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Student Handbook

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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.

Teacher's Creed

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

*When students 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, **O**rganized, **A**ccountable, **R**espectful & Responsible.

School Pride

Mascot: The Bald Eagle

School Color: Burgundy and Gold

Motto: **“A School Where Educating Is Our Number One Goal “**

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 in “FIVE” signifies behavioral self-awareness.

“FIVE”, is an opportunity to further pursue character building. All students know that a hand represents 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

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

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 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.
9. Students may not bring to school such things as, pets, matches, guns, bullets,

firecrackers, squirt guns, knives, or any other dangerous or disruptive items or replicas of dangerous or disruptive items.

10. Students may not bring their gym equipment (balls, jump ropes, skates, etc.) to school without permission.
11. Students will be permitted to use the office phone or classroom phone only with teacher or office staff permission.
12. Students may not chew gum at school or eat on the playground
13. 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.
14. Students are expected to keep the playground litter-free.
15. Cell phones, IPADs, tape recorders, toys, electronic games or other electronic devices, inappropriate printed materials, or other potentially disruptive personal belongings may not be brought to school.
16. Skateboards, rollerblades, and bikes may not be brought to school without permission.
17. Students may not sell items at school or school functions without prior approval from the administration.
18. Visiting friends or relatives may not attend class with students without prior approval from the administration.
19. 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.
20. Students may not sell, use, possess, or distribute drugs or alcohol, or items purported to be such, at school or school-related activities.

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. Follows all classroom rules and routines as established and required by the teacher.
2. Be prepared for class each day.
3. Respects the rights and belongings of others and do not infringe on their personal space or interfere with their work or property.
4. Preserve a positive learning environment.
5. Do not talk in a disruptive manner (loudly or without permission) or make noise or movement that disturbs others.
6. Do not throw objects, hit, kick, or do anything to endanger another student's or staff member's safety.

7. Respect the feelings of others by not bullying, teasing, name-calling, or making unkind remarks.
8. Takes responsibility for your actions.
9. Keeps his or her desk and work area organized and clean.
10. Listens carefully during lessons, follows directions, and make good use of time without disrupting other students or the learning process.
11. Shows respect to all adults and follows directions willingly and promptly.
12. Treats coming to school like a job and very important responsibility.
13. Comes to school on time and in complete uniform each school day.

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 the 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. Be knowledgeable 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.

**“Children can learn,
children must learn,
children will learn,
and it is my job to make sure
it happens!”**

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.

“It takes a village to raise a child”

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 following 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 outlined 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.

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 the 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.

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. How 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. If a child violates 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 must be worn with logo, 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 is a must. Hair must be kept neatly groomed and clean at all times. It may not interfere with the vision or performance of school activities. Hairstyles 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 jeans or tennis shoes/sneakers 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.

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 reserve the right to modify the uniform policy for special occasions such as field day, spirit day, wacky week, etc.

Lunch Program

New Life Academy of Excellence's school nutrition program strives to promote good nutrition by providing each student with the affordable opportunity to consume meals that are nutritious, appealing, and served by caring professionals in an enjoyable environment. To encourage healthy eating habits a well-balanced lunch is served daily in the cafeteria.

Free and Reduced priced meals are available. Applications for free and reduced lunch are available online and at the school throughout the school year. You may pay for meals at the school, or you may place money on your child's account using a credit card by going to www.mypaymentsplus.com.

Refunds from the school nutrition program may be processed for graduating or withdrawing students. An SNP refund form should be completed and turned into the school office for processing.

Any changes and updates to the school nutrition program will be communicated to parents via the school newsletter, email, and/or letter sent by the student. For any questions, comments, and/or concerns regarding the SNP parents should contact the School Nutrition Manager.

