

2017-2018

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



*\*Updated January, 2018*

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# Who's Who at the Nowell Leadership Academy

## Capital Campus Faculty

Melissa Slaiger, English Teacher  
Linda Iribarren, 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  
Rachael Medeiros, Special Educator  
Lisa Murphy, Special Educator  
Carolyn Taylor, English Language Coordinator  
Yomely Marte, English Language Instructor (Dorcus International Institute)

## The Wrap-Around Support Team:

Conor Sheehan, Dean of Students & Director of Wrap-Around Supports (Central Falls Campus)  
Anthony Carrion, Dean of Students (Providence Campus)  
Catherine Hidalgo, College Advisor (College Advising Corps)  
Damilola Animashaun, Family & Community Liaison  
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  
Johanny Toribio, Student Support Specialist, Central Campus  
Jessica Waters, Principal  
Toby Shepherd, Executive Director

**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](http://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.

My best,

Toby Shepherd  
*Executive Director*

P.S. You can contact me directly by phone, email or text message. My email is [Toby.Shepherd@NowellAcademy.org](mailto:Toby.Shepherd@NowellAcademy.org) and my cell phone number is 401-408-3590.

## 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 can be found below:

School Support Staff	
<i>Staff Member</i>	<i>Phone Number</i>
Catherine Hidalgo	401-793-6352
Drew Allsopp	401-408-3587
Jessica Waters	401-408-3576
Judith Russell	401-408-3580
Karen Belletete	401-408-3574
Shawn James	401-408-3578
Toby Shepherd	401-408-3590
Damilola Animashaun	401-793-6823

Capital Campus	
<i>Staff Member</i>	<i>Phone Number</i>
Anthony Carrion	TBD
Areema Sweeney	401-408-1855
Catherine Marcotte	401-408-3342
Kanagaratnam Sajeenthiran	401-408-3392
Kimberly Pineda	401-408-3584
Laura Harrell	401-408-3581
Melissa Slaiger	401-408-3586
Rachael Medeiros	401-408-3585

Central Campus	
<i>Staff Member</i>	<i>Phone Number</i>
Conor Sheehan	401-793-1839
Brianna Mendonsa	401-408-3589
Johanny Toribio	401-408-3579
Kashmeel McKeona	401-408-3583
Neisa Pimentel	401-793-6793
Rosemary Miner	401-408-1915
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 re-engaging back in school.

A student will be unenrolled from the Nowell Leadership Academy If that student is eighteen years of age or older, has missed 30 or more days of school during the school year and has been unresponsive to at least three attempts by the school to contact the student.

A student and his/her family will be referred to family court for truancy proceedings if that student is under eighteen years of age, has missed 30 or more days of school during the school year and has been unresponsive to at least three attempts by the school to contact the student.

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 term	<ul style="list-style-type: none"> <li>• Student receives a letter informing them that they are at risk of being referred to truancy court if under the age of 18 or being unenrolled from school is 18 years or older</li> <li>• 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</li> </ul>
Student misses additional school and does not meet the conditions in the recommitment form	<ul style="list-style-type: none"> <li>• Student is referred to truancy court if under 18 years of age</li> <li>• Student is unenrolled from school if 18 years of age or older</li> <li>• Students are welcome to re-apply to the school's lottery</li> </ul>

Sometimes students may need to leave school early. Students under the age of 18 must have a guardian's permission to leave school early. Students over the age of 18 who leave school early without an approved reason (i.e. a Doctor's note) will be treated as if they are tardy. In other words, students over the age of 18 who leave school early three times will be considered absent for a day and repeated instances of students leaving early may result in a referral to family court and/or unenrollment.

**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](http://www.nowellacademy.org).

## Section 3. Student & Family Services

### Advisory

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) Linda Irribarren (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 child care 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. In Central Falls, we are pleased to partner with the Children's Workshop located at 151 Hunt Street. In Providence, we are pleased to partner with Dr. Daycare located at 133 Delaine Street (in the Nickerson Community Center building). At both daycare locations, Nowell maintains childcare spots that are available to our students 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 provide paperwork to the daycare center including a record of the child's immunizations, etc.

Nowell frequently hosts special events and programs that allow our students to bring their babies and toddlers to school. During the regular schedule, however, 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. Students who live in the City of Woonsocket who have access to a car may elect to participate in either the yellow bus service or one of the other transportation supports listed above. In order to participate in Nowell's transportation support program, students must sign and return a waiver form. For more information on Nowell's transportation support program, please see the Student Support Specialist at your campus.

