



Student Handbook

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**A Gwinnett County
Public Charter School**

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Welcome

*Welcome to New Life Academy of Excellence, Inc.
“A school where educating is our number one goal.”*

To help your student succeed this year it is imperative that you are aware of our policies and procedures as well as our academic and behavioral expectations.

Please take the time to read over this handbook and share the information with your child/ children. It is important that each student and parent guardian know and abide by the policies and procedures of New Life Academy of Excellence, Inc.

A copy of the Parent Guardian Contract is attached to the back of this handbook.

Your signature will be recorded during the Re-enrollment process.

Each student must have a signed copy of the Parent Guardian Contract in their student file annually.

We look forward to a productive and successful year!!!!

Our Mission

The mission of New Life Academy of Excellence, Inc. is to assist the parents/guardians of Gwinnett County by providing a school of choice. Our goal is to create an educational environment suitable for academic growth and achievement. New Life Academy will prepare students to be successful in the global economy.

Our Goal

Provide

- Provide students with a caring and supportive learning environment that addresses their individual needs.

Work

- Work with parents/guardians and local communities to develop the intellect and character of the students.

Utilize

- Utilize innovative teaching techniques delivered by a superior faculty.

Offer

- Offer a challenging curriculum including a foreign language that prepares children for lives of leadership in a rapidly changing world.

Nondiscrimination Policy

New Life Academy of Excellence, Inc. enrolls students of any race, color, gender, ethnic origin, or religion who live in Gwinnett County. New Life Academy of Excellence, Inc. does not discriminate on the basis of race, color, gender, ethnic origin, or religion in hiring practices or the administration of educational or co-curricular programs. In addition, the school is not intended to be an alternative to court or administrative agency ordered or public school district initiated desegregation.

Academic Knowledge and Skills (AKS) Curriculum

Education is vastly improving and with this in mind, we have equipped ourselves to improve.

The teaching staff at New Life Academy of Excellence, Inc. uses the Academic Knowledge and Skills (AKS) Curriculum. The AKS represents the Board of Education's accepted content standards for excellence in academic knowledge and skills for all students. The AKS includes all the state's curriculum objectives, including the state-adopted Common Core Georgia Performance Standards (CCGPS) in the areas of mathematics (K-9), language arts (K-12), and literacy standards in science, social studies and technical education for middle and high school students. State and local assessments measure student learning of the curriculum. The AKS for each grade level and subject area are available on the district's website (www.gwinnett.k12.ga.us).

Grading

The following scale is used to assess Kindergarteners and 1st graders on progress toward the AKS standards:

E = Surpasses Standards

S = Satisfactory

N = Needs to Improve

U = Unsatisfactory progress

For students in grades 2-8, student performance is graded using the following scale:

90% and above A excellent progress

80%-89% B above average progress

74%-79% C average progress

70%-73% D below average progress

Below 70% U/F unsatisfactory progress

Changes in School Records

In order to keep our school records current it is mandatory to change information that the school has on file. Changes such as but not limited to the following:

- Address (must provide two forms of address bill/Lease agreement, current

utility bill, current paycheck stub, homeowner's insurance policy, current bank statement

- Phone Number (cell, work, home or alternate)
- Employer
- Change of Guardianship (which must be in the form of a court ordered document.)
- Pick up Authorization
- Medical Information
- Emergency Contact (in the case that a parent is not available.)

Attendance Policies and Procedures Statement

Attendance Policies and Procedures Statement of Policy School attendance is important because it underscores the significance of learning and the importance of obtaining an education in our society in addition to helping students develop good work habits that will carry over in life. Good attendance also correlates strongly with improved grades. A minimum level of attendance is required for attainment of the Academic Knowledge and Skills (AKS) curriculum as well as complying with state law. The responsibility of school attendance is that of both parents/guardians and students. The Superintendent has designated the minimum levels of attendance in procedure consistent with state standards.

Definitions

Truant— Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

Compulsory Attendance— Attendance in a public school, private school, or home school program is required for children between their sixth and sixteenth birthdays. Every parent, guardian, or other person residing in this state having control or charge of any child between their sixth and sixteenth birthdays shall be responsible for enrolling and sending such child to a public school, private school, or home school program. Attendance in a public school, private school, or a home school program is required regardless of the fact that a child has been suspended or expelled from school by the local board of education. Official Code of Georgia (O.C.G.A.) 20-2-690.1

Tardy— At New Life Academy, students are considered tardy to school or class if the student arrives in the school building at or after 8:01 am.

Excused Tardy – Late arrival to school or class as a result of reasons defined herein as excused absences (see below) or as a result of events physically out of one's control such as: inclement weather, health related emergencies, compliance with court order, or documented transportation delays due to a car accident, power outage, or road closure.

Unexcused Tardy – Arriving late to school or class with or without the knowledge

of parent/guardian, as a result of oversleeping, parent errands, rush-hour traffic, etc., or other reasons not deemed as an excused tardy (see above).

Early Checkout— When a parent, guardian, or other person having charge or control of a student authorizes a student to leave the facility before the end of the school day. The school day at New Life Academy of Excellence is 8:00-3:30.

Excused Absences— State Board of Education Rule 160-5-1-.10 defines the following as excused absences:

1. Personal illness or attendance in school endangers a student's health or the health of others. (i) Local boards of education may request students to present appropriate medical documentation within five days of the student's return to school for the purpose of validating that the absence is an excused absence.
2. A serious illness or death in the student's immediate family necessitating absence from school. (i) In the event of a serious illness in a student's immediate family, local boards of education may request students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.
3. A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety. (For Gwinnett County Public Schools, the closure of schools for hazardous conditions may only be made by the Superintendent for the purposes of excused absences.)
6. A period not to exceed one day is allowed at the discretion of the local unit of administration for registering to vote or voting in a public election.
7. Local boards of education shall count students present when they are serving as pages for the Georgia General Assembly.
8. Public school students whose parent or guardian is in military service and who is being sent overseas for active duty or returning from active duty are allowed five excused absences per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such deployment or during leave.
9. Students will be counted present when they are serving as pages of the Georgia General Assembly.
10. Students who are in a foster home or otherwise in the foster care system under the Division of Family and Children Services of the Department of Human Services will be counted present for any day, portion of a day, or days missed from school when attending court proceedings related to that student's foster care.

11. A student who participates in the Student Teen Election Participant (STEP) program will be counted as present and given full credit for the school day during which he or she served in the STEP program. It is important to note that a parent/guardian simply excusing a child's absence or tardy by writing a letter or note, which does not relate to the acceptable reason mentioned above, does not make the absence or tardy excused. For example, traffic is not an acceptable excuse for tardiness.

Unexcused Absences—The following are defined as unexcused absences:

1. Failure to attend school, with or without the knowledge or the parent/legal guardian, for reasons other than those specifically outlined as excused absences.
2. School days missed as the result of an out of school suspension shall not be counted as unexcused for the purpose of determining truancy.

