



N.A.L.B Student /Parent Handbook

2022-2023 www.noadultsleftbehind.org

N.A.L.B. High School is registered by the Illinois State Board of Education

Welcome to N.A.L.B. High School! N.A.L.B. is a unique private Print-Based high school dedicated to providing the highest quality of Print-Based distance education to our students in a flexible, interactive, virtual learning environment. You'll work closely with highly qualified instructors and you will be able to do all of this from any location.

This handbook is designed to provide you with essential information about the school and its unique approach to meeting your academic needs. It is important that you read through it carefully. Pay particular attention to the policies set forth by the school. It is the responsibility of every student to closely adhere to them. N.A.L.B. High School is about learning and your academic success as a student is dependent on your active participation in class and following school policy.

Mission Statement N.A.L.B. High School will provide an exceptional Print-Based learning experience that exceeds the highest academic standards in a nurturing, flexible and affordable environment.

Vision Statement

N.A.L.B. High School is committed to becoming the best Print-Based high school in the country because of our unwavering dedication to student success and our own professional development.

Core Values

Our students

We put our students' best interests at the heart of everything we do.

Integrity

We strive to operate our school with honesty, transparency and high ethical standards. We keep our promises and honor our commitments.

Innovation

To best serve our students, we strive for continuous improvement of our teaching and learning processes and our business performance.

Collaboration

To ensure we are using best practices in all areas of operation, we recognize the need for decisive, professional collaboration; both with our students and their families as well as among N.A.L.B. staff.

Accountability

We commit to be accountable to serving the best interests of our students and their families. We also honor the accountability to each other as professionals, trusting that our colleagues will hold themselves to the mission and vision of the school.

Optimism

We commit to being an optimistic organization that brings a positive outlook for the future to our workplace. We expect great achievements and success from our students as well as our staff members. We hold high expectations and reward accomplishments.

History of N.A.L.B. High School

No Adults Left Behind Educational and Resource Center is headquartered in Chicago, Illinois and has been in operation since 2012. Since then, N.A.L.B. has helped many graduates and move onto higher education, employment and job advancement.

N.A.L.B. was founded by a Andre Ellis former collegiate admissions counselor expert who understand the potential of the distance learning and a second chance program to provide a world-class education to students who might not have access to such an education through any other means. Every one of the team members of the school is also a parent and knows from personal experience the importance of providing their children with a superior education.

The school founder Mr. Ellis searched for like-minded administrators and instructors – people passionate about education, committed to student learning, and interested in creating a safe school environment where student needs drive the overall direction and the daily decisions of all individuals involved in the school. Our instructors come from all over the United States.

In Fall of 2016 No Adults Left Behind Educational and Resource Center added the high school division of the organization. This new school has opened a new world of opportunities for individuals needing a second chance to earn an approved high school diploma. Most importantly, N.A.L.B. High School is made up of students who are committed to finishing what they started but interested in pursuing their education in a unique, safe, and flexible environment.

Our Students are looking for a flexible Print-Based high school where they can more easily blend school with work, travel, or home responsibilities, or they may be enthused about trying a new form of schooling – more vibrant, up-to-date, and personalized than anything they have previously experienced. We're glad you are a part of N.A.L.B. High School!

Contact Information

As your education progresses, you'll be in frequent contact with many instructors and administrators at the school. Below is a listing of the most critical phone numbers, email addresses and other contact information you'll use throughout your education.

Dr. Andre Ellis Ed. D
President/Owner

Phone: 773-982-7204
Email: aellis.noadultsleftbehind@gmail.com

Phyllis Horton
Principal

Phone: 773-982-7204
Email: pmack.noadultsleftbehind@gmail.com

Dr. Anasha Holliday Ed. D
School Director/Human Resources

Phone: 773-982-7204
Email: noadultsleftbehind@gmail.com

Bianca Doby
Student Services

Phone: 773.982.7204
Email: bdoby.noadultsleftbehind@gmail.com
Fax: 773.982.7204

Melissa Johnson

Administrative Assistant/receptionist
Phone: 773.982.7204
mjohnson.noadultsleftbehind@gmail.com

Brenda Jones MBA

Program Academic Director English/History
Teacher/instructor/Tutor
Phone: 773.901.9092

Cherisse Vassar

Math/Science Teacher/instructor
Phone: 773.982.7204
Cvassar.noadultsleftbehind@gmail.com
Fax: 773.982.7204

N.A.L.B. Employment Readiness

Training (ERT) Division

Phone: 773-982-7204
Fax: 773-982-7204
www.noadultsleftbehind.org

N.A.L.B. College Board ID#:

N.A.L.B. Social Service Division

Phone: 773-982-7204
Fax: 773-982-7204
www.noadultsleftbehind.org

Academic Expectations

By the time you've gotten this far, you certainly know that N.A.L.B. High School is a school that is quite different from a traditional bricks & mortar school. Because of the school's unique nature, students must take primary responsibility for their own learning. Self-

motivation, dedication to learning, and regular participation are essential. The staff at N.A.L.B. High School is available and actively involved in supporting the students' education, but in reality, it is the student who determines his or her own level of success.

