



Student Handbook

2022-2023

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<https://www.wacoisd.org/gwahca>

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A Message from the Staff

We are very excited that you have taken the first step in making your future college and career goals into reality.

The Greater Waco Advanced Health Care Academy has one purpose: to create an environment that encourages students to succeed after graduation. To that extent, your time here will be rigorous and will push you beyond any experience you've had before. At GWAHCA, you will learn nursing skills, social skills, and life skills that will last a lifetime.

Because of this challenge, this handbook sets high expectations of what we stand for, what we believe in, and how we put our values in action across our campus. Consider this a year-long internship. Everything you do here will be shown to your future employers.

GWAHCA brings together students of different cultures, backgrounds, and experiences. While our diversity is critical, we also need something to tie us together. Our Code of Conduct does not restrict our individuality. Instead, it serves as a reminder of what is expected from each and every member of our team.

Thank you for taking the time to read and understand our Student Handbook. Our competencies are more than words. They define who we are and will remain at the forefront of everything we do. Welcome to the team... and welcome to work!



Team Members

Office Staff: Mrs. Saxenian - CTE Director

Mr. Rambo - Dean of the Greater Waco Health Care Academy

Mrs. Fetsko – Coordinator of HST Curriculum & Certifications

Mrs. Marin - Administrative Assistant

Mrs. McCurdy - Career Counselor

Ms. Melendez – Custodian

Ms. Sutton - Instructional Paraprofessional

Teachers: Ms. Callaway - Anatomy & Physiology

Mrs. Kelm – Anatomy & Physiology/Pathophysiology

Ms. Lewis - Health Science Theory/Health Science Clinical (CNA)

Mrs. Mock – Clinical Ethics

Mrs. Paxton - Math for Medical Professionals

Mrs. Peacock - Health Science Theory/Health Science Clinical (CNA)

Mrs. Rendon - Practicum in Health Science (CCMA/Pharmacy Technician)

Mr. Watkins - Health Science Theory/Health Science Clinical (CNA)

Mrs. West - Practicum in Health Science (CCMA/CHW)

Ms. Zanter - Health Science Theory/Health Science Clinical (CNA)

CNA – Certified Nurse Assistant

CCMA – Certified Clinical Medical Assistant

CHW – Community Health Worker

Partner School Districts



Brazos



Bruceville-Eddy



Chilton



University



Groesbeck



Methodist Children's Home



Waco High



Midway



Troy

General Information

For general information relating to the Greater Waco Advanced Health Care Academy and student information, please refer to www.wacoisd.org/gwahca. The specific program rules and policies identified in this handbook must be followed to remain in good standing within the Academy. Should you have questions or need clarification regarding any content, please feel free to discuss it with your instructors or a campus administrator. After reading through the code of conduct, you will be asked to sign a statement acknowledging that you understand its contents.

Philosophy

The philosophy of GWAHCA is centered on the Career and Technical Education (CTE) philosophy that every student is a CTE student. We prepare all students for college, careers, and life after high school. Students who attend GWAHCA have the ability to go straight to work after graduation, attend a two-year community college or technical school, or attend a four-year college or university. The possibilities for our students are limitless.

Mission

The Greater Waco Advanced Health Care Academy will create a rigorous learning environment that encourages student success in professions of healthcare. We will empower students to be successfully competitive and workforce ready in our global society.

Vision

Based on our Mission, GWAHCA will be the co-curricular school of choice for students and families seeking an institution that:

1. Improves students achievement through career-centered learning
2. Increases student opportunities by offering a variety of technical-skilled trades
3. Provides students with expanded choices in educational opportunities
4. Creates professional opportunities and connections for students
5. Holds students accountable for meeting measurable outcomes in life skills and employability skills

Creed

As a student of the Greater Waco Advanced Health Care Academy, I am committed to being a knowledgeable, skillful, and respected professional.

I will strive to make a positive impact in both my local community and my chosen profession.

I am dedicated to serving those entrusted into my care with all the skills and understanding I possess and to the best of my abilities.

I will uphold the highest degree of integrity, accountability, and character as a healthcare professional.

I will honor the GWAHCA motto of Healing Hands, Caring Hearts.