Lunch Program Charge Policy

Student lunch is \$3.50 daily per meal. The charge limit is \$10.50 for full pay students and \$.0.80 for reduced lunch eligible students. Once the charge limit is reached only a bag of veggie chips and water will be served to the student. A charge notice will be completed for each occurrence and notification will be sent home to the parent/guardian via email. Additionally, once the charge limit has been met the parent/guardian will be notified by the local school via phone call and/or email. Charging for meals will not be allowed after May 8th. The charge policy will be communicated to parents and students via the Student/Parent Handbook, school website, and letter.

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 to 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 all trash.
9. Line up in H.A.L.L. for dismissal.

Lunch with Students

For the safety of our students and the lack of space, New Life Academy of Excellence is unable to accommodate any guests to include parents and other family members or outside guests 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 trips. Spirit wear and jeans are not acceptable unless approval is given by the administration. Field trips are also pre-paid and non-refundable.

Birthday and Special Occasions

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

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.

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

To keep our school records current, it is mandatory to change the 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

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 the 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.

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 another 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" according 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 another facility for delinquent children, or commitment to the department of juvenile justice. Also, 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 timeline 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 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 to be counted present. Students must attend school for at least the equivalent of half the school day 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 Perfect Attendance when they have three (3) or more early checkouts or three (3) or more unexcused tardies with the semester.

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

Late Pick-up Policy

The school day ends at 3:00. Students are to be picked up no later than 3:30 pm. 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 3:30 pm without a parent/guardian or a prearranged tutoring session/meeting with a teacher or staff member. If you have a student scheduled for an afterschool tutoring session, your child must be picked up on-time. If you have a meeting, conference, or after-school event scheduled after 3:30 pm, 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.

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.

Volunteer

New Life Academy of Excellence, Inc. welcomes 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.

Parent/Teacher Conference

All Parent/Teacher conferences are held during the 1st and 2nd semester of the year and are mandatory for parents/guardians/guardians.

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. If your child requires immediate medical care, your child will be transported to a medical facility based on the information you provided.

It is very important to update your information, address, phone number, and designated pickup for students 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.

Inclement Weather

If school is canceled 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 the records request, the 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).

Disciplinary Policy Statement

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 a 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.

Positive Behavioral Interventions and Supports (PBIS)

One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occur. Attention is focused on creating and sustaining Tier 1 supports (universal), Tier 2 supports (targeted group), and Tier 3 supports (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.



