nowell will maintain a supply of fresh fruit, healthy snacks and bottled water. Students - especially our expecting mothers - are welcome to enjoy one of these snacks in class so long as they take care to enjoy their snack in a way that is as minimally disruptive to the learning environment as possible.

Nowell will order special lunch on Friday afternoons if the school meets its school wide attendance goals Monday through Thursday of the same week. Nowell will begin by ordering a special lunch on Friday, September 8th. On Monday, September 11th Nowell will announce

the school wide attendance goal for the week. The attendance goal will be 5% higher than the week immediately preceding. If the school has met this threshold by Thursday afternoon's advisory period (or, if the school has maintained an average attendance rate of at least 85% week to date), the school will order a special lunch for the whole campus.

Monthly Report Cards

New for the 2017-2018 school year, Nowell will issue all students monthly report cards. These monthly report cards are intended to help students keep closer track of their progress in their courses. Monthly report cards are distributed during advisory period (and mailed home) during the last week of the month.

Nowell will also maintain three family report card nights over the course of the 2017-2018 school year. During a family report card night, family members are invited to campus to review their student's progress toward graduation with their student's teachers and advisor. Report card nights will take place along the following schedule:

<u>Providence Campus</u>	<u>Central Falls Campus</u>
November 28	November 30
February 27	March 1
May 29	May 31

A template monthly report card is included as Appendix 1.

Section 4. Student Health and Wellness

Fire drills and other emergencies

The Nowell Leadership Academy Emergency Management and School Safety Plan is in accordance with all Department of Education mandates. An Emergency Procedures folder is available in each classroom.

If a fire drill, lockdown, or other emergency should occur, students will follow the instructions given by staff and will also view and follow the posted fire emergency exit plan.

Counseling Services

Nowell is pleased to provide behavioral health screening and counseling services to students who elect to receive these services. School psychologist Dr. Anna Lubiner is available to meet with students confidentially at both campuses in one-on-one and group settings. You can make an appointment to meet with Dr. Lubiner by speaking with your advisor, the Dean of Students at your campus, or another staff member.

Illness & Medications

If a student becomes seriously ill at school, they should ask their teacher or advisor to see the School Nurse. The nurse (or if the nurse is not available, another school administrator) will call the student's parent or guardian, and arrangements may be made for student dismissal. If a student is having a critical medical emergency, the school nurse (or advisor if the nurse is not available) will first call 911 and then contact the student's parent or guardian to inform them of the student's status. If a parent cannot be contacted, the emergency contact for the student will be notified.

Students suffering from chronic illness or medical conditions must alert the school nurse of their condition with proper documentation and directions for prescription delivery. In addition, students with allergies to foods, insects, medication, or any other substances must notify the school nurse immediately.

All students who are prescribed medication that needs to be taken during school hours must notify the School Nurse to make a plan for medication administration.

Tobacco Policy

All members of the Nowell community are encouraged to make decisions which support optimal health and well-being. Students who wish to quit smoking should contact the school nurse for support. In accordance with Rhode Island state law, all forms of tobacco use

(Cigarette, e-cigarette, vapor, hookah pen, chewing tobacco) are prohibited within 100 feet of the school building.

Health

Nowell Leadership Academy offers Health and Wellness Education to students. Nowell's health program is to provide information needed to make important decisions about health, wellness, and individual lifestyle. Topics related to health such as personal health and wellness, social and emotional health, safety, nutrition and physical activity, and family life and sexuality education will be discussed. The goal of Nowell's health curriculum is to ensure students have the knowledge and skills necessary to assume responsibilities for their own health. Any student, parent, or guardian with concerns about the the teaching of sexual education may contact the School Nurse at any time.

Section 5. Academic Program

Our mission is to prepare students for success in college, careers and in family life. Our goal is for students to gain relevant higher-order thinking skills (cognitive skills) and master rigorous academic content. To accomplish this, the breadth and depth of the Nowell's program of study is designed for students to:

- develop the cognitive skills of deeper learning, critical thinking, communication, and problem solving needed to succeed in and engage with today's world;
- develop the social, personal, and interpersonal skills needed to succeed in college, the working world and family life;
- gain the content knowledge that must be learned in a variety of disciplines; and,
- engage with the community through structured opportunities such as expeditions and internships to discover their passions and apply their learning in an authentic environment.

Students often transfer to Nowell with credit from other high schools. Nowell evaluates all transcripts of newly enrolled students to determine which courses are eligible for transfer credit. Transfer credit is only awarded for high-school level courses. No more than 1.0 credit will be recorded on the leaders transcript for each course, even if the course is taken in different schools.

Students pursuing a diploma from Nowell are required to complete at least 4.5 credits at Nowell regardless of how many credits are transferred. These credits must include 2 core course credits from 2 different subject areas. Core course subjects are English, Math, Science and History.

To pass a course at Nowell, students must successfully complete all power focus areas in a course and complete all projects with grade-level cognitive skills averages. Nowell offers extended course time during the summer for students to complete work they did not finish during the academic school year. To qualify for extended time in a course during the summer, a student needs to have a completed at least half of all power focus areas and all projects in a course. A student must obtain a passing cognitive skills average in a course by the end of summer extended time to move on to the next course, otherwise the student will repeat the previous course.