The student support specialist distributes transportation supports to eligible students at 2:45 PM each day. The student support specialist will not distribute a transportation support to a student who needs to leave early unexpectedly.

### **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, Skipper Society members need parental permission.) Students who are not members of the Skipper Society may not leave school for lunch.

Students are welcome to bring a packed lunch. Students may not eat meals during class time. Students may be permitted to bring a drink or snack into class at the discretion of the classroom teacher. 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.

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. The attendance goal for special lunch on Fridays is always 5% higher than the week immediately preceding. If the school has met this threshold by Thursday afternoon (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.

## Section 4. Student Health and Wellness

### What makes Nowell unique for pregnant and parenting young adults?

The Nowell Leadership Academy was founded specifically to serve pregnant and parenting young moms and dads. We maintain program offerings that are unique to this population of young adults. These program offerings are described below.

For students who are not pregnant or parenting	<ul style="list-style-type: none"> <li>• Nowell requires all students to complete a four-semester health and wellness course that includes comprehensive sexual health education</li> <li>• Nowell partners with Planned Parenthood of Southern New England to provide confidential, on-campus birth control counseling</li> </ul>
For students who are pregnant	<ul style="list-style-type: none"> <li>• Nowell partners with a local doula who will support students throughout their pregnancy. Nowell’s doula will meet with students at school to answer their questions, help them understand their options and develop a plan for a healthy and safe birth</li> <li>• Nowell partners with Open Circle, a Providence-based yoga and wellness studio to provide prenatal yoga to pregnant students</li> </ul>
For students during birth	<ul style="list-style-type: none"> <li>• If a student at Nowell chooses, Nowell’s doula will provide labor support to Nowell students during childbirth</li> </ul>
For students immediately after child birth	<ul style="list-style-type: none"> <li>• Following childbirth, Nowell students typically spend six to eight weeks at home on “home learning”</li> <li>• During home learning, students will complete an academic maternity project for which they receive school credit</li> <li>• Nowell’s doula and school nurse teacher will complete several postpartum visits to the student’s home to check in on the student and baby’s health, to monitor the parent’s progress on the maternity project, and to develop a plan to return to school</li> </ul>
For students with children	<ul style="list-style-type: none"> <li>• Nowell offers private spaces for nursing mothers to breast-pump during the school day</li> <li>• In order to prevent repeat pregnancies, Nowell partners with Planned Parenthood of Southern New England to provide confidential, on-campus birth control counseling</li> <li>• Nowell offers free, on-demand childcare</li> <li>• Nowell partners with BoysTown USA to provide the evidence based parenting class “Common Sense Parenting”</li> <li>• Nowell partners with Open Circle, a Providence-based yoga and wellness studio to offer “Mommy and me” yoga to students and their children</li> <li>• Nowell offers regular opportunities for students and their children to engage in fun activities together at school including playgroups, arts and crafts experiences, holiday themed parties, etc.</li> <li>• Nowell offers a supportive community of understanding peers dedicated to your success and your baby’s success. You will never be stigmatized or made to feel bad because you are a young parent at Nowell.</li> </ul>

### **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.

Nowell also maintains a partnership with Sojourner House, a Providence-based non-profit organizing provided assistance to victims of sexual assault. For information on speaking with Sojourner's School Based Advocate, students may notify any school 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 & School Program**

*In the fall of 2017, the Nowell Leadership Academy adopted a new set of graduation requirements. These graduation requirements are described below. These graduation requirements apply to students who maintained 10 or fewer high school credits as of the start of the 2017-2018 school year, or to any newly enrolling student. Students who were considered juniors (11 - 15 credits) or seniors (15 - 20 credits) as of the start of the 2017-2018 school year are exempt from the graduation requirements described below. These students can meet Nowell's graduation requirements by successfully completing 20 high school credits and a senior Capstone project.*

### **Graduation Requirements**

The mission of the 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.

Nowell's graduation requirements are intended to ensure that all students who graduate from our program have demonstrated true readiness in each of these three areas: post-secondary education, careers and family life. Our goal is to graduate students who are prepared to succeed in a college freshmen seminar, to find and maintain family sustaining jobs, and to serve as healthy, resilient heads of households.