**It is important to note that a parent/guardian simply excusing a child's absence or tardy by writing a letter or note, which does not relate to an acceptable reason mentioned above, does not make the absence or tardy excused. For example, traffic is not an acceptable excuse for tardiness.*

Procedures

Parents/guardians must submit a note, email, or third party excuse indicating the date of the tardy/early checkout/absence(s), a reason for the tardy/early checkout/absence, and a contact email/phone number to the child's homeroom teacher the day the student returns from being absent. The teacher will submit all excuses to the front office. If a parent note or third-party excuse is not delivered to the teacher/school, the tardy/early checkout/absence will be regarded as unexcused. Local schools can employ proven best practices to improve student attendance for both excused and unexcused absences. This includes, but is not limited to, local schools requesting appropriate medical documentation from the parent/guardian of a student with excessive absences (excused or unexcused).

If a student has five (5) unexcused absences, the school will make contact with the parent, guardian, or person having charge or control of the student to notify them of these absences and possible consequences.

After two reasonable attempts to contact the parent or guardian of the student's five (5) unexcused absences without response, the school shall send a written notice via Certified Mail with return receipt requested or First-Class Mail.

After a written notice via Certified Mail has been sent, the school will develop an intervention plan with the child's parents/guardians. After ten (10) unexcused absences, a letter will be sent from a school administrator to the parent or guardian regarding attendance.

When administrative actions taken to correct truancy have proven ineffective, the school may file proceedings in court. Upon conviction, any parent, guardian or other person who has control or charge of a child shall be subject to a fine not less than \$25 and not greater than \$100, or imprisonment not to exceed 30

days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. A student subject to compulsory attendance laws who is truant from school may be subject to disposition as an “unruly child” pursuant to O.C.G.A. 15-11-67. Possible consequences for a student designated as an “unruly child” include probation, commitment to an institution, camp, or other facility for delinquent children, or commitment to the department of juvenile justice. In addition, an “unruly child” may be prohibited from obtaining a driver’s license until his or her eighteenth birthday.

To facilitate prompt, appropriate communication between the home and school, parents/guardians, or persons having charge or control of a student should notify the school immediately when there is a change in the student’s address and/or phone number as listed in school records.

Absences and Grading

Absences shall not penalize student grades if the following conditions are met:

1. Absences are justified and validated for excused reasons.
2. Make-up work for all excused absences is completed satisfactorily.

When students are suspended short-term (1–10 days), work missed will not count for or against their final grade. Suspended students shall make up those tests and assignments that the teachers determine will have an impact on the student’s final grade and mastery of course content. Assignments that the teacher does not require to be made up will not count toward a student’s final grade. Students are responsible for making arrangements and completing makeup work within the time line specified by the local school.

Students not subject to compulsory school attendance laws who are enrolled for the current school year who do not attend school for ten (10) consecutive days and the local school is not notified of the absence by parent/guardian are considered withdrawn. These students may be dropped from the school’s rolls after attempting to notify the parent or guardian. Students determined to no longer be a resident of the system may be withdrawn even if the student is subject to compulsory school attendance laws. The withdrawal shall be retroactive to the first day of the consecutive absences. For currently enrolled students who are subject to compulsory school attendance laws, it is required that schools make a good-faith effort to obtain documented information that the student no longer resides in the within the school’s attendance zone (Gwinnett County) before the student is withdrawn.

Students who have emergencies necessitating their absence from school for a portion of the school day must have been present for the majority of the school day in order to be counted present. Students must attend school for at least the equivalent of half the school day in order to be counted for the whole day. This does not have to be continuous time. When there is a cause necessitating students to be released from school, they may only be released to their parent(s), to a person properly identified to school authorities or upon request by letter or telephone call from the parents/guardians.

Early Checkout/Tardy Policy

Early checkout ends at 2:00 p.m. unless the Director or Administration determines it is an emergency or an excused event. The school will provide written notice to the parents/guardians after five (5) early checkouts or tardies may result in a mandatory conference with the Administration.

A student will not be recognized for Parent Attendance when they have three (3) or more early checkouts or three (3) or more unexcused tardies with the quarter.

Please note: Perfect attendance is presented to a student who has been present every day with no absences with the quarter.

Late Pick-up Policy

The school day ends at 3:00. Students are to be picked-up no later than 3:30pm. Students who are not picked up by 3:30pm will be sent to the front office and enrolled into After School Enrichment at the daily rate of \$20.00 per day per student. After the third occurrence, the local police department will be contacted. After the fifth occurrence, the Division of Family and Children Services will be contacted. As a courtesy, please contact the school if you are not going to be on time.

Meetings, Conferences, & After School Events

Students are not permitted to remain in the building after 3:30pm without a parent/guardian or a prearranged tutoring session/meeting with teacher or staff member. If you have a meeting, conference or after school event scheduled after 3:30pm, you must still pick-up your student during the carpool hours. If your student is not picked up the school will refer to the Late Pick-up Policy.

Disciplinary Policy Statement

In effort to provide a safe environment for all of our students and staff we have developed the following policies and procedures. Each behavior is recognized by a code from the Student Conduct Code List. If student receives a written discipline form, a code will be assigned for that infraction. For a complete list of the Student Conduct Codes please contact Student Services.

Behavior Plan and Policies

Eagle Eye Ticket:

For students exhibiting exemplary conduct in the school building, any staff member can issue that student an Eagle Eye Ticket. Students must be responsible for filling out and turning in their Eagle Eye Tickets, and they will be entered in a raffle to win a prize! Winners will be announced during Morning Announcements on Thursdays.

Disruptive behaviors – Considered to be any behavior that significantly disrupts the learning of others.

In the event that disruptive behaviors begin to threaten student well-being (throwing objects, profanity, etc.) the student will be referred to an administrator.

Aggressive behaviors – Include hitting, kicking, biting, pinching, pushing, shoving, threatening bodily harm or any other behavior that may cause bodily harm to another individual.

Aggressive behaviors will be referred to an administrator. The severity of the aggressive behavior determines the level of student discipline. Consequences may result in suspension or expulsion to ensure the safety of the students and staff members. Otherwise,

When student behaviors result in an administrative referral, the following steps may take place:

1st Level- The teaching staff will work with parents/guardians and students to resolve the infraction. Administrator will be informed of the incident.

2nd Level- The teaching staff will work with parents/guardians, administration, and students to resolve the infraction. The student will be assigned Reflection or in-school suspension the following day at the discretion of the administrator. Additionally, the teacher will set up a meeting (to be attended by the teachers, parents/guardians, and lead teacher or an administrator.)

3rd Level- The teaching staff will work with the administration. Administration will conference with the student, contact parents/guardians, and suspend the student for 1-10 days. Student will be picked up within the hour of suspension or placed on in-school suspension. A parent/teacher/administrator conference will be arranged to reinstate the student.