Students that demonstrate passing cognitive skills averages in projects but have not completed all power focus areas may remain enrolled in the course in the following school year, but will not earn a credit until they have passed all applicable power focus areas. Students that fail to demonstrate passing cognitive skills averages in projects must retake the course in the following year.

In order for students to develop the skills that are necessary for success in college or a career, they need opportunities to practice life and cognitive skills that have been widely identified as essential for lifelong learning and growth. We develop these skills through project-based-learning during Project Time so that our students are ready to not only enter but also succeed at college. During Project Time, students are working on projects that mimic the work of people in the workplace or field of the discipline with content teachers. This means that on some days students will collaborate in groups or participate in whole-class discussions. On other days, students will work independently to write essays, develop lab reports, and create presentations. Throughout the class, teachers are promoting learning by giving students feedback, facilitating discussions, and engaging and challenging students in their projects.

Personalized learning time is a time when students can focus on mastering the content knowledge they need to apply to their projects. During this time:

- The PLT teachers will check-in with students regularly about their academic progress
- The PLT teachers will coach students on different learning and study strategies
- Students will work on developing skills to make them an effective learner
- Students will collaborate and practice content with peers
- Students will take content assessments (tests)

Students are given the tools and resources to access and learn the content that is required in their courses while at the same time learning how to be resourceful and problem-solve. These are the self-directed learning skills, such as persistence, learning when and how to ask for help, and strategy shifting, that they practice during PLT. Students will have 5 hours during their regular school week. We believe learning can happen anywhere and at anytime. Students are expected to work at home to diligently complete content and may be required to stay for extended hours if it is determined by teachers and support staff that is needed.

Nowell believes helping students find their passion and interests keeps students motivated to learn, be curious, and persevere through challenges. It's that spark and internal drive that creates a fulfilling and enriching life and help them become thoughtful, contributing members of society as adults.

That's why for 4 weeks of the school year, during Art Explorations, students immerse themselves in energizing and engaging art experiences where students discover and deepen their art learning. During this time students will take a break from their core academic classes and dive into unique art experiences with community partners.

Students at Nowell often enroll at our school behind their graduation peer cohort. These students are sometimes referred to as "over-age and under-credited." Our students become over-age and under-credited in a variety of ways, often because they have missed school for an extended period of time before enrolling at Nowell.

Nowell offers “credit acceleration” as a way for these students to recover credits they did not fully earn in previous classes and move towards graduation faster. Students who take and pass a class that is eligible for credit acceleration earn *one and a half credits* as opposed to the traditional one credit.

Nowell offers credit acceleration for the following courses:

- Algebra 1, Algebra 2, Geometry & Pre-Calculus
- Modern World History, Government, AP Human Geography
- Biology, Chemistry, Physics & AP Environmental Science
- English 1, English 2, English 3 & English 4

In order to earn one and a half credits in these courses, students will demonstrate a deeper understanding of the content area by completing additional focus areas and projects in the course. Students work with the Dean of Students to determine if credit acceleration is a good fit for them.

Nowell Leadership Academy adheres to state and federal regulations governing the education of children with disabilities. Nowell also maintains a staffing and programming designed to provide extra support and small group interventions to students with acute needs in math and reading as well as students who are learning the English language.

The Director of Special Populations provides leadership and support to the school community through quality special education services, alternative school programs, and student services so that all students achieve high academic standards. If you would like more information regarding Special Education services, please feel free to contact any Karen Belletete, Director of Special Populations, at Karen.Belletete@NowellAcademy.org.

Grading Policy

All classes must be completed with a grade of 70 (C-) or higher. Any grade below that is an incomplete.

NLA Grading Scale	
Final Grade	Numerical Equivalent
A+	97 - 100
A	93 - 96
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82

C+	77 - 79
C	73 - 76
C-	70 - 72
Below a 70 is an Incomplete (I)	

To prepare students for career and college, all NLA classes focus on developing cognitive skills and content knowledge. Cognitive skills include skills such as critical thinking, analysis, problem-solving, and writing. Content knowledge is specific pieces of information that students learn in different subject areas - such as the parts of a cell or important historical events.

Families can access their student’s grades in a variety of ways. As discussed below, Nowell will provide all students and families with a monthly report card that tracks student performance in both coursework and executive functioning skills (“habits of success”). Nowell will also offer quarterly report card nights specifically designed for parents and guardians. Finally, parents and guardians are also welcome to log into Nowell’s online personalized learning platform and view student work in real-time by visiting www.summitlearning.org.

Academic Integrity

The faculty and staff of Nowell expect that all work completed and turned in will be original work of the respective student. Plagiarism is taking the work of another and attempting to pass the work as one’s own. Thus, plagiarism is not limited to copying text from an existing source without documentation; it is also the copying of ideas from a source without documentation. Copying ideas from another student (the source in this case) without documentation is also considered plagiarism. In the case of plagiarism, there is shared and equal responsibility (and therefore shared and equal consequences) for this action.