Waco ISD 2022-2023 Instructional Calendar

| JULY | | | | | | |
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| SEPTEMBER | | | | | | |
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| DECEMBER | | | | | | |
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| JANUARY | | | | | | |
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| FEBRUARY | | | | | | |
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| MARCH | | | | | | |
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| APRIL | | | | | | |
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| JUNE | | | | | | |
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| Key | |
|--|--|
| | Student Holiday/Staff Inservice or Workday |
| | Student and Staff Holiday |
| | Beginning of 6-week |
| | End of 6-week |
| | Early Student Release/Staff Inservice |
| | New Staff Orientation |
| | Bad Weather Day |
| Holidays | |
| 9/5/2022 | Labor Day |
| 10/10/2022 | Columbus Day |
| 11/21-25/2022 | Thanksgiving Break |
| 12/19/2022-12/30/2023 | Winter Break |
| 1/16/2023 | Martin Luther King Jr. Day |
| 3/6-10/2023 | Spring Break |
| 4/7/2023 | Good Friday |

| Six Week Instructional Days | | |
|-----------------------------|------------|------------|
| 26 days | 8/16/2022 | 9/23/2022 |
| 27 days | 9/26/2022 | 11/4/2022 |
| 24 days | 11/7/2022 | 12/16/2022 |
| 1st Semester | 77 | |
| 31 days | 1/3/2023 | 2/17/2023 |
| 26 days | 2/21/2023 | 4/6/2023 |
| 34 days | 4/10/2023 | 5/26/2023 |
| 2nd Semester | 91 | |
| Total | 168 | |

| School Start and End Times | |
|----------------------------|------------------------|
| ES Regular | 7:45 - 3:30 / 465 min |
| ES Early Release | 7:45 - 12:30 / 285 min |
| MS Regular | 8:30 - 4:15 / 465 min |
| MS Early Release | 8:30 - 1:15 / 285 min |
| HS Regular | 8:30 - 4:15 / 465 min |
| HS Early Release | 8:30 - 1:15 / 285 min |
| LAMMS Regular | 7:45 - 3:30 / 465 min |
| LAMMS Early Release | 7:45 - 12:30 / 285 min |

| Early Release Day(s) | |
|---------------------------|--|
| Friday, November 18, 2022 | |
| Friday, December 16, 2022 | |
| Thursday, May 25, 2023 | |
| Friday, May 26, 2023 | |

| Bad Weather Make-up Day(s) | |
|----------------------------|--|
| Monday, February 20, 2023 | |

Protected Planning Days: 9/2, 10/7, 12/2, 1/2, 2/10, 3/3, 4/21



Attendance and Participation Policy

Students who have been sent to a District Alternative Education Program, Juvenile Detention, or the Challenge Academy will immediately be dismissed from the Greater Waco Advanced Health Care Academy.

The faculty believes that experiences in the classroom and laboratory/hospital/nursing home cannot be adequately duplicated if a student is excessively absent. Therefore, the program is designed to teach good work habits, such as regular attendance, as well as safe practices.

While we provide a morning and afternoon cohort option, students must attend class as indicated on their schedule. This applies to all instructional dates including early release and test dates. Students scheduled periods 1-4 will attend the morning session, and those scheduled 5-8 will attend the afternoon session. Extenuating circumstances will be reviewed on an individual basis.

When a student shows excessive absences or exhibits a pattern of chronic absences, parents and home campus contacts will be notified. Students at risk of losing high school credit will be subject to program dismissal.

Students who must leave school during school hours must be signed out through the office. A student will not be permitted to sign themselves out without written parent consent, even if the student is 18 years old. Students are responsible for making up any missed work due to absences. Arrangements must be made with the instructor for make-up work. A missed test is to be taken the first day back to class.

CNA attendance is required and collected for high school credit as well as state certification requirements. Students will be held accountable by both agencies to remain in compliance for course participation.

General Guidelines for Attendance

Students are required to be in their assigned classes at the start time listed on the campus bell schedule. Simply being on campus (in the hall, restroom, locker room, cafeteria, etc.) does not meet the instructional requirements. Our classes start at 8:50 for the morning session and 1:00 for the afternoon. All students are required to be in dress code and in class at 8:50/1:00.

Tardies

- A tardy is defined as arriving up to 9 minutes after the beginning of the class period. An absence is defined as arriving to class after the first 10 minutes.
- Students refusing to comply with the tardy policy can be reviewed for removal from program at the discretion of GWAHCA Administration.
- Home campuses will be contacted regularly so proper campus policies can be followed.