When student behavior is handled in the classroom, the following steps will take place:

All Grades

On the 4th parent notification of behaviors violating the school - wide expectations, a Behavior Action Plan will be completed by the student and a copy sent home for signature.

-After 3 Behavior Action Plans have been completed, this will result in an administrative referral.

Suspension and Expulsion Violations

Listed below are examples of serious violations, whether occurring at school or at school related activities, which could result in suspension or expulsion.

1. Violence, force, or threats of violence or force, coercion, intimidation, bullying, inappropriate touching, inappropriate literature or notes or any other similar behavior that may interfere with another's well-being, safety, rights or daily activity.
2. Possession of weapons, facsimiles of weapons, or the suggestion or implication that one possesses such items or has access to them.
3. Open defiance, disrespect, or disruptive behavior.
4. Cheating.
5. Stealing.

6. Dishonesty.
7. Consistent failure to complete homework or class work.
8. Destruction or Defacement of school property or others' personal property.
9. Trespassing or being in an unauthorized part of the school.
10. Leaving the school building or campus without permission.
11. Verbal or written profanity or obscenity or any inappropriate gestures or actions.
12. Repeated violations of dress code.
13. Other behavior deemed to be seriously inappropriate or repetitive behavior.

The consequence of 10 or more consecutive days of suspension or expulsion, depending on the severity of the infraction, may be deemed necessary to ensure the safety of the students and staff members.

New Life Academy of Excellence has a zero tolerance policy for all behaviors that can result in potential harm, threat of harm or may be interpreted as bullying or intimidation.

If a student is suspended three (3) or more occasions for breach of discipline policy the student may be expelled from school.

Suspension and Expulsion is based on the severity of the student infraction which is frequent and consistent including: violence, force, or threats of violence or force, coercion, intimidation, bullying, inappropriate touching, inappropriate literature or notes, possession of weapons, facsimiles of weapons and drugs or any other similar behavior that may interfere with another's well-being and safety.

Our Student Handbook has been revised to reflect the following steps when it is deemed necessary to exclude/suspend a student from school for more than 10 consecutive days as result of the above mentioned behaviors:

1. All parties will be afforded an opportunity for a hearing after reasonable notice served personally or by mail. This notice shall be given to all parties and to the parent or guardian of the student or students involved and shall include a statement of the time, place, and nature of the hearing; a short and plain statement of the matters asserted; and a statement as to the right of all parties to present evidence and to be represented by legal counsel;
2. The hearing is held no later than ten school days after the beginning of the suspension unless the school system and parents or guardians mutually agree to an extension;
3. All parties are afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses on all issues unresolved;
4. Any teacher who is called as a witness by the school system shall be given notice no later than three days prior to the hearing
5. A verbatim electronic or written record of the hearing shall be made and shall be available to all parties.
6. The decision of the Director/Hearing Officer can be appealed by parents/guardians as indicated below in Suspension and Expulsion Appeal Process.

Suspension and Expulsion Appeal Process

The following procedures are used to address to appeal suspension and expulsion:

NLAE has established procedures for handling complaints as addressed in this section. All concerns should be resolved as quickly as possible and at the lowest level. Concerns should be discussed directly with individuals involved.

Formal Level:

1. Complaint will be referred in writing to the Educational Director who will have 10 school days to respond. If resolution is not reached at this point, appeal may be made in writing to the CEO/Director, who will schedule a meeting with the involved students and their parents/guardians within 30 school days in order to resolve the dispute.
2. If the parent/guardian finds the CEO's/Director's proposed resolution to be unsatisfactory, an appeal may be made to the Board Chairperson of NLAE. The parent/guardian shall submit the written complaint and the CEO's/Director's written response along with any relevant documentation to the Board Chairperson who shall respond in writing to the parent/guardian, the CEO/Director, and the employee within 30 working days.
3. If the response of the Board Chairperson is unacceptable to the parent/guardian and the issue is regarding a federal law, the parent/guardian may submit an appeal in writing to Gwinnett County School District.

Professional Qualifications of Teachers (NCLB)

In compliance with the requirements of the No Child Left Behind (NCLB) statute, parents/guardians are entitled to request information about the professional qualifications of their child's teacher. The following information may be requested:

1. Certification;
2. College major/graduate certification or degree held by the teacher; and
3. Qualifications of the paraprofessional, if paraprofessional services are provided. If you wish to request information concerning the qualifications of your child's teacher and/or paraprofessional, please contact the school principal.

Family Changes

If the status of a student's custody changes after the student is enrolled, the enrolling parent/guardian or agency shall notify the local school of new address and contact phone numbers. Parents/guardians may be required to facilitate and obtain appropriate guardianship or custody of their child to avoid referral to an outside agency or withdrawal. State law generally prohibits attempts to make a change of custody of a minor child by removing the child from the premises of the school without permission of the person who enrolled the student. This prohibition applies even if there is a court order granting custody of the child to the person seeking to make the change.

Equal Opportunity Statement

The District complies with all federal, state, and local laws, and provides an equal opportunity for all students. GCPS prohibits discrimination in admission, grading, discipline and any other activity based on race, creed, color, national origin, religion, ancestry, age, marital status, sexual orientation (known or perceived), gender identity expression (known or perceived), gender, handicap, nationality, or citizenship. All decisions of NLAE will be administered without regard to any of the categories listed on this page.

Harassment Statement

It is the policy of the Gwinnett County Board of Education not to discriminate on the basis of gender, age, race, ethnic group, color, disability, religious belief, or national origin in the educational programs and activities, or admissions to facilities operated by the Gwinnett County Board of Education, or in the employment practices of the school system. It is the express policy of the Gwinnett County School Board to comply with all laws and regulations relating to discrimination now in effect or hereafter enacted. The Gwinnett County Board of Education does not and will not tolerate harassment of our students or employees. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, ethnic group, color, gender, religious belief, national origin, citizenship, age, or disability. "Harassment" also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature. Violations of this policy will subject an employee to disciplinary action up to and including immediate employment termination. Students violating this policy may be disciplined up to and including exclusion from school.

Rights of Students

Students shall have the right to: 1. Pursue a successful education in a safe environment without disruption; 2. Receive fair and equitable treatment without discrimination in every aspect of the educational system; 3. Be treated respectfully and as an individual; and 4. Be informed of their rights, responsibilities, and discipline policies.

Responsibilities of Students

All students share with the administration and faculty responsibility to develop a safe learning environment within the school. Students shall have the responsibility to:

1. Attend school regularly, arrive on time, and bring materials;
2. Respect the personal, civil, and property rights of others;
3. Put forth conscientious effort in classroom work and homework;
4. Groom and dress appropriately;
5. Have knowledge of and conform to school rules and regulations;
6. Not use indecent, obscene, or foul language
7. Report incidents or activities that may threaten or disrupt the school environment.