Transfer Credits

During the initial registration process, student will have the opportunity to transfer in credits from their previous high school experiences. Transfer credits can be accepted from United States of American public high schools, or regionally accredited private schools in America. In order for transfer credits to be accepted at N.A.L.B. High School, the student must have sealed, **official transcripts** mailed to the N.A.L.B. High School registrar's office. Once the official transcripts are received, a formal credit evaluation will be completed by the registrar and the results of the evaluation will be given to the student. Regardless of how many credits a student transfers to N.A.L.B. High School, at least 25% (6 courses) of the total course work needs to be taken with N.A.L.B. High School in order to receive a diploma from N.A.L.B. High School. Minimum 6 courses must be taken for all students.

Time & Learning Requirements

Not unlike a bricks & mortar school, the amount of time students spend on N.A.L.B. High School courses will vary from student to student, and even course to course. However, at N.A.L.B., students will have 2 years with which to complete the entire course. There is flexibility within that time frame as long as the student, parent and teacher's are in constant communication. On average, students should expect to spend approximately 45 minutes to an hour per day per course to complete the course within the 3 months.

Communication & Active participation (including "attendance" and absences)

Regular participation in N.A.L.B. High School classes is critical to student success. Regular participation will help to keep students motivated and keep them in touch with their instructors. Although there is no "attendance" in the same way as it is defined at a typical bricks & mortar school, students should work on each of their courses for substantive participation at least three times each week.

Tutoring Classes

Tutoring classes will be provided to students needing help with subjects that pose a challenge. Tutoring is available each day of the week, Monday through Friday from 9am until 3pm. Tutoring is also available on Saturdays from 10am until 2pm. Students requiring tutoring will contact your teacher/instructors to confirm classroom availability and space. Walk-in tutoring is not available, you must be scheduled and your name must be on the scheduled attendance tutoring roster for that week.

School Calendar

The N.A.L.B. High School calendar is easy to describe. The school is open whenever you want it to be. The school does close for the traditional seasonal holidays; however students can still participate in their classes during these times.

Our technology makes the school accessible Monday through Friday from 9am until 5pm and 10am until 2pm on Saturdays. Our instructors hold regular office hours in which they are available to answer questions or assist in any way. It is recommended to find out what these office hours are so that the student and teachers can maintain regular contact.

We believe this flexibility for students and families, combined with the consistent availability of instructors, is one of the greatest strengths - and most unique features - of N.A.L.B. High School.

Course List

The following is a list of the courses N.A.L.B. High School currently offers.

Algebra I
Algebra II
Biology
Chemistry
Consumer Mathematics
Earth Science
Economics
English 9
English 10
English 11
English 12
Environmental Science
Geography
Geometry
Health and Personal Fitness
Physics
U.S. Government
United States History
World History

* If there are courses you wish to take that are not yet part of the N.A.L.B. High School curriculum, please contact your advisor in admissions. In many cases, we can provide additional high quality Print-Based courses beyond those listed here.

Academic Advising

Academic advising is available for all. Our registrar will assist with course selection, admissions advisors with post-secondary guidance and other academic counseling issues are available to new and current students. Please call the school at 1-773-982-7204 for any academic advising needs.

Career and College Counseling

As an N.A.L.B. High School student, you have access to expert Career and College Counseling services. Mr. Ellis, our School President. Mr. Ellis has a wealth of resources for N.A.L.B. students interested in colleges, universities, technical, trade schools, medical school and the military.

The Participants

The Student

At N.A.L.B. High School, the students are the ones primarily responsible for their learning. It is, after all, their education that will be with them for the rest of their lives. Students must take the initiative to complete the print course work at the highest possible level of quality. Students must seek help when they need it, establish their own daily schedules, and take responsibility for meeting deadlines. Progress reports will be distributed as needed. **In-house student 9am until 2:30pm**

The Parent/Guardian (For non-adult students)

The parent role at N.A.L.B. High School is critical. Parents, of course, are responsible for providing adequate supervision for their students and supporting the student's learning. This includes providing a suitable working environment, encouragement and appropriate assistance with course content when possible. Parents will be emailed progress reports to the email address we have on file advising of their child's progress after each course is completed. Parents may also request a conference with their child's instructor to provide feedback and gain insight on their child's performance.