Tardy Policy

- ❖ Tardies per 6 weeks:
- ❖ 3 tardies=Conference with the Dean/Coordinator
- ❖ 4 tardies=Parent/Guardian Contact
- ❖ 5 tardies=Parent/Guardian Contact & Saturday School/Detention (1 hour)
- ❖ 6 tardies= Parent/Guardian Contact & Saturday School/Detention (2 hours)
- ❖ 7 tardies= Parent/Guardian Contact & Saturday School/Detention (3 hours)

- ❖ 8 tardies=Parent/Guardian Contact & Saturday School/Detention (4 hours)
- ❖ 9 tardies=Required Parent/Guardian (face-to-face) meeting with the Dean/Coordinator
- ❖ 10+ tardies=Meeting with home campus representative to develop intervention plan for student success in off-site program (GWAHCA)

**Note: An FYI to the home campus will be provided at tardies number 5 and above.*

Absences

- An absence is defined as arriving to class after the first 10 minutes. Please note, students must be in their assigned class to receive credit.
- At campus discretion, tardies may be used as a criterion for placement on an attendance contract.
- To ensure accurate attendance records, all documentation for absences shall be turned into GWAHCA in addition to the home campus within 3 school days.

Attendance Recovery

Students who have 4 or more absences per a 9-week period will attend Saturday School 4-8 hours depending on didactic/clinical needed. If the student is in need of clinical hours (CNA), appropriate staff and locations will be secured in order for students to make up clinical time. If didactic (CNA) time is needed appropriate staff will be available on the designated Saturday to accommodate student make-up time. For non-CNA students, appropriate staff will be available on the designated Saturday to accommodate student make-up time needed

Excessive absences, as determined by GWAHCA administration, may result in an intervention plan or removal from the program.

Academic Dishonesty

Academic Dishonesty includes cheating or copying the work of another student, plagiarism, including electronic sources and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students. Any party found to be involved in academic dishonesty will received a zero on the assignment or test on which academic dishonesty occurred and shall be subject to disciplinary action as specified in the Student Code of Conduct.

Discipline Policy

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet GWAMA/GWAHCA standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.

General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses.

Disregard for Authority:

Students shall not:

- Fail to comply with directives given by school personnel (insubordination).
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct in district vehicles.
- Refuse to accept discipline management techniques assigned by a teacher or dean/coordinator.

Mistreatment of Others:

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle.
- Threaten a district student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists.
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence.
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing.
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses:

Students shall not:

- Damage or vandalize property owned by others.
- Deface or damage school property—including textbooks, technology and electronic resources, lockers, furniture, and other equipment—with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Texas Penal Code.
- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- Ammunition;
- *A location-restricted knife;
- A hand instrument designed to cut or stab another by being thrown;
- A stun gun;
- A pocketknife or any other small knife;
- Mace or pepper spray;

- Pornographic material;
- Tobacco products; cigarettes; e-cigarettes; and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer for other than an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the dean or designee determines that a danger exists.

Safety Transgressions:

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses:

Students shall not:

- Violate dress and grooming standards
- Cheat or copy the work of another.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct

Techniques:

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or “time-out.”
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.
- Mediation (victim-offender).
- Classroom circles.
- Family group conferencing.

Discipline Management Techniques:

- Grade reductions for cheating or plagiarism.
- Saturday Detention.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and

- holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Other strategies and consequences as determined by school officials.

Additional Behavior Expectations

Students are expected to treat all individuals with respect and dignity to include:

- Interacting with others to show courtesy, sensitivity, and respect
- Respecting others' property
- Contributing to a learning environment in which everyone works together
- Responding professionally at campus and off site locations

Students are expected to set a standard of professional behavior when representing the Health Care Academy at all times to include:

- Attending and participating in scheduled events including classroom activities and clinical rotations
- Engaging in on-task, focused behavior at all times
- Complying with campus dress code without reminders
- Utilizing proper academic and medical terms at all times
- Remaining in assigned locations with assigned team members at all times

Notification of Student Code of Conduct Violations

The student's home campus will be notified of the breach as well as the consequence assigned. GWAHCA Administration will refer to the student's local district Code of Conduct for Out-of-School Suspension, DAEP Placement, Placement and/or Expulsion for Certain Offenses, and Expulsion, certain offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in Removal from the Regular Educational Setting as detailed in that section.