To clarify, we have given you examples of what this type of plagiarism looks like:

Plagiarism Looks Like:	Plagiarism Does Not Look Like:
<ul style="list-style-type: none"> ● Giving someone answers on any assignment, test, or project. ● Communicating related information to another student in any way during a test or exam. ● Having someone else do your work even if it’s not during school hours ● Simply copying and pasting answers found online; using the Internet as an answer-bank instead of a research resource 	<ul style="list-style-type: none"> ● Helping a fellow student independently understand an assignment through working with them directly (and not showing them the answers!). ● Working together on homework as long as each student independently understands the final work that they are turning in and writes all work in their own words.

Noise & volume at school

Our two schools are small learning communities. In order to create learning environments where all students can focus on their coursework, students must be mindful of their volume at all times. A small group of students who are working together at a loud volume - even inadvertently - may distract the entire learning community.

The chart below is intended to provide students with guidance regarding the volume they should use at different times in the day.

	Whole class work	Independent work	Collaboration
Sounds like...	One voice	Quiet	Productive buzz
Looks like...	Students sitting up, tracking the speaker with eyes	Students working productively with urgency	Students showing inviting body language
Technology is...	Off	Used for learning; Headphones OK with teacher's permission	Used only to enhance collaboration and only if accessible to all group members
When class begins, students are...	Awaiting teacher instructions, with computers put away	During PLT students are reviewing their work for the day	Following teacher's instructions

Laptop & Computer Policy

Students at Nowell may earn laptops (Google Chromebooks) to take home with them to review material and complete school work at home. This is a privilege that other high schools do not provide to their students. With this privilege come certain responsibilities. Nowell's process for distributing Chromebooks, and expectations for students who receive them, is outlined below.

Prior to a student being issued a Chromebook or other NLA-owned tech hardware, each student is issued a tech contract. The contract states, at a minimum, the following:

- The student is responsible for caring for the Chromebook and internet access device
- That the hardware is property of NLA and is due back to NLA upon request or upon unenrollment

- That the Chromebook is designed for student use both in school and out-of-school; that the student is required to bring the Chromebook to school each day.
- That the student will not use the hardware on blocked sites or for personal use beyond the NLA academic program (develop language for this).
- That should the student refuse to return the hardware within ten (10) days after a request is made, the student agrees to be billed for the hardware, and will pay if not returned immediately.
- That should an NLA-provided internet access device go unused for 30 days, it will be disconnected. (In other words, NLA pays for an internet device but student not using it).

Step 1: On the 15th of each month (or the following Monday), Mr. James Gomez will compile a list of all students who: a) do not have a Chromebook assigned to them; and b) have attended school 70% of the time over the past four weeks.

Step 2: Mr. James Gomez will review the list with the Deans of Students. The Deans of Students have final approval of students to receive Chromebooks, and can add or remove with discretion. The Deans of Students will also determine whether students should be issued an internet device that enables home internet connectivity (with the fee paid by NLA).

Step 3: On the day following approval by the Deans of Students, Mr. James-Gomez will hand out Chromebooks at the normal scheduled campus during the lunch period. The following day, Mr. James-Gomez will distribute at the other campus during the lunch period.

Step 4: Mr. James-Gomez is responsible for maintaining records of every piece of tech hardware, including those distributed to students. Computers and other hardware devices will be catalogued by service/ID tag, and tied to student name and SASID, date distributed, and date returned.

Students should be aware that all laptops are equipped with tracking software that communicates to the school the laptop's physical location. The school has also tagged other valuable electronic hardware (i.e. digital projectors, cameras, school issued cell phones) with similar tracking devices. School property that is reported stolen from Nowell will be tracked down and located, and any students responsible for theft will be referred to the police.

Cell phone policy

Cell phones can be powerful tools, but they can also be distracting to students and to teachers. Nowell does not permit cell phones to be visible during the school day. Students may choose to leave their phones at home or lock them in secure lockers upon arrival at school. Cell phones may be retrieved and used during the thirty-minute lunch break but must be returned when lunch has concluded.

Students with children who need to be accessible by phone should tell the Dean of Students. The Dean of Students has a work issued cellphone and students can choose to give this number to childcare providers. This way, a childcare provider can call the Dean of Students if an emergency arises with a student's child.

Each campus also has a main phone line that anyone can call. Students with children who need to be accessible by phone can choose to also give this number to childcare providers. The student support specialist will answer this phone during regular school hours.

Section 6. Nowell Community Membership

S.K.I.P. Values

Nowell has adopted four core values that guide our work in everything we do. These are the "SKIP" values of Strength, Knowledge, Integrity and Purpose.

Strength. Students of the Nowell Leadership Academy demonstrate strength by persevering through challenges, setting and working towards goals and resolving conflicts peacefully.

Knowledge. Students of the Nowell Leadership Academy demonstrate knowledge by having a growth mindset, participating in school to the fullest of their abilities, and applying what they learn at Nowell in their life and community.

Integrity. Students of the Nowell Leadership Academy demonstrate integrity by cooperating with others, exhibiting academic honesty at all times and representing Nowell with pride.