These ambitious goals require students to reach a high bar before graduating. Our graduation requirements, program of studies, and system of supports therefore, are designed to do three things simultaneously, namely:

- (1) To set consistently high expectations for student success,
- (2) To offer multiple pathways and multiple opportunities for students to reach this standard, and
- (3) To provide an exceptional level of interventions and supports - including more time in school - to assist students meeting these standards.

### **Requirement #1: Prepared for Success in Post-Secondary Education**

Like all high schools in Rhode Island, Nowell maintains a requirement that students complete our program of studies. Our program of studies includes coursework in the disciplines of mathematics, English language arts, the sciences, social studies, health, foreign languages and financial literacy. Our program of studies also includes elective courses and a capstone requirement that applies to our seniors.

Like other high schools, Nowell translates mastery of course content into course "credits." Students who demonstrate mastery in a course typically earn one course credit. Students can move through a course at their own pace and are not bound by "seat time" in order to earn credit. In some courses, students can elect to pursue deeper study in the content and earn more than one course credit upon demonstration of mastery. Students at Nowell successfully

demonstrate mastery of content by completing both projects (scored by teachers against a common rubric that assesses mastery of cognitive skills) and content assessments.

Nowell's academic program is designed to develop students who possess both content knowledge and the skills of self-directed learning. Self-directed learners seek challenges, demonstrate persistence, know how and when to shift strategies, seek help appropriately and respond to setbacks without giving up. Nowell develops self-directed learners through its project-based curriculum and its aligned cognitive skills rubric.

Because nearly all students at Nowell have attended one or more high schools before enrolling, most students begin at Nowell with some number of credits that transfer from a previous high school. These credits are determined upon enrollment by the principal in conjunction with the student and, when possible, the sending high school. A student whose transcript indicates that she has taken but failed a course at a previous high school has the opportunity to demonstrate mastery of the content and, if so demonstrated, earn the requisite credit in the course.

Nowell's program of studies is aligned with the admission standards of Rhode Island's public colleges and universities. This alignment ensures that students who graduate from our school can, at a minimum, meet the threshold for enrollment at Rhode Island College and/or the University of Rhode Island. The program of studies requires students to demonstrate this level of mastery through four math courses, four English language arts courses, three science courses, three social studies courses, two health courses, two foreign language courses, two elective courses, and a financial literacy course. These courses, in combination with a workplace learning requirement, constitute 22.5 course credits or the equivalent that students must accumulate in order to be eligible for graduation.

Nowell's specific course offerings and minimum requirements are listed below.

- Nowell offers Algebra 1, Geometry, Algebra 2 and Pre-Calculus. Students must demonstrate mastery in four math courses or their equivalent and at a minimum demonstrate mastery of Algebra 2.
- Nowell offers English 1, English 2, English 3 and English 4. Students at Nowell must demonstrate mastery in each of these four courses or their equivalent.
- Nowell offers Biology, Chemistry, Physics and Environmental Sciences. Students at Nowell must demonstrate mastery in at least three courses or their equivalent.
- Nowell offers Government, Modern World History, US History & AP Human Geography. Students at Nowell must demonstrate mastery in at least three courses or their equivalent.
- Nowell offers a health program that includes a focus on reproductive health, pregnancy, early childhood development and healthy parenting. Students at Nowell must demonstrate mastery in the courses of this program or the equivalent.
- Nowell offers instruction in foreign language. Students at Nowell must demonstrate

mastery in no fewer than two foreign language courses.

- Nowell offers elective courses. These elective courses include Nowell’s arts programming as well as courses available to students at Nowell at other institutions. Students at Nowell must demonstrate mastery in no fewer than two elective courses.
- Students at Nowell must demonstrate mastery in financial literacy, either by successful completion/mastery of Nowell’s financial literacy course or its equivalent.
- Students at Nowell must successfully complete a workplace learning experience and a senior capstone experience, both described in further detail below.

Students pursuing a diploma from Nowell are required to complete demonstrate mastery in no fewer than five courses (or, at a minimum, four and a half credits/courses) during their time as an enrolled student at Nowell regardless of how many credits/courses are transferred. This requirement is intended to ensure that all students spend at least twelve months with us prior to graduating.

A summary of the course requirements described above appears below:

- Math: 4 course credits
- English Language Arts: 4 course credits
- Science: 3 course credits
- Social Studies: 3 course credits
- Health: 2 course credits
- Foreign language: 2 course credits
- Electives: 2 course credits
- Financial literacy: .5 course credit
- Capstone: 1 course credit
- Workplace Learning: 1 course credit

Students who meet the required performance standards for the Seal of Biliteracy will receive the appropriate designation on their diploma.