Rights of Parents/guardians

Parents/guardians shall have the right to:

1. Receive regular official reports or their child's academic progress;
2. Receive an explanation for the basis of any grade given by the teacher;
3. Request a conference with the teacher and/or principal;
4. Receive a prompt report of their child's attendance to class or school;
5. Bring, or have the school provide, an interpreter during disciplinary conferences or hearings, when a parent or student has limited English proficiency and the parent or student requests an interpreter or the school observes that a parent or student's limited English proficiency would deny them an opportunity to meaningfully participate in the conference or hearing
6. Appeal disciplinary actions of suspensions of 10 days or more.

Responsibilities of Parents/guardians

Parents/guardians shall have the responsibility to:

1. Ensure that their children between the ages of 6 and 16 enroll in schools regularly, on time, and for the whole school day in accordance with the laws of the State of Georgia;
2. Enroll their child in a private school if he is expelled from GCPS;
3. Present to school officials any concern in a calm, reasoned manner;
4. Work with the school on academic, disciplinary, or other related matters pertaining to their child;
5. Plan the time and place for homework assignments and provide necessary supervision;
6. Talk with their child about school activities and expected behavior;
7. Know the rules set forth in this Code and review them with their child
8. Ensure that their child receives the periodic student health examinations that are required by law. Rights of Victims in School-Related Offenses Any person victimized by a GCPS student's violation of the Student Conduct Behavior Code may be called to testify to the facts of the incident as it relates to him or her if a student discipline hearing is held. Furthermore, any victim of a crime committed by a member of the GCPS community has the right to pursue criminal charges through the proper authorities

Student Complaints and Grievances

The following procedures are used to address grievances and complaints from students, and parents/guardians:

NLAE has established procedures for handling complaints as addressed in this section. All concerns should be resolved as quickly as possible and at the lowest level. Concerns should be discussed directly with individuals involved.

Concerns raised by students in relation to other students:

1. Students should discuss their concerns with the teacher. If resolution is not obtained at this level, the teacher will refer the students to the Team Leader.
2. An action plan will be developed with student input to resolve the problem. If the problem is not resolved, a formal complaint will be made.

Formal Level:

1. Complaint will be referred in writing to the Educational Director who will have 10 school days to respond. If resolution is not reached at this point, appeal may be made in writing to the CEO/Director, who will schedule a meeting with the involved students and their parents/guardians within 30 school days in order to resolve the dispute.

Concerns raised by parents/guardians about school personnel:

1. Concerns/complaints against the school personnel raised by a parent/guardian shall be resolved as quickly as possible. The first step in resolving all concerns/complaints shall be for the parent/guardian to meet with the employee to try to resolve the identified issue. It is expected that the majority of differences between a parent/guardian and an employee will be resolved at this first meeting.
2. If concerns are not resolved with the employee at Step 1, the parent/guardian shall meet with the employee's immediate supervisor to try to resolve the identified issue. If no resolution is reached with the supervisor, the complaint may proceed to the formal level.

Formal Level:

1. The parent/guardian shall put the complaint in writing and submit it to the CEO/Director. The CEO/Director shall investigate the concern/complaint and shall respond in writing within 30 school days of receipt of the written complaint lodged against a school employee by a parent/guardian.
2. If the parent/guardian finds the CEO's/Director's proposed resolution to be unsatisfactory, an appeal may be made to the Board Chairperson of NLAE. The parent/guardian shall submit the written complaint and the CEO's/Director's written response along with any relevant documentation to the Board Chairperson who shall respond in writing to the parent/guardian, the CEO/Director, and the employee within 30 working days.
3. If the response of the Board Chairperson is unacceptable to the parent/

guardian and the issue is regarding a federal law, the parent/guardian may submit an appeal in writing to Gwinnett County School District.

Persons Other Than Students who Insult or Abuse School Personnel in the Presence of a Pupil May Be Ordered to Leave School Premises

Any parent, guardian, or person other than a student at the public school in question who has been advised that minor children are present and who continues to upbraid, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or public school bus may be ordered by any of the above designated school personnel to leave the school premises or school bus, and upon failure to do so, such person shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500 (O.C.G.A. 20-2-1182).

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is a directive to any person, business or government agency that receives federal funds to eliminate discrimination against persons with disabilities. Specifically Section 504 states: No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which benefits from federal financial assistance. Under Section 504 a person with a disability (handicap) is anyone who has a mental or physical impairment which substantially limits one or more major life activities, such as caring for oneself; performing manual tasks; walking; seeing; hearing; speaking; breathing; learning and working; eating; sleeping; standing; lifting; bending; reading; concentrating; thinking; communicating; and major bodily functions (i.e. immune systems, cell growth, digestive, bowel, or bladder functions). The term "substantially limits" means the person is unable to perform a major life activity or major bodily function that a non-disabled person can do, or the person is more restricted in the performance of a major life activity in comparison to a non-disabled person. It is the policy of GCPS to comply with the provisions of Section 504 of the Rehabilitation Act of 1973 in providing a free appropriate public education for students with disabilities who qualify under the definition of the law. No student or other qualified individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity, on the basis of disability. GCPS has specific responsibilities under Section 504, including the requirement to identify and evaluate students with disabilities. Any student or other disabled individual who is qualified for services under Section 504 will receive appropriate accommodations providing equal access to educational programs, services, and facilities. If a parent, guardian, or adult student has a question about parental or student rights under Section 504, contact the educational specialist.

Homeless Children and Youth

The McKinney-Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. This law identified any student who lacks a fixed, regular, and adequate night time residence as homeless. It provides legal protections for children and youth in homeless situations to immediately enroll in, attend, and succeed in school and qualifying public preschool programs. It further provides provisions for student records maintenance and transfer, school of origin transportation, and appropriate dispute resolutions for homeless students. In accordance with this law, Gwinnett County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including comparable services, such as Title I support, special education, gifted, English Learners (EL), vocational/technical, and public preschool education, as provided to other non-homeless students. Homeless children and youth will have access to needed services to support their academic achievement as they work to meet the same challenging standards to which all students are held.

Release of Directory Information

Release of Directory Information FERPA permits the District to disclose information designated as Directory Information without the consent of the Parent or Eligible Student. Directory Information is, the disclosure of which is generally not considered harmful or an invasion of privacy. Among the purposes that the Directory Information exception facilitates is the release of student information in athletic and extracurricular programs, yearbooks, honor roll and other recognition lists, graduation programs, etc. Gwinnett County Public Schools has designated the following information as "Directory Information": name address, telephone number, date of birth, electronic mail (e-mail) address, photograph, audio recordings, video recordings, grade level, years of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, and honors and awards received. Unless the Parent or Eligible Student opt-out of the disclosure of "Directory Information" the information designated as Directory Information above may be disclosed to appropriate legitimate agencies identified by the District, including, but not limited to, SWCC, colleges, and military recruiters. You have the right to refuse to allow "Directory Information" to be disclosed. In order to opt out of the disclosure of Directory Information, you must notify the school office in writing within 10 days of receipt of this handbook. The written notice must:

1. include the name of the student;
2. include a statement that the parent/guardian or eligible student is opting out of the disclosure of Directory Information under FERPA
3. be signed and dated by the parent, guardian, or eligible student. Please note that your written notice will be effective for the current year only and must be renewed on an annual basis should you wish to continue to opt out of the release of directory information.