Purpose. Students of the Nowell Leadership Academy demonstrate purpose by arriving at school on time each day, being fully present and on-task during school hours, and remaining on-track to graduate.

More examples of how students demonstrate the SKIP Values each day in the section on Nowell Bucks below.

Nowell Bucks & the School Store

Students at Nowell have the opportunity to earn and spend "Nowell Bucks." Students have the opportunity to *earn* Nowell Bucks throughout the school day. Students who arrive to school on time earn two Nowell Bucks automatically. Students earn another two Nowell Bucks for arriving on time and participating meaningfully in each academic period of the school day. Thus, all students have the opportunity to earn a minimum of 10 Nowell Bucks each day.

Additionally, students have the opportunity to earn *extra* Nowell Bucks for demonstrating the SKIP values at any time in the school day. These Nowell Bucks are awarded at the discretion of any school staff member. Examples of ways in which students may earn additional Nowell Bucks are listed below.

Earning Nowell Bucks (+3 Bucks)	
Core Value	Definition/Explanation
Strength	Persistence in the face of adversity
	Enthusiasm and passion; approaching life with energy
	Controlling one's emotions
	Expecting the best in the future and working to achieve it
Knowledge	Taking an interest in experience for its own sake; exploring and discovering
	Thinking of novel and productive ways to conceptualize and do things
	Setting goals and accomplishing them; seeking positive challenges
	Ready to learn more; open to the views and opinions of others
Integrity	Being honest with oneself and others; taking ownership over actions and feelings
	Taking pride in one's work; paying attention to the details
	Letting one's accomplishments speak for themselves
	Being aware and thankful of good things that happen; expressing thanks
	Being aware of the motives and feelings of other people and oneself
	Putting others or the group first
	Ability to take perspective on one's decisions and adjust course
	Navigating and negotiating social relationships and environments
Doing favors and good deeds for others; being nice for the sake of being nice	
Purpose	Thinking for oneself; not seeking approval for the sake of approval
	Inspiring a group of which one is a member to accomplish goals
	Leveraging all that one has at their disposal
	Not shrinking from challenge; acting on convictions even if unpopular

In the 2017-2018 school year, Nowell Bucks will not be physical dollars. Instead, they will be tracked for students in an online system called Kickboard. Students, school staff and families alike can access Kickboard online.

Nowell Bucks can be used to redeem goods in the **school store**. It is anticipated that the school store will be updated and refreshed throughout the school year. Starting on the first day of school, the following ten items will be available for sale:

<u>2017-2018 Nowell Leadership Academy School Store*</u>	
Fresh popcorn:	5 Nowell Bucks
<i>Estimated number of days to earn:</i>	<i>Less than 1 day</i>
\$5 Dunkin Donuts Gift Certificate:	30 Nowell Bucks

<i>Estimated number of days to earn:</i>	<i>Three days or fewer</i>
Nowell Leadership Academy T-Shirt*:	75 Nowell Bucks
<i>Estimated number of days to earn:</i>	<i>Eight days or fewer</i>
\$10 Gift Certificate to Providence Place Mall:	150 Nowell Bucks
<i>Estimated number of days to earn:</i>	<i>Fifteen days or fewer</i>
Movie Ticket to Providence Place Cinema:	200 Nowell Bucks
<i>Estimated number of days to earn:</i>	<i>Twenty days or fewer</i>
\$20 Amazon Gift Certificate:	300 Nowell Bucks
<i>Estimated number of days to earn:</i>	<i>Thirty days or fewer</i>
\$20 iTunes Gift Certificate:	300 Nowell Bucks
<i>Estimated number of days to earn:</i>	<i>Thirty days or fewer</i>
Polo Ralph Lauren cologne	500 Nowell Bucks
<i>Estimated number of days to earn:</i>	<i>Fifty days or fewer</i>
Urban Decay Vice4 Make-up Pallette:	500 Nowell Bucks
<i>Estimated number of days to earn:</i>	<i>Fifty days or fewer</i>
Beats by Dre headphones:	1,000 Nowell Bucks
<i>Estimated number of days to earn:</i>	<i>One hundred days or fewer</i>
<i>*Can be worn on Fridays</i>	

Skipper Society

Nowell Bucks can also be used for admission to Nowell’s “Skipper Society.” In nautical terms, a “skipper” is someone in charge aboard a boat or watercraft. Members of the Skipper Society are the captains, or student leaders, of the Nowell Leadership Academy.

Students can apply to join the Skipper Society each quarter. Applications for quarter one are due on Monday, September 18th. In order to be considered for membership, students need to have earned a minimum balance of 100 Nowell Bucks. (Note, students do not need to have 100 Nowell Bucks on hand and membership in the Skipper Society does not cost Nowell Bucks. If students have earned but spent 100 Nowell Bucks, they are still eligible to apply to join the Society. If students have earned but *lost* 100 Nowell Bucks by committing various SKIP value violations, then they are not eligible to apply.) To apply, students must submit a written application and a letter of recommendation from their advisor.

There is no limit to the number of Skippers per quarter. Indeed, we want every student at the Nowell Leadership Academy to be a member of the Skipper Society.