The Instructor

N.A.L.B. High School is very proud of its extraordinary teaching/tutoring staff. All of our instructors and tutors are experts in their content area as determined either by teaching licenses, advanced degrees in their field, or both. All of our instructors are also committed to Print-Based education and providing families the choices and flexibility inherent to the delivery method. N.A.L.B. High School instructors will carefully monitor each student's progress and provide instruction via email, discussion boards, chat rooms, telephone and other distance education tools. Instructors will also work to motivate and engage students who suffer from waning enthusiasm. Instructors will also work with parents in multiple ways to help them support their student's learning.

Awarding of Credits and Diplomas Grading and Reporting

N.A.L.B. High School uses a traditional A-F grading system. Instructors assign final grades based on the following criteria:

A	Approximate average of 90-100%	Student effectively demonstrated exceptional understanding of all course outcomes. All coursework was completed at a high level of quality and in a timely fashion. Student participated substantively by initiating writing, reading and math equations with ease as designed by curriculum.
B	Approximate average of 80-89%	Student effectively demonstrated solid understanding of all course outcomes. All coursework was completed at a solid level of quality and usually in a timely fashion. Student participated substantively by initiating writing, reading and math equations.
C	Approximate average of 70-79%	Student demonstrated acceptable understanding of most course outcomes. All coursework was completed in a reasonably timely fashion. Student participated substantively in course activity.
D	Approximate average of 65-69%	Student demonstrated some understanding of the most critical course outcomes. All major coursework was completed. Student participated only occasionally in course specific details as instructed.
F	Approximate average of below 64%	Student has not demonstrated sufficient learning to earn credit for the course. Student work was consistently of poor quality, and the student rarely participated in returning all courses required after completion.
IN	Incomplete	Major coursework left uncompleted. Final grade is withheld until sufficient coursework is complete and submitted. Temporary F assigned
W	Withdrawn	Student officially withdraws from the class.

Credit Requirements for Graduation

For students who wish to earn an **N.A.L.B. High School College Prep** diploma, N.A.L.B. requires a total of 24 credits to graduate. Although this matches a typical traditional high school, at N.A.L.B., students can easily complete these credits by following a typical schedule, 2 courses completed at a time, students are not overwhelmed with too many courses at once. The 24 credits must include at least the following:

24 Credit College Prep Curriculum

4.0 credits of English

4.0 credits of Math

4.0 credits of Science

4.0 credits of Social Studies

8.0 Elective credits

Students planning to attend college are encouraged to enroll in either the SAT or ACT prep courses during their sophomore or junior years depending on when they intend to take either of these exams. N.A.L.B. High School is not yet registered with the Illinois Community College Board.

These credit requirements are intended to ensure a well-rounded education while still providing for a great deal of individualization through electives.

Credit Granting/Instructional Time Policy

N.A.L.B. High School issues credit to students when they have completed all required course work with a final grade of 65% or higher.

* Students must complete 100% of their required graduation courses at N.A.L.B. High School in order to be granted their high school diploma from N.A.L.B. High School.

Transfer Credits & Transcripts/Immunization Records

N.A.L.B. High School welcomes transfer credits from any public or private school. Students should request an official transcript be sent from their current or previous school to N.A.L.B. High School. Immunization records are also required for specific students enrolling in N.A.L.B. High School. Transcripts and Immunization records should be sent to the following address:

Office of the Registrar N.A.L.B. High School
6248 S. Ashland Ave Chicago, IL 60636

Upon receipt of an official transcript, the registrar will review the transcript and award transfer credits as appropriate. Such transfer credits will appear on the student’s N.A.L.B. High School transcript as transfer credits with a notation regarding where the original credit was earned.

During the initial registration process, each student will have the opportunity to transfer in credits from their previous high school experiences. Transfer credits can be accepted from American public high schools, or regionally accredited private schools in America. In order for transfer credits to be accepted at N.A.L.B. High School, the student must have sealed, official transcripts mailed to the N.A.L.B. High School registrar’s office. Once the **official transcripts** are received by the registrar, a formal credit evaluation will be completed and the registrar will develop a class schedule or a proposed curriculum for the remaining courses needed for completion. The student picks up where he/she left off. Results of the transcript evaluation will be included in the welcome packed mailed/ emailed to the student. Regardless of how many credits a student transfers to N.A.L.B. High School, at least 25% (6 courses) of the total course work needs to be taken with N.A.L.B. High School in order to receive a full diploma.

Behavior Expectations

N.A.L.B. High School expects exemplary behavior in all of its environments. Students come to N.A.L.B. High School for a safe and productive environment, and any behavior that, in the judgment of any staff member, negatively impacts that environment can cause the student to be subject to disciplinary action.

Progressive Discipline

In any case of inappropriate behavior or violation of any school policies, the following progressive discipline plan is used. Depending on the seriousness of the offense, the discipline process may begin at any Step in the plan.

Action

Example trigger behavior

Step 1

Instructor/advisor conference with student.

Occasional breaches of conduct that impact the learning environment.