General Expectations

1. Students have the responsibility to help maintain a safe school environment.
2. Students are to walk in H.A.L.L. including to and from lunch, recess, and all other activities.
3. Students are to use reasonably quiet, conversational voices inside the building.
4. Students may not arrive before their school's designated arrival time and must go directly to their assigned classroom or other specified location.
5. Students are responsible for taking good care of all textbooks, library books, school materials, and other school property.
6. Students may not write, draw or put stickers on school property.
7. Students should label all personal items with their name as New Life Academy of Excellence; Inc. is not responsible for any personal items that are lost or stolen.
8. Students may not use others' belongings without permission.
11. Students may not bring to school such things as toys, pets, matches, guns, bullets, firecrackers, squirt guns, knives or any other dangerous or disruptive items or replicas of dangerous or disruptive items.
12. Students may not bring their own gym equipment (balls, jump ropes, skates, etc.) to school without permission.
13. Students will be permitted to use the office phone or classroom phone only with teacher or office staff permission.
14. Student may not chew gum at school or eat on the playground
15. Students may not go home for lunch or leave the school grounds during the day without being checked-out by an authorized adult that is on the student's pick-up list.
16. Students are expected to keep the playground litter free.
17. Cell phones, pagers, CD players, radios, IPODs, MP3 player, tape recorders, toys, electronic games or others electronic devices, inappropriate printed materials, or other potentially disruptive personal belongings may not be brought to school.
18. Skateboards, rollerblades, and bikes may not be brought to school without permission.
19. Students may not sell items at school or school functions without prior approval from the administration.
20. Visiting friends or relatives may not attend class with students without prior approval from administration.
21. Students may not possess or use in any manner tobacco or tobacco products, medication prescription or non-prescription or items purported to be such, at school or school related activities.

22. Students may not sell, use, possess, or distribute drugs or alcohol, or items purported to be such, at school or school related activities.

23. Students who walk to school are expected to conduct themselves in an appropriate manner.

Classroom Responsibilities and Expectations

Each student has the responsibility and will be expected to do his or her part to make the classroom and school an orderly and productive place where all students can learn. A student is doing his or her part when he or she:

1. Follow all classroom rules and routines as established and required by the teacher.
2. Respect the rights and belongings of others and does not infringe on their personal space or interfere with their work or property.
3. Does not talk in a disruptive manner (loudly or without permission) or make noise or movement that disturbs others.
4. Does not throw objects, hit, kick, or do anything to endanger another student's or staff member's safety.
5. Respect the feelings of others by not bullying, teasing, name calling, or making unkind remarks.
6. Assume responsibility for having all learning materials and fully completed assignments at school each day.
7. Keep his or her desk and work area organized and clean.
8. Listen carefully during lessons, follows directions and make good use of time without disrupting other students or the learning process.
9. Shows respect to all adults and follows directions willingly and promptly.
10. Treats coming to school as a job and a very important responsibility.
11. Comes to school on time and in complete uniform each school day.

Care of Equipment and Books

Use of school equipment, materials, and books will result in normal wear. Students and parents/guardians will be held financially responsible for school furniture, equipment (including computers and associated materials) and other school property such as books, desks, chairs, etc., which are deliberately or carelessly defaced, marred or damaged. Books, workbooks, furniture, or equipment that are lost, damaged, or destroyed must be paid for and reimbursement received before the end of the school year. The school retains the right to not issue textbooks to the student until fees are paid in full.

Parent/Teacher Conference

All Parent/Teacher conferences are held during 1st and 3rd quarter of the year and are mandatory for parents/guardians/guardians.

Volunteer

New Life Academy of Excellence, Inc. welcomes the volunteering from parents/guardians. It is a policy of New Life Academy of Excellence, Inc., that volunteers who are in the school, going on field trips (day and/or overnight), must obtain and submit a local police background check every two years. The background check can be completed at your local police department and usually requires a small fee. This requirement is for the protection and well-being of all of the students and staff at New Life Academy of Excellence.

Entrance into the Building

For the safety of our students and staff members we are implementing this new safety feature.

A PHOTO ID (Driver's License, State Id, or Military Id) is required for entrance into the building. If you are simply dropping off an item, you will not be required to log into our system.

NLAE Clinic

New Life Academy of Excellence, Inc. follows the guidelines provided by the Gwinnett Public Schools. All clinics in our system are required to follow these guidelines.

The clinic worker or administrative staff member is CPR certified and is not a certified nurse. And therefore cannot make medical judgments concerning the students, staff or any other individuals within the school. We are interested in the welfare of all our students here at NLAE. We cannot and will not receive or administer aspirin or similar non-prescription medication for any student without an Administration of Medication Request Form.

Please note: any medication, including prescriptions must be submitted by an adult to the clinic or front desk with a detailed note of administration. All medications must be in the original child-proof container when submitted to the school. Prescription medication put in baggies, envelopes, paper bags, etc., will not be administered. If the medication has to be given on daily basis, it must be accompanied by an administration of medicine request form, which can be obtained on the website or the front desk.

Illness and Injury

If your child becomes ill or is injured while at school, the school must be able to contact you or your designee. You will be asked to complete an Emergency Medical card each school year. The school will make every effort to reach you or your designee, based on the information you provide, to make sure that your son/daughter receives the proper attention. In the event that your child requires immediate medical care, your child will be transported to a medical facility based on information you provided.

It is very important to update your information, address, phone number, and designated pickup for student as it changes.

Contagious Diseases

Students suffering from contagious diseases will not be permitted to attend school and will be sent home immediately. Students may not return to school until written notification is provided to the school from a licensed physician, who indicates that the student no longer suffers from a contagious condition.

Uniform Policy

New Life Academy of Excellence, Inc. feels it is important for children to develop an understanding of appropriate dress and appearance to suit the occasion. The manner in which students wear their uniforms reflects pride in their school. To this end, students are required to wear the approved school uniform and be neatly groomed.

New Life Academy of Excellence, Inc. feels that a safe and disciplined learning environment is the first requirement of a good school, where people are safe and secure and will learn basic life values and the essentials of good citizenship and become better students. Many parents/guardians, teachers and school officials have come to see school uniforms are one positive and creative way to reduce discipline problems and increase focused learning. The responsibility for having correct uniform items is the responsibility of the parent/guardian. In the event that a child is in violation of the uniform code, a notification will be sent home. NLAE expects the parent to address the uniform violation promptly. The goal of the uniform policy is consistency.