For quarter one of the 2017-2018 school year (September 5, 2017 to November 30, 2017) Skipper Society members will enjoy the following five special privileges:

2017-2018 Skipper Society Privileges:

Members of the Nowell Leadership Academy Skipper Society have permission to:

1. Leave campus for lunch if over 18 year old (and with parental permission if under 18 years old),
2. Use headphones connected to laptops and listen to music at school during teacher designated times,
3. Plan themes for Friday Spirit Days and lead Wednesday All Hands on Deck meetings
4. Attend Skipper Society only field trip to Dave & Busters on Wednesday, October 23
5. Attend Skipper Society only field trip to Boston on Wednesday, November 8

Violating the SKIP Values

Students and teachers alike work hard to make our campuses positive learning environments that allow all of us to focus on the work at hand - getting prepared to graduate ready for success in college, careers and family life. Certain behaviors that violate the SKIP values distract us from this work. Swearing, being rude to your teachers, or skipping class and roaming around the school building - behaviors like these are unacceptable because they waste time, cause frustration, and push us off the path towards graduation and success beyond high school.

A list of specific SKIP Value Violations and their consequences are included below.

Level 1 SKIP Value Violations are minor misbehaviors that result in a student losing two Nowell Bucks.

Level 1 SKIP Value Violations: (-2 bucks)		
Demerits	Violated Value	Definition/Explanation
Uniform Violation	Purpose	Student arrives at school out of uniform
Unprepared	Purpose	Student does not have required materials for class (pen/pencil, calculator, notebook, texts, planner or other materials) or schedule
Disengaged	Knowledge	Not paying attention during instruction; continually off-task after being redirected by a teacher
Disruptive (Minor)	Purpose	Roaming around the classroom; distracting others; calling out; side conversation, etc.

Lack of Responsibility	Integrity	Not leaving a space clean; not caring for items as if they were one's own
Negative Attitude	Strength	Being sour on the school, a class or an institution
Not Following Class or School Procedure	Purpose	Not following a class or school procedure

Level 2 SKIP Value Violations are more serious misbehaviors that result in a student losing five Nowell Bucks.

Level 2 SKIP Value Violations: (-5 bucks)		
Demerits	Violated Value	Definition/Explanation
Disrespect to Property	Integrity	Doodling on a desk; abusing a book, etc.
Gossiping	Integrity	Spreading malicious rumors about another student
Ignoring/Refusing	Knowledge & Purpose	Refusing to complete work; refusing to comply with teacher directions
Inappropriate Contact	Integrity	Putting hands on another student in any form other than high five or side hug
Inappropriate Reaction	Purpose	Responding to a correction disrespectfully (e.g. rolling eyes, making an inappropriate comment)
Late to Class	Purpose	Being more than 2 minutes late to any scheduled class or activity during the day
Minor Integrity Violation	Integrity	Being untruthful but immediately recanting; committing a lie of omission
Missing Form	Purpose	Not turning in required forms (summer program, survey, permission slip, etc.)
No Lanyard / In an unauthorized location	Purpose	Not having a lanyard when out of class during class-time; Being in a location in which students are not allowed to be (stairwell, supply closet)

Level 3 SKIP Value Violations are serious misbehaviors that result in a student losing ten Nowell Bucks. Additionally, Level 3 SKIP Value Violations result in a student being required to serve PM school (more on this below)

Level 3 SKIP Value Violations (-10 Nowell Bucks & automatic PM school)		
Demerits	Violated Value	Definition/Explanation
Deliberate Derailment of Lesson	Knowledge	Intentionally attempt to disrupt or derail a lesson
Rude or Unkind Behavior	Purpose	Repeatedly refusing to follow directions (a more severe form of ignoring/refusing)
Major Integrity Violation	Integrity	Claiming work that is not 100% one's own; being dishonest or not telling the whole truth; plagiarism;
Electronic	Purpose	Having a cell phone on your person or in your bag instead of in the cell phone locker

Major Unprofessional	Integrity	Using any form of profanity. This includes the “d” and “h” word if directed AT someone or something.
Skipping Class	Purpose	Not attending class when scheduled to do so
Unsafe Contact	Integrity	Play-fighting; rough-housing; throwing an object; slamming something in anger
Verbal Altercation	Purpose	Verbal argument between leaders

Level 4 SKIP Value Violations are serious misbehaviors that result in a student losing fifty Nowell Bucks. Additionally, Level 4 SKIP Value Violations result in a mandatory circle-up with all campus staff and a potential in-school suspension.