Step 2

Instructor/advisor conference with student, parent and President.

Consistent breaches of conduct that impact the learning environment.

Step 3

Instructor/advisor conference with student, parent and President. Student may be placed on probation, resulting in increasingly severe consequences for any subsequent violation. Terms of the probation will be determined by the President in consultation with the advisor, instructor and parent.

Moderate violation of the acceptable use policy in a way that does not impact any other student or the function of the school.

Step 4

A conference will be held with the student, the parent/guardian, the President, the student's advisor, and any instructors involved in the trigger incident(s). Depending on the results of the conference, the student may be placed on probation, expelled from a class, or expelled from school. In particularly severe cases, expulsion may occur without the conference.

Major violation of plagiarism, harassment or acceptable use policies

Many N.A.L.B. High School policies are adapted from similar policies in public and private schools around the country. We thank the many people who have laid the groundwork for these important practices and concepts. Please contact the school if you wish a list of references and resources.

N.A.L.B. High School has many policies, but none are more important than those pertaining to the safety, security, integrity and comfort of its staff and students. The following academic integrity, harassment and acceptable use policies are critical to this philosophy and are included here in their entirety. All students and parents will sign a pledge that they have read, understood and agreed to follow these and other school policies.

Academic Integrity & Plagiarism

I. Introduction

The purpose of this policy is to maintain the highest standards of academic integrity throughout the school. Any learning environment is based on trust, honesty, and integrity. N.A.L.B. High School's unique Print-Based learning environment is no exception.

II. General statement of policy

Any form of academic dishonesty is unacceptable and will not be tolerated. The school will respond vigorously to all violations of this policy.

III. Violations

Violations against academic honesty include but are not limited to:

- Impersonating another student or adult, or having any person impersonates the student in any way.
- Copying and submitting another person's as one's own, whether or not that person is part of the N.A.L.B. High School community.
- Representing someone else's work as one's own.
- Including without citation work from any other person or source.
- Any other action intended to obtain credit for work not one's own.
- Any form of cheating on any test or assignment.

Student Responsibilities

Students take full responsibility for all work submitted in their name or from within their account.

Students are responsible for understanding academic integrity, plagiarism and related issues. If a student does not understand such issues, they are responsible for discussing them with an advisor or instructor at the earliest possible time and within one week of starting any N.A.L.B. High School course.

V. School response

All violations or suspected violations of this policy will result in a report by the instructor to the school President and a phone call to the parent by the President, the instructor, or both.

The school's response to violations of this policy may include, but is not limited to:

- Denying credit for any assignment in which the violation occurs.
- Denying credit for any course in which the violation occurs without refund for that course.
- Suspension or expulsion

VI. Academic Policies

* **Academic Probation** - Students who receive a failing grade in more than one class are placed on academic probation. Instructors monitor these students' progress closely. If at the next grading report period the student fails one or more classes, he or she is subject to academic dismissal from N.A.L.B. High School. A student who is placed on academic probation for a third time during his or her high school career is also subject to academic dismissal.

* N.A.L.B. High School instructors can load a maximum of 3 courses at a time. Also, students can only be enrolled in one core course at a time. For example, N.A.L.B. will not enroll students in English 11 and English 12 simultaneously. In the case of a student needing both English credits, the student would need to complete English 11 first, and then the student could take English 12.

Harassment Policy

I. Introduction

The purpose of this policy is to maintain a learning environment that is free from any form of harassment including but not limited to: religious, racial or sexual harassment and violence. The school prohibits any form of religious, racial or sexual harassment and violence or any type of behavior, verbal or written or electronic, which causes chronic or continual annoyance.

II. General statement of policy

A. It is the policy of the school to maintain a learning environment that is free from harassment and violence. The school prohibits any form of religious, racial, sexual, or chronic harassment and violence or bullying.

It shall be a violation of this policy for any pupil or staff member to harass a pupil or staff member through conduct or communication of a sexual nature or regarding religion and race or considered a chronic annoyance as defined by this policy. (For purposes of this policy, school staff includes school advisory board members, staff, agents, volunteers, contractors or persons subject to the supervision and control of the school.)

B. It shall be a violation of this policy for any pupils or staff members to inflict, threaten to inflict, or attempt to inflict religious, racial, sexual, or chronic violence or bullying upon any pupil or staff member.

C. The school will act to investigate all complaints, formal or informal, verbal or written or electronic, of religious, racial, sexual, or continual/chronic harassment or violence, and to discipline or take appropriate action against any pupil or staff member who is found to have violated this policy. N.A.L.B. High School Student Handbook 2016-2017 Rev. 8/19/2022

III. Religious, racial and sexual harassment and violence defined

A. Sexual Harassment; Definition.

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, or of obtaining an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or

c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

2. Sexual harassment may include but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or

f. unwelcome behavior, words, or emoticons directed at an individual because of gender, sexual orientation or alleged sexual orientation.