Therefore, all uniform items other than shoes and accessories must be purchased from our three (3) uniform providers.

Dress code

Girls K-5th:

- Plaid Jumper (Plaid #91) worn with Peter Pan Blouse ONLY
- Plaid Full Wrap skort (Plaid #91) worn with pique polo burgundy or white with logo ONLY
- Plaid skirt (Plaid #91) worn with pique polo burgundy or white with logo ONLY
- Peter Pan Blouse, with logo- worn with jumper ONLY
- Pique Knit Polo, White or Burgundy worn with logo worn with skirt or skort ONLY
- Button Down Cardigan, Burgundy with logo (Optional)
- Crew Sock or Knee length socks, White or Burgundy or white opaque tights no prints or designs
- Shoes- Black with rubber soles (no open toe shoes, sneaker, boots or Heely's)
- Windbreaker Jacket or Fleece Jacket Burgundy with logo (Optional) *Jumpers, skirts and/or skorts are to be at a (minimum length 2" above the knee when standing).

Girls 6th -8th:

- Oxford Shirt, White, short sleeve or long sleeve
- Plaid Full Wrap skort (Plaid #91) or Plaid skirt (Plaid #91)
- Blazer, Burgundy
- Cross Tie (Plaid #91)
- Crew Sock or Knee socks white or burgundy
- Shoes- Black with rubber soles (no open toe shoes, sneaker, boots or Heelys)
* Skirts and/or skorts are to be at a (minimum length 2" above the knee when standing).

Boys K-5th:

- Pique Polo Shirt with Knit Collar, White or Burgundy, with logo – worn with Khaki Shorts or Khaki Pants
- Pleated or Flat front Double-Knee Pant, Khaki, with logo
- Pleated or Flat front Shorts, Khaki, with logo
- V-neck Button Down Cardigan Sweater Burgundy with logo (optional)
- Vest Pullover Sweater, Burgundy, with logo Burgundy, with logo (optional)
- Belt – Black
- Socks – Black
- Shoes – Black with Rubber Soles (no sneakers, boots or Heely's)

Boys 6th - 8th:

- Oxford Shirt, White
- Pleated or Flat front Double-Knee Pant, Khaki, with logo
- Pleated or Flat front Shorts, Khaki, with logo
- Blazer, Burgundy
- Tie (Plaid #91)
- Belt – Black
- Socks – Black
- Shoes – Black with Rubber Soles (no sneakers, boots or Heely's)

P.E. Uniform- All students K-8th:

- P.E. T-shirt (**NO SPIRIT WEAR**)
- Burgundy P.E. Shorts
- Heather Grey P.E. sweat pants
- Socks- All white or all black
- Shoes- All white or All black sneakers (**No Heely's, boots, shoes with lights or any other feature that may cause a distraction.**)

On the days that students have P.E., the full uniform (P.E.t-shirt, sweat pants or shorts, and shoes) is required. .Students must wear their full P.E. uniform with sneakers. Please label all garments with the name and or car rider number of your student.

New Life Academy of Excellence is not responsible for lost articles of clothing.

Uniform Violations:

If students are out of uniform two (2) times in a week, which includes P.E. and Spirit Wear Days, they will receive silent lunch. The teacher will communicate with parents/guardians about uniform violations in the student agenda. If part of the uniform item has been lost (ex: tie, blazer), the parent/guardian must communicate that with the child's teacher immediately. Lost/missing uniform items must be replaced. If the student does not attend the assigned silent lunch, the teacher will be informed, and an administrator will contact parents/guardians, and in-school suspension will be given for the following day.

Personal Appearance

Parents/guardians are responsible for sending students to school each day with correct and appropriate grooming. New Life Academy of Excellence, Inc. expects and requires all students to meet the highest standards of dress and deportment. This means suitable and appropriate appearance at school and school sponsored functions. Careful attention to health and safety considerations and personal presentation that reflects modesty, neatness, and cleanliness are a must. Hair must be kept neatly groomed and clean at all times. It may not interfere with vision or performance of school activities. Hair styles must be moderate and reflect proper decorum.

Spirit Wear Day

There are specified days for spirit wear on our school calendar on which students may wear spirit wear t-shirts with blue jeans or blue jean shorts only and white or black sneakers (no boots or Heely's). No other color jean or tennis shoe/sneaker are permitted to be worn with spirit wear t-shirts. Violation of the spirit wear day uniform may result in mandatory school uniform on spirit wear days.

School Pride

Mascot: The Bald Eagle

School Color: Burgundy and Gold

Motto: "A School Where Educating is Our Number One Goal "

Compliance

Students who fail to comply with the uniform policy will need to have their parents/guardians bring the appropriate uniform attire before being admitted to class. The administration of New Life Academy of Excellence, Inc., reserves the right to make the final judgment regarding uniforms. The school administrators, reserves the right to modify the uniform policy for special occasions such as field day, spirit day, wacky week, etc.

Teacher's Creed

I am committed to be the best and brightest teacher at New Life Academy of Excellence.

When student are assigned to my class they should not look for another.

Their parents shall be proud that they have placed their precious jewels within my class.

I shall daily prepare myself to teach my students at the highest level possible.

I promise to teach my students with much rigor and relevance.

I will not judge my students as if they want to fail, but use every opportunity to ensure they succeed.

I will, I said I will be the best and brightest teacher for my students.

School Creed

I will listen.

I will learn.

I will learn the Chinese Language to be prepared for the global economy.

I will have a positive and productive day.

I am a student of excellence.

SOAR Expectations

At New Life Academy of Excellence, all students will soar.

This means we will be Safe, Organized,

Accountable, Respectful & Responsible.

H.A.L.L. Rule

New Life Academy of Excellence, Inc. H.A.L.L. Rule is for all hallway use by every student at all times. Each student must engage in the correct hallway etiquette during all classroom departures and arrivals regardless of teacher or administrative staff supervision. All NLAE students must recite the meaning of each **H.A.L.L.** Rule as follows:

H- Hands at your side

A- All eyes forward

L- Lips zipped

L- Low speed

"FIVE"

The phrase "Five" is a behavioral tool used at NLAE to ask students for silence. The phrase is a physical and visual aid; as each student is asked for "FIVE", a hand is raised in participation. The student's participation signifies behavioral self-awareness.

"FIVE", is an opportunity to further pursue character building. All students know that a hand represent the number five. The hand is a visual and physical tool that can denote five character traits that each NLAE student must strive to embody. Each finger on the

hand represents one of the five character traits. The phrase "Five, can create a constant reminder of the personal behavior standards each NLAE student must attain.

"FIVE"

1. Eagles are
2. Safe
3. Organized
4. Accountable
5. Respectful/Responsible

NLAE Character Traits

A NLAE student chooses honesty first. A NLAE student shows respect for all. A NLAE student honors ever responsibility. A NLAE student extends tolerance for all. A NLAE student is a model of self-motivation.