Level 4 SKIP Value violations (-50 Nowell Bucks, mandatory circle-up, potential in-school suspension and expulsion from Skipper Society if applicable)		
Demerits	Violated Value	Definition/Explanation
Bullying/Harassment	Strength	Repeatedly teasing another leader or being mean-spirited in a way that assails the dignity of another individual
Insult to Adult	Strength & Integrity	Undermining the dignity, authority or emotional safety of an adult (includes sexual harassment)
Insult to peer	Strength & Integrity	Undermining the dignity, authority or emotional safety of another student (includes sexual harassment)
Hate Speech	Strength & Integrity	Using language that undermines the dignity of a race, sexual orientation, religion, etc.
Major Destruction to Property	Integrity	Damaging school property in a way that requires replacement or repair; taking what is not one’s own
Physical Violence	Integrity	Physical harm of any kind (e.g., grabbing, shoving, slapping); Threats of violence, regardless of intent
Threatening	Integrity	Threatening a leader or adult; issuing a threat that implies a negative consequence (“She better shut up...”)
Illegal Substances	Integrity	Being in possession of or using an illegal substance, including alcohol

Teachers will keep a private system (i.e. a classroom clipboard or list on the whiteboard) to track students as they earn (or lose) Nowell Bucks during class-time. This information will be updated in Kickboard no later than 4:30 PM each day to ensure that all students have an up-to-date snapshot of their Nowell Bucks balance.

Psst - Check this out!
 You can avoid losing Nowell Bucks by making sure you don’t

commit these 15 common SKIP Value Violations!		
1	Being out of uniform	-2 Nowell Bucks
2	Disrupting class	-2 Nowell Bucks
3	Acting in a rude way (i.e. rolling your eyes, saying "whatever, Mister...")	-5 Nowell Bucks
4	Being late to class	-5 Nowell Bucks
5	Being out of class without a lanyard	-5 Nowell Bucks
6	Acting in a <i>really</i> rude way (i.e. repeatedly refusing to follow directions)	-10 Nowell Bucks plus mandatory PM School
7	Swearing	-10 Nowell Bucks plus mandatory PM School
8	Skipping class	-10 Nowell Bucks plus mandatory PM School
9	Arguing with another student	-10 Nowell Bucks plus mandatory PM School
10	Having your cell phone on your person instead of in the locker	-10 Nowell Bucks plus mandatory PM School
11	Plagiarism	-10 Nowell Bucks plus mandatory PM School
12	Threatening or actually physically harming another student	-50 Nowell Bucks, mandatory PM School, potential suspension
13	Using hate speech or language that undermines a person's dignity	-50 Nowell Bucks, mandatory PM School, potential suspension
14	Stealing from the school, another student or a staff member	-50 Nowell Bucks, mandatory PM School, potential suspension
15	Using or being under the influence of alcohol,	-50 Nowell Bucks, mandatory PM School,

	marijuana or another illegal substance	potential suspension
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PM School

Students who commit more serious violations of the SKIP Values will be required to attend PM school. PM school takes place in increments of twenty minutes and is supervised by the campus Dean of Students. During PM school, students must write a written reflection on the behavior that required them to serve PM school. Once finished, students may also work in the personalized learning platform independently or read a book independently. Students may not use their cell phones, listen to music, or socialize.

If a student under the age of 18 is required to serve PM school, the Dean of Students will contact the family during the school day. If a student is required to serve PM school on a day when a family or work obligation prevents them from serving, they may make a contract with the Dean of Students to serve PM school at the earliest possible time the student is available. It is the student’s responsibility to ensure that their PM school requirement is fulfilled. Failure to serve a required PM school will result in an escalated schedule of disciplinary action.

Suspension, Circle-Ups & Restorative Practices

Nowell Leadership Academy is committed to using restorative practices in order to help students resolve conflicts, strengthen relationships, and manage behaviors. At Nowell, we model a restorative approach in order to prevent and repair harm, improve relationships, and create a sense of community. Restorative practices range from universal practices (whole school) designed to prevent conflict/harm to more targeted and intensive interventions that address conflicts that occur in the school community.

Students who commit one of the SKIP Value violations listed below will be required to attend PM school and participate in a mandatory circle-up.

- Physical fight
- Bomb threats
- Burglary or stolen property
- Defacement or destruction of school property
- Harassment (sexual, racial, or physical)
- Leading or participating in a riot on school property
- Malicious or criminal mischief on school property
- Possession of firearm, weapon, knife, or any form of explosive
- Possession, sale, or use of any illegal drugs or alcohol
- Undutiful activation of fire alarm system

If it is determined that a student has exhibited violent behavior and/or has threatened physical harm on another member of the Nowell community, that student will be subject to serious disciplinary action which may include criminal charges. Students may be financially responsible for any damages that occur as a result of any violent behavior or vandalism. As dictated by law, these types of behaviors will require the notification of law enforcement authorities.

A circle-up requires a student to sit with all of the campus teachers and discuss how the student's behaviors are affecting the school community. Prompts for circle-ups may include:

For challenging behavior:

1. What happened, and what were you thinking at the time?
2. What have you thought about since?
3. Who has been affected by what you have done? In what way?
4. What about this has been hardest for you?
5. What do you think you need to do to make things as right as possible?

For those affected:

1. What did you think when you realized what had happened?
2. What impact has this incident had on you and others?
3. What has been the hardest thing for you?
4. What do you think needs to happen to make things right?

Students under the age of 18 who are required to circle-up shall do so with a legal guardian present. Students will not be permitted to rejoin the learning community until a circle-up has been completed. The circle up is facilitated by the Dean of Students. Additionally, re-entry to Nowell may be conditioned upon a student completing psychological testing or out-placement counseling.