Before graduating, students at Nowell must also demonstrate basic high school level proficiency in reading and mathematics prior to graduating from Nowell. Students have the opportunity to demonstrate proficiency in one of several ways, as outlined below. Students can:

- Reach a minimum score of 50th percentile of ninth grade proficiency in reading and in math on the Northwest Educational Association Measures of Academic Progress (NWEA MAP) assessment, or
- Reach a minimum score of the 50th percentile in reading and in math on the Scholastic Aptitude Test (SAT), or
- By earning a grade of 3 or higher on Advanced Placement (“AP”) level courses in the math or sciences or in the humanities, or

- By earning a grade of B+ or higher in college courses in the math & sciences or in the humanities disciplines. Students at Nowell have the opportunity to take advantage of college courses at no cost through the State of Rhode Island’s Advanced Course Network; if taken for satisfaction of this graduation requirement, the course must be approved by the Principal in advance of registration.

Finally, students can satisfy the requirement of demonstrating readiness for post-secondary level reading and math coursework by earning acceptance to an accredited, Bachelor’s degree granting college or university, or by enrolling in a community college with an Accuplacer result demonstrating that a student does not require any remedial college coursework.

None of these opportunities to demonstrate proficiency serve as absolute gatekeepers. For example, students may demonstrate proficiency in reading by reaching the 50<sup>th</sup> percentile of ninth grade proficiency on the NWEA MAP assessment while demonstrating proficiency in math by earning a B+ in an introduction to engineering course at the Community College of Rhode Island.

### Requirement #2: Prepared for Success in Careers

All graduating seniors at Nowell must complete a workplace-learning experience. Juniors at Nowell (students with between 11 and 15 high school course credits) are required to complete a minimum of two five-hour internship experiences. These job-shadowing opportunities are intended to give students a brief introduction to different workplace environments and possible careers. Juniors select their internship experiences from two of seven different “industry clusters.” These industry clusters are industries in New England that are projected to grow and add jobs in the years ahead.

They include:

- Biomedical innovation,
- Information technology, cyber physical systems and data analytics,
- Defense shipbuilding and maritime services,
- Advanced business services (insurance, finance, law, accounting, etc.),
- Design, food, and custom manufacturing,
- Transportation, distribution and logistics, and
- Arts, education, hospitality and tourism.

Students may also propose and seek approval to pursue an internship in a different industry cluster of their choosing.

Seniors at Nowell complete a minimum of one twenty-hour internship experience. Seniors may select an internship experience in one of the two industry clusters they explored in their junior year, or they may choose a new industry cluster. This internship experience will form the foundation of the student’s capstone research project.

Workplace experiences at Nowell are intended to further develop the cognitive skills that are

assessed in the completion of Nowell's academic projects. These cognitive skills include domains such as critical analysis, synthesizing data, writing, speaking, and presenting, explaining and integrating evidence, actively listening and oral presentation.

Under the supervision of the principal, students who demonstrate mastery of academic content during their workplace learning experience that is closely aligned with the content of a course requirement at Nowell may use their workplace learning experience to satisfy all or a portion of their course requirement. Students who meet the required performance standards for a Pathways Endorsement in the Arts, Business and Industry, Humanities and World Languages, Public Service, STEM or Teaching will receive the appropriate designation on their diploma.

As noted above, all seniors at Nowell complete a senior capstone project prior to graduating. The senior capstone project is grounded in a topic of the student of the student's choosing and aligned to their internship experience. The senior capstone serves as an opportunity for students to demonstrate the elements of self-directed learning. The capstone project and presentation are graded against the cognitive skills rubric described above; students satisfy this requirement by demonstrating both deep knowledge of the subject matter chosen *and* mastery of the aligned cognitive skills. More information on capstone can be found in the Nowell Capstone Guide.

### Requirement #3: Prepared for Success in Family Life

Nowell maintains a four- semester health and wellness course that is designed specifically for pregnant and parenting teenagers. The course includes material on reproductive health, preventing unplanned pregnancy, maintaining healthy pregnancies, preventing second pregnancies, parenting, child development, emotional, mental and social health and maintaining a positive body image. This health and wellness program is intended to provide all students - whether or not they are pregnant and parenting - with foundational skills and knowledge related to both adult and child health and wellbeing.