VI. School action

A. Upon receipt of a report, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, or expulsion.

B. The result of the school's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school in accordance with state and federal law regarding data or records privacy.

VII. Reprisal

The school will discipline or take appropriate action against any pupil or other school personnel who retaliates against any person who reports alleged religious, racial, sexual, or continual/ chronic harassment or bullying or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment or viral transmission to the individual's computer.

VIII. Right to alternative complaint procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Illinois Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

IX. Dissemination of policy and training

A. This policy shall be conspicuously posted at the school in the administrative areas accessible to pupils, parents and staff members.

B. This policy shall appear in the student and staff handbooks.

C. The school will develop a method of discussing this policy with students and staff members.

D. This policy shall be reviewed at least annually for compliance with state and federal law.

B. Racial Harassment; Definition

Racial harassment in a Print-Based environment consists of pictorial or verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or

3. otherwise adversely affects an academic opportunities.

C. Religious Harassment; Definition.

Religious harassment consists of pictorial or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. otherwise adversely affects an individual's academic opportunities.

IV. Reporting procedures

A. Any person who believes he or she has been the victim of religious, racial, sexual or continual/ chronic harassment or violence or bullying by a pupil or staff member of the school or any person with knowledge or belief of conduct which may constitute religious, racial, sexual, or continual/ chronic harassment or implied violence toward a pupil or staff member should report the alleged acts immediately to an appropriate school official designated by this policy. The school encourages the reporting party or complainant to use the report form available from any staff member, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence the School Counselor or the President.

B. Submission of a good faith complaint or report of religious, racial, sexual, or continual/ chronic harassment or violence will not affect the complainant or reporter's future grades or work assignments.

C. Use of formal reporting forms is not mandatory.

D. The school will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. N.A.L.B. High School Student Handbook 2015-2016 Rev. 08/19/2022

V. Investigation

A. By authority of the school, the President, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by staff members or by a third party designated by the school.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school may take immediate steps, at its discretion, to protect the complainant, pupils, or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence use of the School system may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate School policies, including suspension, expulsion, exclusion; or civil or criminal liability under other applicable laws. In the case of suspension or cancellation of access privileges for a student, the student and the student's parent or guardian must make arrangements for work to continue until the suspension or cancellation is revoked, or the student may withdraw or be expelled from school.

No Adults Left Behind High School Policy for Bullying Prevention

No Adults Left Behind High School policy on the prevention of bullying and on conflict resolution that were developed by the Illinois State Board of Education to help Illinois schools address these vital school safety concerns.

No Adults Left Behind High School believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

No Adults Left Behind High School, will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

No Adults Left Behind High School expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, No Adults Left Behind High School will provide staff development training in

bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

No Adults Left Behind High School has adopted a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

1. The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. No Adults Left Behind High School system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

No Adults Left Behind High School Conflict Resolution

No Adults Left Behind High School believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, each school within No Adults Left Behind High School will incorporate conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment

No Adults Left Behind High School will provide training to develop the knowledge, attitudes, and skills students need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to, the following:

- Students are to resolve their disputes without resorting to violence.
- Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems peaceably.
- Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence.

Students needing help in resolving a disagreement or students observing conflict may contact an adult or peer mediators. A listing of designated staff available to help resolving disagreements are on display in the classrooms.

2. Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. Staff and mediators will keep the discussions confidential.

- Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

1. In accordance with the requirements of the Illinois State Board of Education and the code of behavior guidelines issued by No Adults Left Behind High School Management Team has adopted the following anti-bullying policy within the framework of the school's overall code of behavior. This policy fully complies with the requirements of the *Anti-Bullying Procedures for High Schools, Primary and Post-Primary Schools*

2. The No Adults Left Behind High School recognize the very serious nature of bullying and the negative impact that it can have on the lives of pupils and is therefore fully committed to the following key principles of best practice in preventing and tackling bullying behavior:

- A positive school culture and climate which- is welcoming of difference and diversity and is based on inclusivity; encourages pupils to disclose and discuss incidents of bullying behavior in a non-threatening environment; and promotes respectful relationships across the school community;
- Effective leadership;
- A school-wide approach;
- A shared understanding of what bullying is and its impact;
- Implementation of education and prevention strategies (including awareness raising measures) that build empathy, respect and resilience in pupils; and explicitly address the issues of cyber-bullying and identity-based bullying including in particular, homophobic and trans phobic bullying.

Effective supervision and monitoring of pupils;

Supports for staff;

Consistent recording, investigation and follow up of bullying behavior (including use of established intervention strategies); and

On-going evaluation of the effectiveness of the anti-bullying policy.