Cafeteria Rules

NLAE Cafeteria Rules outline mandatory behavior and etiquette of all students during lunch. Teachers are responsible for integrating the Cafeteria Rules. Each student must engage in correct cafeteria etiquette. All NLAE students must adhere the Cafeteria Rules as follows:

1. Enter the cafeteria quietly and in H.A.L.L.
2. Go to your assigned table.
3. Remain seated at all times.
4. Be polite and use good table manners.
5. Speak quietly to your neighbor.
6. Raise your hand for help.
7. No sharing food of any kind.
8. Clean up your area and throw away trash.
9. Line up in H.A.L.L. for dismissal.

Lunch Program

Lynn's Catering will be serving hot lunch at New Life Academy of Excellence. Lynn's catering has a long history of specialized services in lunch catering to children and students of Daycare's, Elementary and High Schools in the metro Atlanta area.

Research in the last two to three decades has clearly demonstrated that nutrition dramatically affects the functions of the brain. The foods you eat provide the energy your body needs to function. Lynn's is proud to provide meals that are rich in vitamins and minerals needed to improve learning, memory, and concentration.

Several studies have found positive effects of well-balanced diet and proper

nutrition on cognitive ability.

Also, children who are well fed and nourished have greater capacity to fight off infection. Therefore, they are less likely to become sick, miss school, and fall behind in class. Although many schools attempt to provide nutritious lunches for children if one were to tour some school cafeterias one would find a great deal of unhealthy foods.

In contrast, Lynn's Catering Service Inc. provides a diverse menu of nutritious and delicious meals.

In sum, we guarantee our standards through Integrity and a Commitment to Excellence in everything we do. As our clients you are assured Professionalism, Punctuality and Consistency.

LUNCH MUST BE ORDERED A WEEK IN ADVANCE

	Lunch	Juice or Water
Weekly	\$21.00	\$1.50
Biweekly	\$41.00	\$3.00
Monthly	\$81.00	\$6.00

****Prices are subject to change****

LUNCH MUST BE ORDERED A WEEK IN ADVANCE

How to Order Lunch:

- Go to www.lynnscateringinc.com
- Place cursor (or arrow) over Menu
- Then click on Schools under the dropdown menu
- On the lower left-hand corner of the School Menu page click on the Download This Month's Menu icon
- This will show the menu for the month. After you have seen the menu place the cursor (or arrow) over Pricing and click on it
- At the bottom of page under the School Lunch Payment Plan you can choose the weekly, biweekly or monthly option for payment for lunches. After choosing your selected payment option click on the Add to Cart button.
- You will see Shopping Cart options choose the amount (i.e., \$21.00 for weekly, \$41.00 for biweekly, or \$81.00 for monthly lunches)
- This will take you to the PayPal secure payment screen.
- To add drinks click the Continue Shopping button, which will take you back to the Pricing page where you can choose a drink option (i.e., \$1.50 weekly, \$3.00 bi-weekly, and \$6.00 monthly).
- Once you have checked your total order amount to be correct click on "Check out with PayPal" button

- This will take you to a page that states Your Order Summary
- Click on Pay with Debit or Credit Card
- Enter information ensuring that you include the following: Your Child's NAME, GRADE, and CAMPUS
- You will receive an invoice number. Retain this for your records. We will be sent confirmation of your order by PayPal
- Lastly, use the Contact page on the website to send us an email let us know the dates your child will be eating (e.g., 11/29/14 to 12/3/14)
- PLEASE DO NOT SEND MONEY WITH STUDENT TO PURCHASE LUNCH. LUNCH MUST BE PURCHASED ONLINE. In the event that you do not purchase from our lunch program your student must be sent to school with a healthy lunch. It is the responsibility of the parent/guardian to make sure that lunch is provided for their student(s) daily. If your student does not have lunch a call will be made to the parent/guardian to provide lunch for your student. Items Not Permitted in the Lunch Room:
 - Metal utensils (forks, knives, spoons, can openers etc.)
 - Cans of any kind (tuna, soda, vegetable, juice, etc.)
 - Glass Containers

Lunch with Students

For the safety of our students and the lack of space, New Life Academy of Excellence, is unable to accommodate guest to include parents and other family members or outside guest of any kind for lunch with students.

Field Trips

Students will be provided with off-campus educational opportunities to expand their knowledge and broaden their learning experiences. All field trips sponsored by the school will be adequately chaperoned by teachers, administrators, parents/guardians or other adults. Students will not participate in field trips without written permission from parents/guardians and the approval of the teacher. Students must be in school uniform during field trip. Spirit wear and jeans are not acceptable unless approval is given by administration. Field trips are also pre-paid and non-refundable.

Birthday and Special Occasions

Your child's birthday is a very special occasions and we enjoy celebrating it with you. However, for the safety to all of our staff and students, we can only allow store bought snacks and treats, in original packaging, to be brought in to celebrate. Please schedule all birthday parties and special occasions with your child's teacher in advance.

Inclement Weather

If school is cancelled for inclement weather, the days will be made up as indicated by the Gwinnett County Public Schools Calendar. School Closings will be announced via Metro-Atlanta television stations. Please also check the GCPS website and/or the New Life Academy of Excellence, Inc. website. (If Gwinnett County Public Schools are closed New Life Academy of Excellence is closed.)

Withdrawal

1. Arrangements for student withdrawal must be made in advance through the school office.
2. Parents/guardians must complete a school withdrawal form.
3. All students must complete the withdrawal procedure, which includes submission of overdue school work and return of all school property.
4. All financial obligations to the school must be paid in full.
5. School records will be transferred upon receipt of a parental release of records request, return of all school property, and payment of all financial obligations. School records will be transferred directly to the new school of choice.
6. Books and Materials Fees are non-refundable. (Unless otherwise waived).

Responsible for Use of Electronic Media for Students

All users of the districtwide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The purpose of these guidelines is to ensure that all NLAE technology users share the NLAE technology resources in an effective, ethical, and lawful manner. NLAE technology should be used for legitimate educational reasons only, and not for personal use.

Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the wide area network and/or other electronic informational services including electronic mail (e-mail). Users must respect intellectual property rights and understand that school system data accessible over the network, regardless of the computer or device being used, constitutes property. All electronic, telephonic, and communications transmitted by, received from, or stored in these systems are property of the New Life Academy of Excellence, Inc. Users of such systems should have no expectation of privacy. Student email use for legitimate educational purposes will be subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider NLAE e-mail private or confidential in any way.

It is important to note that with a global network it is impossible to control or predict all materials a user may accidentally or purposefully discover on an electronic resource. New Life Academy of Excellence, Inc. personnel will make every effort to educate and guide all users in the proper use of electronic media, including the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents/guardians of users) must understand that neither the New Life Academy of Excellence, Inc. nor any district member controls the content of

the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. New Life Academy of Excellence, Inc. DOES NOT CONDONE the use of such materials. Therefore, it is imperative that the user be held accountable for the appropriate utilization of this technology.