In order to satisfy the requirement of graduating students who are prepared for success in family life, students must demonstrate mastery in this health and wellness course or its equivalent. Successful completion of an evidence based parenting skills program may be used as an equivalent to satisfy this requirement with the approval of the principal.

### Grading Policy

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.

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](http://www.summitlearning.org).

## **Project Time & Personalized Learning Time**

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.

## **Art Exploration Weeks**

Nowell believes helping students find their passion and interests keeps students motivated to learn, be curious, and persevere through challenges. That's why, every six to eight weeks, Nowell hosts what we call an "art exploration week." During art exploration week, students at Nowell spend half the day in their regular classes and half the day in different artistic workshops. These workshops include theater, fashion design, dance, drawing, sculpture, and more. In the 2017-2018 school year, Nowell is pleased to partner with the Providence arts nonprofit AS220 during its four art exploration weeks.

## Credit Acceleration

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.

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.

## Special Populations

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](mailto:Karen.Belletete@NowellAcademy.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:
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<ul style="list-style-type: none"> <li>• Giving someone answers on any assignment, test, or project.</li> <li>• Communicating related information to another student in any way during a test or exam.</li> <li>• Having someone else do your work even if it's not during school hours</li> <li>• Simply copying and pasting answers found online; using the Internet as an answer-bank instead of a research resource</li> </ul>	<ul style="list-style-type: none"> <li>• Helping a fellow student independently understand an assignment through working with them directly (and not showing them the answers!).</li> <li>• 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.</li> </ul>
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### 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 15<sup>th</sup> 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

Nowell does not permit student 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. Students may even choose to leave a cell phone in their purse or backpack so long as it is not taken out or visible at any point in the day.

Cell phones may only be retrieved by SKIPPERS during the thirty-minute lunch break but must be returned when lunch has concluded.

If a student has a cell phone visible during school, the Dean of Students will tell the student that it must be locked in a secure locker. If a student refuses to lock their cell phone in the secure locker, they will be sent home for the remainder of the school day.

Students with children who need to be accessible by phone should tell the Dean of Students. The Dean of Students has a work issued cell-phone 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.

#### Nowell Leadership Academy | Cell Phone Policy

- You may not have a cell phone visible
  - Please keep your cell phone in your purse, in your car, or in the locker
- If your phone is in your pocket, be careful to make sure it is AWAY and SILENT
- If we see your cell phone, the Dean of Students will lock it up for you in the locker for the remainder of the day and you will lose 10 Nowell Bucks
  - If you refuse to lock your phone up, you will be sent home for the day



## Section 6. Nowell Community Membership

In this section, students and families will find some information on what it means to be a member of the Nowell community.

### 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.

### 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 maintains a uniform policy for students. The purpose of our uniform policy is to create a sense of community and to support the development of a professional learning environment for students and teachers alike. Monday through Thursday of the week, all Nowell students are expected to wear either:

- A school issued navy v-neck t-shirt with the Nowell logo over the heart,
- A school issued blue oxford button-up shirt with the orange Nowell logo over the heart,
- A school issued Navy blue or gray polo with the orange Nowell logo over the heart, or
- A school issued hooded sweatshirt with the orange Nowell logo over the heart.

There is no excuse not to be in uniform. Students are given four tops and one sweatshirt of their choosing **free of charge**. Students who do not have a clean top to wear to school can ask the Student Support Specialist to borrow one for the day when they arrive at school. Tops do not need to be tucked into bottoms, but they must be worn correctly. Tops may not be altered (i.e. written on in permanent marker, cut up, tied at the waist, etc.). Students may not simply carry a shirt from class to class, or wear it around the neck like a scarf.

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 dress code.

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 top will be returned to the Student Support Specialist at dismissal.

### 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. Students' Nowell Bucks balance will also be communicated every month on the monthly report card.

Nowell Bucks can be used to redeem goods in the school store. The school store is organized in the following way:

**NOWELL LEADERSHIP ACADEMY SCHOOL STORE**

**LEVEL 4 (FANCY STUFF)** All items 750 Nowell Bucks  
*For sale: Beats by Dre Headphones, Polo Ralph Lauren Cologne, Urban Decay Vice4 Make-up Pallette*

**LEVEL 3 (MORE EXCITING GIFT CARDS...)** All items 300 Nowell Bucks  
*For Sale: \$20 Gift Cards to Amazon, iTunes*

**LEVEL 2 (GIFT CARDS)** All items 150 Nowell Bucks  
*For sale: \$10 Gift Cards to local fast food (Dunkin Donuts, Wendys, Burger King, Dominos), Movie Ticket to Providence Place Cinema, \$10 Gift Card to Providence Place Mall*

**LEVEL 1 (SNACKY STUFF)** All items 5 Nowell Bucks  
*For sale: Gatorade, Chips & Snack Bars*

The school store is open from 12:36 to 1:36 PM. The school store is not open during other times. Students may make only one purchase at a time. Students who wish to make a purchase from the school store should sign up on the sign up sheet next to the school store in advance.