Students may also be subject to in- or out-of-school suspension. The Executive Director approves recommendations for suspension on the recommendation of the Deans of Students and the principal.

Addressing students and teachers

To promote mutual respect and a professional learning environment, both teachers and students at Nowell should be mindful of the way they address each other in everyday interactions.

Teachers at Nowell are addressed with "Miss" or "Mister" followed by the name of a teacher's preference. Some teachers prefer to be addressed by their last name ("Mr. Shepherd") while others prefer to be addressed by their first name ("Mr. Shawn"). Teachers will introduce themselves and their preferences during student orientation.

Incorrect version: “Hey, Mister - what period is it?”
Incorrect version: “Hey, Toby - do we have dance club today?”
Correct version: “Mr. Shepherd, can you unlock my content assessment?”

New for the 2017-2018 school year, staff at Nowell will also refer to students as “leaders.” As the Nowell *Leadership Academy*, we believe that all of our students have the capacity to serve as leaders in their home community, school community, and families.

Friday Spirit Days

Spirit Days are fun ways for the school to build community. Each Friday, Nowell students may participate in a different Spirit Day. A list of Spirit Days and their themes for September, October and November are included below. Skipper Society members will determine Spirit Day themes starting in December.

Students not participating in a Friday Spirit Day must follow the Monday through Thursday dress code.

All Hands on Deck & Wise Women Wednesdays

Every Wednesday, the entire school community comes together for a community meeting called “All Hands on Deck.” All Hands on Deck meetings are opportunities for the entire school community to share updates and celebrate successes. Over the course of the year, it is expected that All Hands on Deck meetings will be facilitated by members of the Skipper Society.

All adults and students must attend an All Hands on Deck meeting. When the meeting begins, the Dean of Students will post a note on the door of the building instructing guests and visitors that a community meeting has begun and that no interruptions will be taken at this time. Phone calls the school receives will be temporarily redirected to voicemail.

Occasionally, students feel uncomfortable participating in whole-school community meetings. During an All Hands on Deck community meeting, students may elect to share more or less depending on their personal level of comfort. However, all students must be physically present in the circle.

Once a month, Nowell will invite speakers to campus for a presentation that will take place during All Hands on Deck. These days are called “Wise Women Wednesdays” because our speakers will typically be local, accomplished women who will come to campus to talk about their careers. Wise Women Wednesday speakers will be advertised a week in advance so that students can research and prepare questions for the guest speaker.

Lanyards, Hallway Passes & Moving Around the Campus

Nowell's two campuses are both small learning spaces. We do not have large physical spaces that allow for an "open campus" type policy. When one or a small number of students are not in the appropriate place at the appropriate time, it becomes immediately distracting for students and staff alike.

Nowell has adopted a number of changes for the 2017-2018 school year to address this issue.

The first change is *passing time*. New for the 2017-2018 school year, Nowell's student schedule has four three-to-five minute passing time blocks in between classtimes. Students should take advantage of passing time to use the restroom or take care of other small tasks that might otherwise take them out class time.

The second change is *hall pass lanyards*. Students who need to leave class during instructional time should check out a hall pass lanyard from their teacher.

Dress

Nowell strives to create a professional learning environment for students and teachers alike and student dress should reflect this professional standard. Nowell has adopted a new uniform policy for the 2017-2018 school year to help reinforce this expectation.

Monday through Thursday of the week, all Nowell students are expected to wear either:

- A school issued blue oxford button-up shirt with the orange Nowell logo over the heart,
- A school issued Navy blue polo with the orange Nowell logo over the heart, or
- A school issued sweater / sweatshirt with the orange Nowell logo over the heart

Students may elect to wear a white long or short sleeve undershirt. One of these Nowell-branded tops must be tucked into bottoms. All Nowell students will be given two blue oxford button-up and two blue polo Nowell shirts upon enrollment (and again at the beginning of each new school year) free of charge. Students may purchase additional shirts from the school at cost.

On Fridays, all students may elect to dress down if they are participating in Friday Spirit Day. If students choose not to participate in Friday Spirit Day, they must follow the Monday through Thursday dresscode.

Tops that are revealing or contain offensive images or words are never permitted.

Nowell students may wear khakis, jeans or another dark colored bottom. Tights may be worn but must be opaque and solid colored. Fishnet or see-through tights are not acceptable. Skirts / shorts must be knee length.

During the morning handshake routine, the Dean of Students will check that each student is wearing a Nowell top. If a student arrives at school out of dress code, the Dean of Students will direct them to the Student Support Specialist. The Student Support Specialist will maintain an extra supply of Nowell tops that the student may borrow for the day. The top will be returned to the Student Support Specialist at dismissal.

Use and Possession of Alcohol and Drugs

Given reasonable suspicion (i.e. a student comes to school with a strong odor of marijuana), students will be questioned as to their possible use of alcohol or drugs and referred to the school nurse. If staff have sufficient evidence to indicate that state law has been violated with respect to the use, possession, or sale of alcohol or illegal drugs, the student will be sent home (or the student will be asked to remain at school until a guardian can pick them up) and the school will contact appropriate law enforcement officials and supply them with the information.