ACCESS IS A PRIVILEGE— NOT A RIGHT! Inappropriate use will result in a cancellation of these privileges as well as possible assignment of disciplinary action consistent with the policies and procedures of New Life Academy of Excellence, Inc. may establish additional regulatory guidelines for use of electronic resources that include, but are not limited to, guidelines established by this system wide procedure. Building administrators shall establish a process for informing students and staff the Responsible Use Procedures.

The definition of NLAE information and data resources will include any computer, server, or network, or access provided or supported by NLAE, including portal-delivered applications and the Internet. Use of computer information and resources includes the use of data/programs stored on NLAE computing systems, data/programs stored and/or delivered through magnetic tape, floppy disk, CD-ROMs, DVD-ROMs, computer peripherals, or other storage media, that is owned and maintained by NLAE. The “user” of the system is the student using NLAE technology. Access is a privilege, not a right, and all students are expected to treat this learning tool with respect.

NLAE technology and electronic resources must not be used to:

- Harm other people.
- Interfere with other people’s work.
- Use a computer to steal property.
- Gain unauthorized access to other people’s files or programs.
- Gain unauthorized access to online resources by using someone else’s password.
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Improperly using the network, including introducing software viruses and/or bypassing local school or office security policies.
- Steal or damage data and/or computers and network equipment.
- Access, upload, download, and distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material.

Failure to follow these guidelines can violate the Official Code of Georgia, O.C.G.A., Codes 16-9-90, 16-9-91, 16-9-93, and 16-9-93.1 as well as Title XVII of United States Public Law 106-554, known as the Children’s Internet Protection Act. Such actions can also lead to disciplinary actions, up to and including loss of access to NLAE technology resources and further disciplinary actions as defined by existing NLAE policies.

PARENT CONTRACT 2017-2018

I the Parent(s)/guardians(s) of _____ have read the student handbook and agree to abide by the following as outlined in this contract: Whereas, I as the undersigned parent(s)/guardian(s) have made a personal decision to enroll my child at New Life Academy of Excellence, Inc. in order to provide my child with a unique educational opportunity;

Whereas, my desire and decision to enroll my child at New Life Academy of Excellence, Inc. is based upon my desire to become an active partner in the education of my child; and

Whereas, I recognize that the New Life Academy of Excellence, Inc. is a public charter school of choice not entitlement;

Therefore, as parent/guardian of a student at New Life Academy of Excellence, Inc. is based upon my commitment is to abide by the following rules and regulations:

- To recognize and embrace my role as having primary responsibility for the education of my child.
- To attend all conferences scheduled with any member of the New Life Academy of Excellence, Inc. staff.
- To purchase uniforms including logo for my child the approved suppliers of New Life Academy of Excellence, Inc., and ensure my child abides by the Dress Code of New Life Academy of Excellence, Inc.
- To provide nutritious snacks and lunch daily whether packed or preordered the existing lunch program.
- To provide transportation to and from school for my child. It is my responsibility to have my child in school on time each day as well as have them remain for the entire school day unless there is a scheduled appointment or family emergency. I understand that occasionally I may be late, however, I will abide by the Early Checkout, Tardy Policy and Late Pick-up policy provided to me.
- If I am late picking up my child, which is after 3:30PM and have (3) consecutive late pick-ups without notice from the parent/guardian the authorities will be contacted for abandonment.
- I will meet my financial obligation to the school (i.e. materials fees, NSF fees, unreturned fundraising materials, field trip fees, graduation fees, etc.) I understand that I may request the opportunity to make payment arrangements. It is my responsibility to contact the Business Office to make such arrangements necessary.
- I am aware that there is a volunteer policy. I understand that I must have a background check from the local police department, which expires every two years, to volunteer in any capacity for example, classroom help, chaperoning

any field trip, field day etc...

- I am also aware that due to safety and space that, I, the parents/guardians or any special guest may not have lunch with students in the school building.
- I am aware that I may attend school functions that are open to parents/guardians and do understand that I am able to take photos and record some school functions. I am also aware that I may not post these materials that contain other students on any form of social media (i.e. Facebook, Twitter, Flickr, Instagram, Periscope, Snap Chat, Myspace, YouTube, etc.).
- Therefore, as parent/guardian for a student at NLAE I agree to the following in order to enhance my child's academic growth:
 - To read and use information sent home by the school and posted on the school's website to keep parents/guardians/guardians informed of the academic topics to be introduced and studied in the classroom.
 - To check my child's homework folder nightly.
 - I will read to or make sure that my child reads for a minimum of twenty (20) minutes per day, four (4) days a week.
 - To encourage my child to reach his or her full academic potential with deep commitment and enthusiasm for learning.

Media Release

I, the undersigned, do hereby grant or deny permission to New Life Academy of Excellence, Inc. to use the image of my child, _____, as marked by my selection(s) below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, video, and digital image such as those on the New Life Academy of Excellence, Inc. website.

_____ (initials) Allow Permission to use my child's images.

_____ (initials) Deny Permission to use my child's images at all.

**DO NOT SEND
THIS FORM IN**

Locker Policy 2017-2018

Lockers are offered to our students as a consideration of convenience and are not required to be used. **Students are responsible for all items placed in lockers. New Life Academy of Excellence WILL NOT BE RESPONSIBLE for locker security including, but not limited to, textbooks, class projects, clothing, etc. Students are advised not to bring any CD players, IPODs, MP3 Players, boom boxes or any other personal equipment or items to school.

Lockers are to be used for temporary storage of school-related supplies, equipment and personal items. Lockers are school property and may be inspected by the administration at any time.

Students found purposely vandalizing, defacing, stealing, destroying school and/or private property will be subject to disciplinary action in accordance with the Student Handbook, and may be held liable for any monetary charges incurred.

I (We) also understand that a copy of this contract has been provided for my records. By signing this contract I am acknowledging my understanding and acceptance of the following policies of New Life Academy of Excellence within the student handbook and the Parent Contract such as:

Media Release

Responsible Use of Electronic Media

Locker Policy

Student's Name _____

Teacher _____

Parent/Guardian Signature: Recorded via Enrollment Process (Re-Enrollment/New Student Enrollment)

Parent/Guardian Signature: Recorded via Enrollment Process (Re-Enrollment/New Student Enrollment)

Date _____

DO NOT SEND THIS FORM IN

New Life Academy of Excellence reserves the right to use the Gwinnett County Public Schools Handbook for any instances or circumstances that may or may not be covered in this handbook. For a copy of Gwinnett County Public Schools Handbook please visit their website at www.gwinnett.k12.ga.us. ***Some inserts in this student handbook have been adopted directly from the Gwinnett County Public Schools Handbook.

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