3. In accordance with the *Anti-Bullying Procedures for NALB High Schools* bullying is defined as follows:

Bullying is unwanted negative behavior, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.

The following types of bullying behavior are included in the definition of bullying:

deliberate exclusion, malicious gossip and other forms of relational bullying, cyber-bullying and identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's enrollment of No Adults Left Behind High School and bullying of those with disabilities or special educational needs.

Isolated or once-off incidents of intentional negative behavior, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of conduct.

However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behavior.

Negative behavior that does not meet this definition of bullying will be dealt with in accordance with the school's code of conduct.

4. Supervision and Monitoring of Pupils/Students

No Adults Left Behind High School confirms that appropriate supervision and monitoring policies and practices are in place to both prevent and deal with bullying behavior and to facilitate early intervention where possible.

5. Prevention of Harassment

No Adults Left Behind High School confirms that the school will, in accordance with its obligations under equality legislation, take all such steps that are reasonably practicable to prevent the sexual harassment of pupils or staff or the harassment of pupils or staff on any grounds specified i.e. gender including transgender, civil status, family status, sexual orientation, religion, age, disability, race.

6. This policy was adopted by No Adults Left Behind High School Management Team on 9/9/16.

7. This policy has been made available to school personnel, (and is otherwise readily accessible to parents and pupils on request) and provided to the Parents. A copy of this policy will be made available to the Illinois State Board of Education and the patron if requested.

8. This policy and its implementation will be reviewed by the No Adults Left Behind Management Team once in every school year. Written notification that the review has been completed will be made available to school personnel, (and is otherwise readily accessible to parents and pupils on request) and provided to the Parents. A record of the review and its outcome will be made available, if requested, to the patron and the Illinois State Board of Education.

4. No Adults Left Behind High School Management Team implemented these immediate actions to help build a positive school culture and climate and to help prevent and tackle bullying behavior.

Model respectful behavior to all members of the school community at all times.

Explicitly teach pupils what respectful language and respectful behavior looks like, acts like, sounds like and feels like in class and around the school.

Display key respect messages in classrooms, in assembly areas and around the school. Involve pupils in the development of these messages.

Catch them being good - notice and acknowledge desired respectful behavior by providing positive attention.

Consistently tackle the use of discriminatory and derogatory language in the school – this includes homophobic and racist language and language that is belittling of pupils with a disability.

Give constructive feedback to pupils when respectful behavior and respectful language are absent.

Have a system of encouragement and rewards to promote desired behavior and compliance with the school rules and routines.

Explicitly teach pupils about the appropriate use of social media.

Positively encourage pupils to comply with the school rules on mobile phone and internet use.

Follow up and follow through with pupils who ignore the rules.

Actively involve parents and/or the NALB High School Community in awareness raising campaigns around social media.

Actively promote the right of every member of the school community to be safe and secure in school.

Highlight and explicitly teach school rules in pupil friendly language in the classroom and in common areas.

All staff can actively watch out for signs of bullying behavior.

Support the establishment and work of student councils.

Annual review of the anti-bullying policy and its implementation No Adults Left Behind High School Management Team (the Board) must undertake an annual review of the school's anti-bullying policy and its implementation.

The following checklist is used for this purpose. The checklist is an aid to conducting our review and is not intended as an exhaustive list. In order to complete our checklist, an examination and review involving both quantitative and qualitative analysis, as appropriate across the various elements of the implementation of the school's anti-bullying policy is in place.

Our Board has formally adopted an anti-bullying policy that fully complies with the requirements of the Anti-Bullying Procedures for Primary and Post-Primary Schools? yes

Our Board has published the policy on display, in the school and provided a copy to the parents.

Our Board has ensured that the policy has been made available to school staff (including new staff).

Our Board is satisfied that school staff is sufficiently familiar with the policy and procedures to enable them to effectively and consistently apply the policy and procedures in their day to day work.

Our Board has ensured that the policy has been adequately communicated to all pupils.

Has the policy documented the prevention and education strategies that the school applies? yes

All of the prevention and education strategies been implemented.

Has the effectiveness of the prevention and education strategies that have been implemented been examined?
yes

The Board is satisfied that all teachers are recording and dealing with incidents in accordance with the policy.