Classroom Behavior and Supplies

Clean-up duties are required of each student. Students are to begin the clean-up process upon teacher direction. This includes organizing and prepping the immediate work area, returning equipment to the storage room, and assisting with the surrounding work area. Students not completing clean-up duties will receive an incident report. Students will handle equipment and tools safely and appropriately. Mishandling, breaking, destruction, or removal of equipment or school property will result in the student receiving a discipline report.

- Students are not to use equipment that they are not familiar with.
- If at any time a student notices that equipment is damaged or in need of repair, they must report it immediately.

******Report all unsafe conditions immediately. ******

Students are responsible for their own equipment, materials, and supplies and should bring items to class each day. Using another student's tools and/or supplies without permission is prohibited. Students who do so will receive an incident report.

Conduct

Considerate conduct is expected in order to maintain a safe environment. Students are required to follow the Waco ISD Student Code of Conduct. Profanity, complaining, undermining or arguing with an instructor will not be

tolerated. If such cases occur, the student will meet with the instructor to discuss the situation and/or resolve the difference. An incident report will be given to the student. If the student's misconduct warrants, a discipline report may be issued.

Senior Cord Requirements



GWAHCA Senior Cords 2022–2023

Students have the opportunity to earn an honor cord to wear for graduation through their enrollment & participation at GWAHCA. **All cords must go through home campus approval to be worn at graduation.**

Students **must** meet the following requirements to be eligible:

- Grade level: Senior only
 - Students must complete both semesters of Senior year at GWAHCA, unless an early graduate
- Attendance **Official documentation will be required for verification**
 - 90% or better in **all** GWAHCA classes
 - School excused absences will not count against attendance percentage
 - Verified COVID-related absences & quarantines will not affect attendance percentage
 - No more than 2 absences from Clinical Rotations per semester
 - Absences for verified contagious illnesses are exempt
- GPA of 3.0 or higher in **all** GWAHCA classes
- Complete **senior year** certification curriculum and meet one of the following criteria:
 - Pass/earn certification exam (CNA, EKG Technician, Pharmacy Technician or Community Health Worker) **or**
 - Maintain a 90% or higher average in certification course for both semesters (Fall & Spring) **or**
 - Achieve a score on the official practice certification exam of 85% or higher.

****There will be no exceptions made to the above eligibility criteria.****

HOSA Information

HOSA- Future Health Professionals is a career and technology student organization recognized by the United States Department of Education. HOSA provides a unique program of leadership development, motivation and recognition to attract career-minded, qualified students to health care professions. HOSA, TA (Texas Association) is a state charter of National HOSA, consisting of local chapters and members who are currently enrolled in or associated with Health Science Technology Education Programs as conducted by or in secondary and post-secondary/collegiate schools of Texas, or interested in pursuing a career in a medical profession. HOSA students develop essential knowledge and skills that prepare them to explore and pursue a career in health care.

HOSA activities that are an integral part of the curriculum provide students with the ability to:

1. adapt to inevitable career changes and make realistic career goals.
2. participate in community service activities;
3. manage basic survival skills;
4. build self-esteem;
5. develop enthusiasm for learning and maintain motivation;
6. communicate more effectively;
7. interact with health care and community professionals; and
8. develop workplace readiness skills.

Membership dues for the year are \$30. Dues paid ensure that you are a member at the Regional, State, and National levels. Being a member allows you to participate in competitions, scholarship opportunities, networking, and more! Your HOSA dues also include a short sleeve HOSA t-shirt and a HOSA pin.

Payment plans are available for the cost of yearly dues, if needed.

We never want cost to be a reason a student doesn't participate, please see Mrs. Fetsko (HOSA Advisor) to discuss assistance with dues, if needed.



HOSA Cord Requirements



HOSA Senior Cords

HOSA members have the opportunity to earn a navy cord to wear for graduation through their service within the HOSA Chapter at GWAHCA.