### **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 every month. In order to apply, students must submit a brief written application and a letter of recommendation from their advisor. Applications are due on the following dates:

- January 10th
- February 5th
- March 5th
- April 4th

- May 4th
- June 5th

Skipper Society members have permission to leave campus for lunch if over 18 year old (and with parental permission if under 18 years old), help plan themes for Friday Spirit Days, help lead Wednesday All Hands on Deck meetings and attend special Skipper Society only field trips.

Students will be removed from the Skipper Society if they commit a level 3 or level 4 Skip Value Violation (see below) immediately. These students can re-apply to join the Skipper Society the following month.

There is never a limit to the number of Skippers at Nowell; indeed, we want every student at the Nowell Leadership Academy to be a member of the Skipper Society.

**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 Nowell 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
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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
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
Ignoring/Refusing	Knowledge & Purpose	Refusing to complete work; refusing to comply with teacher directions; refusal to put uniform on; refusal to put phone away; refusal to go to class
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 visible during school day
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.

<b>Level 4 SKIP Value violations (-50 Nowell Bucks, mandatory circle-up, potential in-school suspension and expulsion from Skipper Society if applicable)</b>		
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	-50 Nowell Bucks, mandatory PM School,

	member	potential suspension
15	Using or being under the influence of alcohol, marijuana or another illegal substance	-50 Nowell Bucks, mandatory PM School, potential suspension

### **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

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.

**Physical violence & threats of physical violence**

Nowell is a safe school community. Especially because we serve a population of pregnant and parenting young women, Nowell takes physical violence - and threats of physical violence - very seriously. Any student over the age of 18 years old who physically harms another student will be automatically unenrolled from Nowell. Any student under the age of 18 years old who physically harms another student will be placed a plan of home learning until such time the school is confident that the student can be reintegrated into the school community safely.

Students who make threats of physical violence will also face serious consequences, up to and including un-enrollment or home learning. These threats include both direct and indirect threatening language (i.e. “If someone crosses me today, I am going to hit them”). These policies apply both in and out of school, and also apply to social media interactions. A student who threatens another student on social media, directly or indirectly, during or outside of school hours, will be subject to the consequences described here.

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.

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.

### **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)
<b>July</b>					
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					
<b>August</b>					
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					
<b>September</b>					
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					
<b>October</b>					
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					
<b>November</b>					
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					
<b>December</b>					
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					
<b>January</b>					
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					
<b>February</b>					
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					
<b>March</b>					
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					
<b>April</b>					
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					
<b>May</b>					
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					
<b>June</b>					
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 <b>projects or concept units</b> to complete:	4	4	5	5
<b>Projects</b> 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.*



# Nowell Leadership Academy

Real students, real solutions, bright future.

## Nowell Leadership Academy 2017-2018 Community Membership Agreement

As a Leader at Nowell Leadership Academy (NLA) I understand and agree that everyday I will do my best to meet the expectations listed below.

- I will be Present.
  - I will attend school daily.
  - I will arrive on time.
  - I will engage in class.
- I will be Purposeful.
  - I will stay focused on my academic and life goals.
  - I will ensure that my actions are building a safe, welcoming, and supportive community.
- I will be Professional
  - I will wear my uniform as I am expected to.
  - I will turn in my cellphone to ensure that it is not a distraction others or myself.
  - I will use professional language at all times.

As a leader at NLA I understand and agree that every day the NLA staff will do their best to meet the expectations listed below

- We will be Present
  - We will be there, without judgment, when you come to us.
  - We will give you our undivided attention when you need it.
- We will be Purposeful
  - We will value and support both your academic and life goals
  - We will ensure that our actions are building a safe, welcoming, and supportive community.
- We will be Professional
  - We will treat you and your peers with the utmost respect and dignity
  - We will enforce school policies, rules, and norms in a manner that is both fair and consistent.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_