



# Greater Waco Advanced Health Care Academy

Online Orientation

# Welcome

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.

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 expectations. 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!

# Office Staff

Mrs. Beckham, Dean

Mr. Smith, Assistant Dean

Ms. Shiels, Counselor

Mrs. Marin, Campus Secretary

Mrs. Lopez, Instructional Aide

Ms. Sutton, Instructional Aide

# Teaching Staff

- Mrs. Arrington, Science Instructor
- Ms. Callaway, Advanced Hospital Rotation Instructor
- Mrs. Chancellor, CNA Instructor
- Mrs. Fetsko, Pharmacy Instructor
- Mrs. Kelm, Science Instructor
- Mrs. Mock, CNA Instructor
- Mrs. Pack, CNA Instructor
- Mrs. Paxton, Math Instructor
- Ms. Suzuki, Science Instructor
- Mrs. West, Project Based Research Instructor

# Mission/Vision

## 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

# Attendance & Participation

- 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, cafeteria, etc.) does not meet the instructional requirements. Our classes start at 8:45 for the morning session and 12:45 for the afternoon. All students are required to be in dress code and in class at 8:45/12:45.

# 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.\**



# 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.

# Conduct

The categories of conduct provided 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.

## Mistreatment of Others:

### Students shall not:

- Use profanity, vulgar language, or any inappropriate verbal/ written exchange 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.
- Engage in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct (exposure of private parts), directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence.
- 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).
- 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.

# 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.

# Dress Code

## Girls' Dress and Grooming Code:

- 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.
- 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.
- Girls must wear brassieres or appropriate undergarments.
- 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.
- Skirts, dresses, and shorts must extend beyond the end of the student's fingertips when standing.

## Boys' Dress and Grooming Code:

- 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.
- 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.
- Pierced earrings may be worn on the ear(s) only. All other body-piercing jewelry is prohibited.
- Boys' hair shall not be tied up in a scarf, bandanna, or covered by a hat, a hood, cap or visor.

# Electronic Device Policy (In-class)

## In-class:

Electronic devices are to be placed in the designated desk 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:

1<sup>st</sup> Offense-Verbal warning

2<sup>nd</sup> Offense-Electronic device safe for remainder of the period

3<sup>rd</sup> Offense- Parent Contact/Electronic device safe for 3 weeks

4<sup>th</sup> Offense-Conference with the Dean and electronic device safe for 6 weeks

5<sup>th</sup> Offense-Conference with the Dean and electronic device safe for remainder of semester

6<sup>th</sup> Offense-Conference with the Dean and electronic device safe for the remainder of the school year

\*Note: After the 3<sup>rd</sup> 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.

# Electronic Device Policy (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:

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

# Bell Schedule 2020-2021 Schedule

## Morning Session

Monday-Thursday Block	
Dress Out	8:40-8:45
Period 1/3	8:45-10:15
Passing Period	10:15-10:20
Period 2/4	10:20-11:50
Dress Out	11:50-11:55

Fridays Only	
Dress Out	8:40-8:45
Period 1	8:45-9:30
Period 2	9:30-10:15
Passing Period	10:15-10:20
Period 3	10:20-11:05
Period 4	11:05-11:50
Dress Out	11:50-11:55

# Bell Schedule 2020-2021 Schedule

## Afternoon Session

Monday-Thursday Block	
Dress Out	12:40-12:45
Period 5/6	12:45-2:15
Passing Period	2:15-2:20
Period 7/8	2:20-3:50
Dress Out	3:50-3:55

Fridays Only	
Dress Out	12:40-12:45
Period 5	12:45-1:30
Period 6	1:30-2:15
Passing Period	2:15-2:20
Period 7	2:20-3:05
Period 8	3:05-3:50
Dress Out	3:50-3:55



## *Breakfast/ Lunch*

Breakfast will be served at GWAHCA starting at 8:15 a.m. and will end at 8:40 a.m. Lunch will not be available at GWAHCA.

## *Teacher Conference*

Teacher conference times will be from 7:55am-8:40am.

# Program Requirements

## First Year Program (CNA & Pharmacy Tech)

Negative 10 Panel Drug Screening (provided by GWAHCA)	Current Immunization Record
Negative TB Test (provided by GWAHCA)	Clear Criminal Background Check (provided by GWAHCA)
Flu Shot (provided by GWAHCA)	Photo ID (provided by GWAHCA)
Proof Of Medical Insurance	Scrubs with GWAHCA patch (provided by GWAHCA)

## Second Year Program (Advanced Hospital Rotations)

Negative 10 Panel Drug Screening (provided by GWAHCA)	Current Immunization Record
Negative TB Test (provided by GWAHCA)	Clear Criminal Background Check (provided by GWAHCA)
Flu Shot (provided by GWAHCA)	Photo ID (provided by GWAHCA)
CNA Course Completion/Certification	Scrubs with GWAHCA patch (provided by GWAHCA)
Valid CPR Certification	

# 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.

# Program Dismissal

- 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.