All cords/stoles must go through home campus approval to be worn at graduation

Students must meet the following requirements to be eligible:



- Grade level: Senior only
- Paid HOSA Membership – \$30 yearly
- Attend minimum of 80% of chapter meetings each year (during school hours)
- Attain 3.5 or greater unweighted GPA in GWAHCA classes
- Actively participate in at least one HOSA competitive event
- Volunteer for at least one GWAHCA HOSA Service Project (Fall or Spring)
- Volunteer or donate at a HOSA Blood Drive
- Actively participate in a minimum of one HOSA fundraiser
- Volunteer in a minimum of 20 community service hours
 - At least 10 of these hours must be with the GWAHCA HOSA Chapter

Starting in the 2022 – 2023 school year, students will have the opportunity to earn a graduation stole if they meet the above criteria as well as the following requirements:



- 2 years of paid HOSA Membership – \$30 yearly
- Attend minimum of 80% of chapter meetings each year (during school hours)
- Attain 3.5 or greater unweighted GPA in GWAHCA classes
- Actively participate in at least one HOSA competitive event each year of HOSA membership or hold a GWAHCA HOSA Officer position for a minimum of 1 year
- Volunteer for a minimum of three GWAHCA HOSA Service Projects over the 2 years of HOSA membership (Fall or Spring)
- Volunteer or donate at a minimum of two HOSA Blood Drives
- Actively participate in a minimum of two HOSA fundraisers
- Volunteer in a minimum of 50 community service hours over the 2 years of HOSA membership
 - At least 25 of these hours must be with the GWAHCA HOSA Chapter

Dress Code

Students are **required** to dress out in scrubs when they are in their clinical class (Health Science Theory, Practicum in Health Science and Pharmacology). Students are only permitted to wear GWAHCA scrubs while on campus or during GWAHCA sponsored activities to include off site rotations and field trips. Students are not allowed to wear

scrubs to Baylor Scott & White Hillcrest or Ascension Providence, unless they are participating in clinical rotations or specified by an administrator.

A neat and clean person feels good about himself/herself and provides a good example for others. Hygiene is the condition of cleanliness and health. Your personal hygiene/dress affects how others feel about you giving them care. You may not be allowed to participate in the Health Care Academy if you do not adhere to the following.

The following statements are guidelines for the GWAHCA student:

1. Bathe and change undergarments daily – use deodorant to control perspiration odors. Keeping clean is the first requirement for good health.
2. Style hair away from face and behind the shoulders. Long or uncontrolled hair spreads air-borne germs and may get in the way of good patient care – it may also be a safety hazard if the confused patient “grabs” it. Pony tails, buns, braids, hairclips, etc. are OK, as long as they are secured and behind the shoulders. Headbands or hair decorations may not be distracting. Bands shall be no more than 1 inch thick and be clear of any labels or logos. No wraps, large head pieces, rags, etc. are permitted.
3. Brush teeth at least twice daily and use mouthwash to avoid odor. You will be working closely with patients/healthcare team members and mouth odor can be offensive. If you are a smoker, or have eaten strong foods like onions, garlic, etc., use breath mints.
4. Wear the prescribed ceil blue uniform, with name badge. This will identify you quickly as a student and lessen confusion. IDs must be worn above the waist and at all times. Face/picture on ID must be visible at all times and cannot be covered by stickers or other markings. Do not add extra stickers or designs to your IDs.
5. Wear only “stud type” earrings. Dangling earrings can catch on clothing and/or be pulled out of the ear by confused patients. Necklaces, rings, nose rings, and bracelets are not permitted during Health Practicum classes or while at clinicals. Other piercings, visible while in GWAHCA scrubs, are not permitted.
6. Keep fingernails clean, short (should not extend over ends of fingers), and filed. No artificial nails are permitted. Long fingernails harbor bacteria, tear gloves, and may scratch patients. Keep fingernails unpolished. Chipped nail polish provides a place for micro-organisms to grow and looks unprofessional.
7. Use makeup in moderation. Take note that perfumed makeup may nauseate patients.
8. Do not wear perfume when in the clinical setting. Perfume of any kind may make clients nauseous.
9. Wear only white nursing or tennis shoes. Keep shoes/socks, etc. in good repair and clean. Your feet are important – you will be on your feet much of the time – take care of them.
10. A working watch with a second hand is required for daily use. Cell phones, smartwatches, or other electronic devices are not a suitable substitute.
11. Scarves, lanyards or other upper body decorative wear is not permitted.