Appendix 1: School Year Calendar



Nowell Leadership Academy
Real students, real solutions, bright future.

2017/18 Calendar

First/Last Day for Students	Closed (students)	Summer Sessions	Art Week	Saturday School	Closed (all)
July					
Su	M	Tu	W	Th	F S
					1
2	3	4	5	6	7 8
9	10	11	12	13	14 15
16	17	18	19	20	21 22
23	24	25	26	27	28 29
30	31				
16 instructional days					
August					
Su	M	Tu	W	Th	F S
		1	2	3	4 5
6	7	8	9	10	11 12
13	14	15	16	17	18 19
20	21	22	23	24	25 26
27	28	29	30	31	
8 instructional days					
September					
Su	M	Tu	W	Th	F S
					1 2
3	4	5	6	7	8 9
10	11	12	13	14	15 16
17	18	19	20	21	22 23
24	25	26	27	28	29 30
21 instructional days					
October					
Su	M	Tu	W	Th	F S
1	2	3	4	5	6 7
8	9	10	11	12	13 14
15	16	17	18	19	20 21
22	23	24	25	26	27 28
29	30	31			
22 instructional days					
November					
Su	M	Tu	W	Th	F S
			1	2	3 4
5	6	7	8	9	10 11
12	13	14	15	16	17 18
19	20	21	22	23	24 25
26	27	28	29	30	
19 instructional days					
December					
Su	M	Tu	W	Th	F S
					1 2
3	4	5	6	7	8 9
10	11	12	13	14	15 16
17	18	19	20	21	22 23
24	25	26	27	28	29 30
31					
16 instructional days					
January					
Su	M	Tu	W	Th	F S
	1	2	3	4	5 6
7	8	9	10	11	12 13
14	15	16	17	18	19 20
21	22	23	24	25	26 27
28	29	30	31		
18 instructional days					
February					
Su	M	Tu	W	Th	F S
				1	2 3
4	5	6	7	8	9 10
11	12	13	14	15	16 17
18	19	20	21	22	23 24
25	26	27	28		
19 instructional days					
March					
Su	M	Tu	W	Th	F S
				1	2 3
4	5	6	7	8	9 10
11	12	13	14	15	16 17
18	19	20	21	22	23 24
25	26	27	28	29	30 31
23 instructional days					
April					
Su	M	Tu	W	Th	F S
1	2	3	4	5	6 7
8	9	10	11	12	13 14
15	16	17	18	19	20 21
22	23	24	25	26	27 28
29	30				
16 instructional days					
May					
Su	M	Tu	W	Th	F S
		1	2	3	4 5
6	7	8	9	10	11 12
13	14	15	16	17	18 19
20	21	22	23	24	25 26
27	28	29	30	31	
22 instructional days					
June					
Su	M	Tu	W	Th	F S
					1 2
3	4	5	6	7	8 9
10	11	12	13	14	15 16
17	18	19	20	21	22 23
24	25	26	27	28	29 30
22 instructional days					

September 4, 2017: Labor Day
 October 9, 2017: Columbus Day
 November 10, 2017: Veterans Day
 November 23, 2017: Thanksgiving Day

December 25, 2017: Christmas Day
 January 1, 2017: New Years Day
 January 15, 2018: Martin Luther King Day

February 19, 2018: President's Day
 May 28, 2018: Memorial Day

Appendix 2: Monthly Report Card Template

Sheila C. “Skip” Nowell Leadership Academy | Report Card for the Month of [Month]
Data as of [Date]

Name: [Firstname Lastname]
Grade level: [Grade level]
Advisor: [Advisor]
Credits: [Credits to date]

Section #1: Academic Progress

	Algebra 1	English 1	Biology	Modern World History
Total number of projects or concept units to complete:	4	4	5	5
Projects you should have completed with a 70% or higher by this point:	1	1	1	1
Projects you have completed	0	0	0	1
Total number of focus areas to complete:	10	11	9	12
Focus areas you should have completed by this point:	3	4	3	4
Focus areas you have completed:	1	1	2	5
In this class you are:	Off-track	Off-track	Off-track	On-track

Section #2: Habits of Success

Nowell Bucks:

- You could have earned **350 Nowell Bucks** by this point in the quarter.
- You have earned **75 Nowell Bucks**.
- Your Kickboard data show that you are losing Nowell Bucks primarily by violating the SKIP value of **Purpose**. You can improve by **being at the appropriate class on time**.

Attendance:

- We have been in school for **45 days**. You have missed **10 days**.
- You have left school early **6 times**. These count as **2 additional absences**.
- If you miss **3 more days** of school, you will need to repeat your courses from the school year.

Section #3: The Bottom Line:

Your Anticipated graduation date*: June of 2019

**Anticipated graduation date is based on the information contained in this monthly progress report. If you switch from becoming off-track to becoming on-track in one of the courses listed below, your anticipated graduation date may move closer. If you switch from becoming on-track to becoming off-track in one of the courses listed below, your anticipated graduation date may move further away.*