Has the Board received and minuted the periodic summary reports of the Principal? yes

Has the Board discussed how well the school is handling all reports of bullying including those addressed at an early stage and not therefore included in the Principal's periodic report to the Board? yes

Has the Board received any complaints from parents regarding the school's handling of bullying incidents? no

Have any parents withdrawn their child from the school citing dissatisfaction with the school's handling of a bullying situation? No

Have any No Adults Left Behind High School student's investigations into the school's handling of a bullying case been initiated or completed? No

Has the data available from cases reported to the Principal (by the bullying recording report) been analyzed to identify any issues, trends or patterns in bullying behavior? DNA

Has the Board identified any aspects of the school's policy and/or its implementation that require further improvement? no

Has the Board put in place an action plan to address any areas for improvement? Yes

V. Unacceptable uses of the School Computer System

A. The following uses of the School system and Internet resources or accounts are considered unacceptable:

1. Users will not use the School system to access, review, upload, download store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that is harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment, bullying or discrimination.
2. Users will not use the School system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the School system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the School system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the School system software, hardware or wiring or take any action to violate the School's security system, and will not use the School system in such a way as to disrupt the use of the system by other users. Users will not tamper with, modify or change any safety or security features, including filtering software, virus protection software, spy ware detection/elimination software, or other safety and security utilities.
5. Users will not use the School system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the School system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately, without permission of the person who sent the message. Users may, but shall not be required to, post basic contact information about themselves within a secure, password-protected area of the School's systems for academic purposes.
7. Users must keep all account information and passwords on file with the designated School official. Users will not attempt to gain unauthorized access to the School system or any other system through the School system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the School system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the School system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the School system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the School. Users will not use the School system to offer or provide goods or services or for product advertisement. Users will not use the School system to purchase goods or services for personal use without authorization from the appropriate school official.

B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user will immediately disclose the inadvertent access to an appropriate school official.

VI. Limited expectation of privacy

A. Parents/Guardians have the right at any time to investigate or review the contents of their child's files and e-mail files by submitting a request to the school President. Parents/Guardians have the right to request the termination of their child's individual account at any time. Because the Internet and school computer system are just a part for participation in this school, any such request will also serve as a request to withdraw the student from the school.

B. The School will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School policies conducted through the School system.

VII. Internet use agreement

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents/guardians, and employees of the School.

B. By voluntarily enrolling into N.A.L.B. High School, all students agree to the proper use of the Internet while engaged in N.A.L.B. courses.

VIII. Limitation on school liability

Use of the School system is at the user's own risk. The system is provided on an "as is, as available" basis. The School will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on School diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or miss-deliveries or non-deliveries of information or materials, regardless of the cause. The School is not responsible for the accuracy or quality of any advice or information obtained through or stored on the School system. The School will not be responsible for financial obligations arising through unauthorized use of the School system or the Internet.

IX. User notification

A. All users will be notified of the School policies relating to Internet use via the student handbook, staff handbook, and parent handbook. All students, parents and staff will sign the AUP notification form.

B. This notification will include the following:

1. Notification that Internet use is subject to compliance with School policies.
2. Disclaimers limiting the School's liability relative to:
 - a. Information stored on School diskettes, hard drives or servers.
 - b. Information retrieved through School computers, networks or Print-Based resources.
 - c. Personal property used to access School computers, networks or Print-Based resources.
 - d. Unauthorized financial obligations resulting from use of School resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, should the user violate the School's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
5. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

N.A.L.B. High School Internet Safety Policy

Introduction

It is the policy of **N.A.L.B. High School** to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful Print-Based activity; (c) prevent unauthorized Print-Based disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the **N.A.L.B. High School** Print-Based computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking", and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the **N.A.L.B. High School** staff to supervise and monitor usage of the Print-Based computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of **N.A.L.B. High School** or designated representatives. **N.A.L.B. High School Student Handbook 2016-2017 Rev. 8/19/2022**

Adoption

The School Board of N.A.L.B. High School adopted this Internet Safety Policy at a meeting, on July 5th, 2014.

CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. **SEXUAL ACT; SEXUAL CONTACT.**

The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

Technical Information

Technology skills

No advanced technical skills are needed to participate in N.A.L.B. High School courses. Students should be comfortable using the Internet, and they should be able to send email, use email attachments, and be familiar with an office productivity software suite such as Microsoft Office, Open Office.org, or other similar word processing programs.

Necessary hardware & software

Students need only general computer hardware and office software to participate in N.A.L.B. High School. Any up-to-date computer with a current Web browser should suffice.

All N.A.L.B. High School courses are designed to be used with a 56K modem or faster. Students with 56K or slower connections may want to print lessons. N.A.L.B. High School Student Handbook 2015-2016 30 Rev. 08/19/2022

Financial Information

Tuition

Total Tuition for the 2022-2023 school year is \$1995.00 for all students coming in. The cost to start the Program is \$150.00.

*Tuition Pricing is subject to change, always refer to www.noadultsleftbehind.org for updates.

Payment plans

N.A.L.B. High School offers flexible and affordable payment plans to all students. Full payment may be made upon enrollment or through a personal credit or debit card account.

Other expenses

If students loses or damage books and assignments, a \$20 replacement fee is required.