12. Students may wear solid black, white or gray undershirts if they desire. Scrub tops must be worn over all personal clothing. Undershirts may not include hoods, designs, or other colored fabric.
13. Jackets and sweaters (with an open front) are allowed to be worn on the GWAHCA campus only. Students may purchase a white lab jacket or wear a solid black, white or gray undershirt to wear in the clinical setting. All other types of outer wear must be secured in the locker room and will not be permitted to take into class or into the clinical setting.
14. All backpacks, personal items must be secured in your locker or vehicle as they will not be permitted in the classroom. Students will leave class binders and notebooks in designated areas within each classroom. Students are not allowed to leave the classroom to retrieve items from the locker rooms or vehicles.
15. Scrubs shall not be worn in negative or questionable settings.
16. Hair must not be rolled, tied in a scarf, or covered by a hat, bandanna, or a cap. Hair must not be dyed to extremes and haircuts that are unusual or bizarre such as lines, numbers, and design shapes will not be allowed. Boys' haircuts must be neat and in good taste. Mustaches and beards shall be acceptable if neatly trimmed.
17. On Fridays or designated "free days", students must meet WISD dress code requirements to include the following:
 - a. Articles of clothing with pictures, emblems, or writings that are lewd, offensive, vulgar, or obscene, or advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under Board Policy FNCA (LOCAL) are not allowed.
 - b. Students must wear shoes. No beach-style flip-flops or house shoes will be allowed.
 - c. Hats, caps, and hoods may not be worn inside the school building during the school day. These items may be worn at other school sponsored events as determined appropriate by the principal or designee.
 - d. Doo rags, bandannas, and visors are not to be worn at school or at any school sponsored activities.
 - e. Sunglasses, or other glasses not required for vision correction, may not be worn inside the building.
 - f. Pants with holes or are frayed may not be worn. Garments must be hemmed or cuffed appropriately.
 - g. Athletic/gym styled shorts may not be worn except in PE/athletic type class.
 - h. Undergarments must be appropriately covered by a student's clothing
 - i. Inappropriate appearance will not be allowed. Clothes should fit and be worn appropriately. Pants are to be worn at waist and with a belt (if the pants have belt loops), and shirts buttoned. All shirts shall be tucked in pants and/or skirts if they extend beyond the end of the student's fingertips. Cardigan sweaters, pullover sweaters, and sweatshirts may be worn outside of pants and skirts. No sagging pants or oversized clothes are permitted. Underwear type shirts such as tank tops or muscle shirts are not acceptable and may only be worn with t-shirts under them. The decision on whether a style is appropriate will be at the discretion of the principal or his/her designee.
 - j. Tattoos or fake tattoos are allowed if they are not lewd, offensive, vulgar, or obscene, or advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under Board Policy FNCA (LOCAL).
 - k. "Grillz" or temporary decorations on teeth are not to be worn.

Girls' Dress and Grooming Code:

- a) Girls will not wear halters, tank tops, tops that expose any part of the midriff, low-cut dresses/tops, short-shorts or excessively tight clothing. The neck opening on any type of dress, shirt, or blouse may not exceed the equivalent of the second button below the collar.
- b) Hair must not be rolled, tied in a scarf, or covered by a hat, bandanna, or a cap. Hair must not be dyed to extremes and haircuts that are unusual or bizarre such as lines, numbers, and design shapes will not be allowed.
- c) Girls must wear brassieres or appropriate undergarments.
- d) Pierced earrings may be worn on the ear(s) only. All other body-piercing jewelry is prohibited. Piercing in the ears must be of a nature or amount that is not distracting to the educational environment.
- e) Skirts, dresses, and shorts must extend beyond the end of the student's fingertips when standing.

Boys' Dress and Grooming Code:

- a) Boys must wear shirts with sleeves. The neck opening on any type of shirt may not exceed the equivalent of the second button below the collar.
- b) Boys' haircuts must be neat and in good taste. Hair may not be dyed to extremes and haircuts which are bizarre or unusual will not be allowed, such as lines, numbers, and design shapes. Mustaches and beards shall be acceptable if neatly trimmed.
- c) Pierced earrings may be worn on the ear(s) only. All other body-piercing jewelry is prohibited.
- d) Boys' hair shall not be tied up in a scarf, bandanna, or covered by a hat, a hood, cap or visor.

Dress Code Overview:

Students will be neatly groomed and must adhere to the dress code policy at all times to include the following:

- a. Scrubs.
- b. Hair to be pulled back neatly as described in dress code.
- c. White tennis shoes or nursing shoes.
- d. Jewelry-no necklaces, rings, or face piercings. Earrings must be stud style.
- e. Nails to be short, filed and unpolished.
- f. Wear a watch each and every day.
- g. ID attached above the waist at all times.

Dress code violations will result in the student wearing facility provided scrubs on non-clinical days. On clinical days, for safety reasons, students out of dress code will not allowed to participate in off-site clinicals and will be given an alternate assignment to be completed during class time. Students may also be required to attend Saturday School if additional clinical time is needed due to student's absence at clinical site.

Teachers have the responsibility to enforce the dress code. The final authority for interpreting, enforcing, and permitting deviations of the dress code rests with the principal, dean/coordinator, campus behavior coordinator or his/her designee. Students are expected to be appropriately dressed and groomed at school and at school functions. Campus administration will have complete and final judgment on all matters concerning student dress code violations.

Electronic Device Policy

In-class:

Electronic devices are to be placed in the designated electronic device doc or classroom safe upon entry into each classroom every class period. The electronic device will only be allowed outside of the doc/safe when instructed by

the teacher. Should a student fail to follow the in-class electronic device policy, the following disciplinary action(s) may occur:

- 1st Offense-Verbal warning
- 2nd Offense-Electronic device safe for remainder of the period
- 3rd Offense-Electronic device safe for 3 weeks
- 4th Offense-Conference with the Dean/Coordinator and electronic device safe for 6 weeks
- 5th Offense-Conference with the Dean/Coordinator and electronic device safe for remainder of semester
- 6th Offense-Conference with the Dean/Coordinator and electronic device safe for the remainder of the school year

*Note: After the 3rd offense the teacher will contact parent/guardian at each offense thereafter. The student will lose the privilege of using the docking station and their electronic device during class for any reason. Should the student need to participate in an activity that involves technology, a student laptop will be provided.

Clinical Sites:

Electronic device use in the clinical area (off-site/simulation lab) is strictly prohibited. Students will be given the opportunity to turn their electronic device in to their teacher to be locked in the classroom safe prior to leaving for the clinical site/location. If there is an emergency parents/guardians may contact GWAHCA and the staff member accompanying the student will be notified. Should a student fail to follow the in-clinical electronic device policy, the following disciplinary action(s) may occur:

- 1st Offense-Written warning and conference with the Dean/Coordinator
- 2nd Offense-Conference with the Dean/Coordinator, parent/guardian contact (via phone) and electronic device safe for the remainder of the semester
- 3rd Offense-Parent/guardian (face-to-face) meeting with the Dean/Coordinator and electronic device safe for remainder of school year

School Information and Policies

Bell Schedule



2022 – 2023 Bell Schedule

Morning Session

| Monday-Thursday Block | |
|-----------------------|---------------|
| Period 1/4 | 8:50 - 10:20 |
| Passing Period | 10:20 - 10:25 |
| Period 2/5 | 10:25 - 11:55 |

| Fridays Only | |
|----------------|---------------|
| Period 1 | 8:50 - 9:35 |
| Period 2 | 9:35 - 10:20 |
| Passing Period | 10:20 - 10:25 |
| Period 4 | 10:25 - 11:10 |
| Period 5 | 11:10 - 11:55 |

Afternoon Session

| Monday-Thursday Block | |
|-----------------------|-------------|
| Period 6/8 | 1:00 - 2:30 |
| Passing Period | 2:30 - 2:35 |
| Period 7/9 | 2:35 - 4:05 |

| Fridays Only | |
|----------------|-------------|
| Period 6 | 1:00 - 1:45 |
| Period 7 | 1:45 - 2:30 |
| Passing Period | 2:30 - 2:35 |
| Period 8 | 2:35 - 3:20 |
| Period 9 | 3:20 - 4:05 |

- Buses will depart at 12:00 p.m. and 4:10 p.m.
- All students are required to leave campus by 12:00 p.m. and 4:10 p.m.
- The building will open to students at 8:15 a.m.
- Breakfast will be served at GWAHCA starting at 8:15 a.m. and will end at 8:45 a.m. Lunch will not be available at GWAHCA.
- Teacher conference times will be from 8:00 am-8:45 am.