Refund Policy

There are two components to the N.A.L.B. High School refund policy. The first is the N.A.L.B. High School non - Guarantee: *N.A.L.B. High School will not guarantee that the credits you earn are accepted by post-secondary institutions including colleges, universities, junior and community colleges, the military, and most employers. If they are not accepted, we will work with the institution to facilitate the acceptance of these credits. N.A.L.B. High School will not refund the tuition money paid.*

The second component to the refund policy is in regards to students who sign up for the minimum 6 courses, but then choose not to engage. Refunds will be made according to the following, details on enrollment agreement page 3 refund policy.

*In most cases, you will have no trouble using a diploma from N.A.L.B. High school for employment, college entrance, etc. We cannot guarantee that all credits will be acceptable for transfer to other schools. We ask that all students check on acceptance before enrolling at N.A.L.B.

Application Process

The entire application and enrollment process for N.A.L.B. High School takes place (Print-Based) via the phone or in person interview at our facility. You'll find the application and registration forms for students at our admissions office. Once those forms are submitted, an advisor will assist you to complete the enrollment process and you will be scheduled to receive books. If you have any questions at any time during the process, please call the school at 773.982.7204 during business hours or email us at noadultsleftbehind@gmail.com and we will respond to you as quickly as possible.

Enrollment Policy

Students will be considered “enrolled” with N.A.L.B. High School after they have filled out the Print-Based questionnaire, application, enrollment agreements, provided all necessary documentation to the school office (transcripts, immunization records etc.), and had consultation with Student Services Director. After reviewing the student’s transcripts, the Student Services Director will place the student in appropriate course sequences based on pre-requisites and other factors prescribed by the Illinois state board of education.

Frequently Asked Questions (FAQ)

1. What courses are available and how do we know they are of high quality?

N.A.L.B. High School has over 16 regular and 8 electives high school courses available Print-Based. N.A.L.B. High School is registered with the Illinois State Board of Education.

2. When do classes begin and how do we enroll?

N.A.L.B. High School operates on an open-enrollment format, which means students can sign up and begin any day of the year. To enroll, complete the application and necessary documents at the admissions office.

3. How involved are the instructors and what are their qualifications?

Yes, instructors are actively involved with students throughout their courses at N.A.L.B. High School. They use a number of technology tools to interact frequently with students and parents. All of our instructors have either advanced degrees or instructor licenses in the field in which they are teaching - and often both. In addition, we monitor and evaluate our instructors regularly to ensure that they are meeting N.A.L.B. High School's high standards of performance.

4. Is the school's Print-Based environment safe? How is Internet security maintained?

N.A.L.B. High School is proud of its safe Print-Based environment. Staff members monitor all school chat rooms and discussion boards. We also have a comprehensive Acceptable Use Policy, which we enforce vigorously.

5. How will we know how well our child is doing in his or her classes?

Parents can access their child's grades by calling our registrar's office or speaking personally with the students teacher. Please contact a school representative for more information regarding this. * Any student age 18 or older must submit a written request to allow anyone access to their accounts or information.

6. How do we know the students are learning?

All courses include meaningful assessments of student work, and instructors are in regular contact with all students and parents. Parents are encouraged to contact the registrar or student services to inquire about a child progress. Also, just having regular discussions with your child about the classes is a good way to gauge if they are learning. Please contact your student's teachers immediately if there are concerns regarding this topic.

7. Is there a face-to-face requirement? What sort of attendance is required?

There is not a face-to-face requirement. N.A.L.B. High School is a fully Print-Based private school. Although there is not a traditional attendance requirement, students will only learn to their full potential if they actively participate in all course assignments. Students are expected to complete course work, a minimum of at least once a day.

8. How much does it cost?

Tuition for the 2022-2023 school year is \$1995.00 for all students coming into the program.

The cost to start the Program is \$150.00.

*Tuition Pricing is subject to change, always refer to www.noadultsleftbehind.org for updates.

High School offers convenient and affordable payment plans. You will notice the cost to attend N.A.L.B. High School is about half the cost of comparable accredited private high schools in the US. It is our goal to keep education affordable for everyone. Since we are able to keep our costs low, we pass these savings on to our students. We have no buildings to maintain, other than our administration offices; we have no schools busses to operate; we do not employ a facilities maintenance crew; we do not offer school lunch programs; so you can quickly see how we can be such an affordable option.

9. Will colleges accept N.A.L.B. High School credits?

Yes. We have found that graduates of N.A.L.B. High School have gone on to attend a number of well-know post-secondary institutions to further their academic careers. Others have gone on to enroll in local community and junior colleges in their area, vocational/business schools, and some have even joined the military. If you find that your credits are not accepted by any institution, we will work with the institution to facilitate acceptance. We will not refund the money paid for the non-accepted credits or diploma.

All students *must* first check with their school (planning to attend) to ensure that N.A.L.B. credits will be accepted. N.A.L.B. High School *will not* issue refund credits for any courses once a transcript and diploma has been issued. N.A.L.B. High School Student

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