Program Requirements

First Year Program

| | |
|---|---------------------------------|
| Negative 10 Panel Drug Screening | Current Immunization Record |
| Negative TB Skin Test | Clear Criminal Background Check |
| Flu Shot | Photo ID (provided by GWAHCA) |
| Proof Of Medical Insurance | Meet Dress Code Requirements |
| Completed COVID-19 Series (if clinical program) | |

Second Year Program

| | |
|---|--|
| Negative 10 Panel Drug Screening | Current Immunization Record |
| Negative Two-step TB Skin Test | Clear Criminal Background Check |
| Flu Shot | Photo ID (provided by GWAHCA) |
| Proof Of Medical Insurance | Dress Code Requirements |
| Valid CPR Certification | CNA Course Completion/Certification (CCMA) |
| Completed COVID-19 Series (if clinical program) | |

Semester Exam Exemption Policy

Any eleventh grade student who meets the grade and attendance requirements listed below may be exempted from the final exam in each class for the **spring semester only**. Any twelfth grade student who meets the grade and attendance requirements listed below may be exempted from the final exam in each class **both fall and spring semesters**. The exemption applies to each class individually.

In lieu of taking the exam, students will be provided with alternate activities during their scheduled exam time. These alternative activities will be conducted on campus.

An actual grade average (unweighted) of eighty-five (85) or better for the semester in a particular class will be required.

A student may have no more than two (2) *excused* absences in the class for which the exemption is desired. Students with even one *unexcused* absence or one day of in-school or out-of-school suspension may not be exempted. Absence is defined as missing a specific class period, whether excused or unexcused, in-school suspension, or out-of-school suspension. A tardy of 10 minutes or more is considered an absence. Three unexcused tardies of less than ten minutes constitute an absence. The only absence exceptions are school-related business such as extra-curricular activities or field trips and bona fide, documented college or university visits for which all make-up work is completed. The teacher's record (grade book) is the final authority; therefore, any questions about school-related absences should be cleared up with the teacher as soon as possible after the absence.

Students who do not attend the alternate activities will be counted absent. If this absence exceeds the two (2) allowable excused absences for the grading period, or is an unexcused absence, the student's exemption will be revoked. The student will receive an *Incomplete* for all applicable subjects until the final examination(s) are taken.

A student who meets the exemption requirements for a class may choose to take the exam regardless of his/her grade in a particular class. However, if she/he takes the exam, the grade will be counted and averaged with the semester grades in order to determine the final course grade.

Students will be notified by each teacher of their exemption status the day prior to the first day of final exams. Absences will be counted through that day.

Services for Students with Disabilities

The Greater Waco Advanced Health Care Academy is aware of and deeply concerned with the unique challenges that face the disabled student. GWAHCA is committed to reducing and/or eliminating barriers that these students encounter. The principal coordinates the physical and academic support services for any student (in conjunction with the students' home district) who has special needs because of a temporary or permanent disability. The principal and the students' home campus will work closely with The Department of Assistive and Rehabilitative Services (DARS), the Texas Commission for the Blind, related federal agencies, and other organizations that provide service and aid to the disabled in order to provide the fullest range of services possible.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 prohibit discrimination in the recruitment, admission, and treatment of students. Students with qualified and documented disabilities may request accommodations which will enable them to participate in and benefit from educational programs and activities. Students requesting accommodation must provide appropriate and timely documentation of the disability (as appropriate), complete an application for support service (through home campus), and the student must schedule and participate in an interview with the home campus and GWAHCA principal in order to review the request for accommodation, determine appropriate services and/or accommodations, and plan their educational program. Successful accommodation often requires advanced planning. Students must make early contact (at the beginning of each year) in order to identify needs and to ensure that services will be available in an effective and timely manner.

Discrimination Prohibited

Access to GWAHCA's programs and activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability. All recruitment and admissions material complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

Student Program Dismissals

It will be the discretion of the administration to recommend dismissal of a student who has shown evidence of unsatisfactory practical performance, failure to follow the code of student conduct while in the classroom or clinical area, receipt of multiple disciplinary forms, excessive absences, or flagrant violations of GWAHCA policies.

If the student has an unresolved problem with his/her dismissal, then he/she may proceed with the academic grievance procedures, which can be found on the Waco ISD website under the "Parents & Students" tab.

ACKNOWLEDGEMENT

I HAVE READ THE GWAHCA CODE OF CONDUCT STUDENT HANDBOOK. BY SIGNING BELOW, I INDICATE MY UNDERSTANDING OF AND WILLINGNESS TO COMPLY WITH GWAHCA POLICIES, RULES AND REQUIREMENTS.

I AM AWARE THAT IT IS MY RESPONSIBILITY TO READ THE WACO ISD STUDENT CODE OF CONDUCT AND ABIDE BY ALL OF THE RULES AND GUIDELINES SET FORTH IN THESE DOCUMENTS.

Student Signature

Printed Name

Date

Parent Signature

Date