S

Safe

O





Organized

A

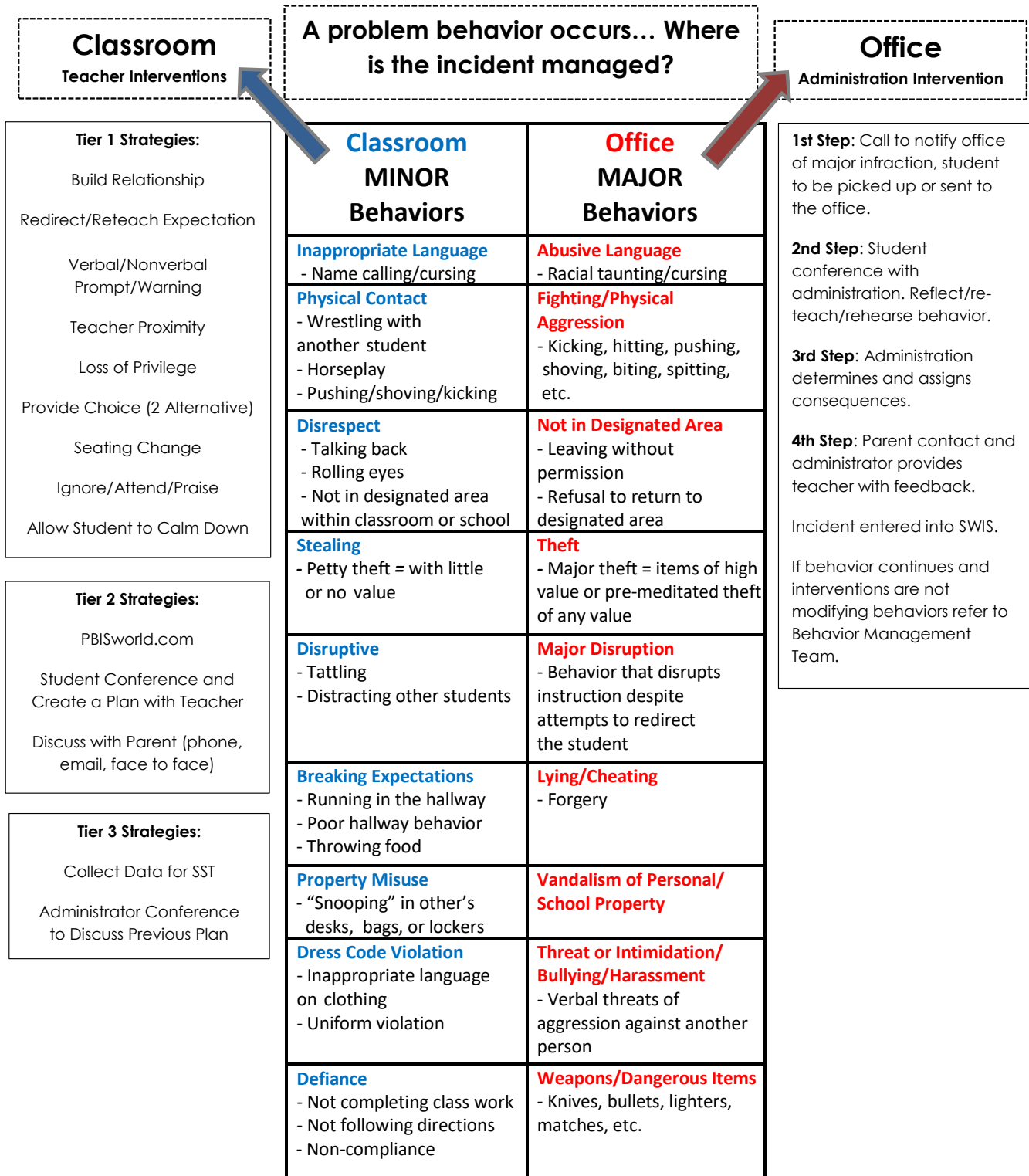
Accountable

R

Respectful/Responsible

Classroom	<p>We will...</p> <ul style="list-style-type: none"> Sit in seat correctly, unless otherwise instructed. Use classroom materials appropriately. Keep our hands and feet to ourselves. 	<p>We will...</p> <ul style="list-style-type: none"> Put all materials back in proper area. Push in chairs and keep area orderly. Take all needed items out of locker. Label all papers with our name. Keep all classrooms and desks clean. 	<p>We will...</p> <ul style="list-style-type: none"> Have all materials for class. Be prepared. Be timely in finishing our work. 	<p>We will...</p> <ul style="list-style-type: none"> Listen to ideas of others and use kind words. Use indoor voices. Raise our hands and wait to be called on.
Academic	 <p>We will...</p> <ul style="list-style-type: none"> Check over all work before turning it in. Use agenda to keep track of all homework and important dates. 	<p>We will...</p> <ul style="list-style-type: none"> Only turn in our own work. Turn in all assignments by due date. 	<p>We will...</p> <ul style="list-style-type: none"> Put forth our best effort. Be sure to contribute to group work. Regularly study notes. 	
Hallway	<p>We will...</p> <ul style="list-style-type: none"> Have low speed. Keep our eyes forward. Walk on the right. 	<p>We will...</p> <ul style="list-style-type: none"> Keep our personal items safe and secure in our lockers. 	<p>We will...</p> <ul style="list-style-type: none"> Keep our hands and feet to ourselves. Move with purpose. 	<p>We will...</p> <ul style="list-style-type: none"> Take care of displays. Respect quiet zones. 
Restroom	<p>We will...</p> <ul style="list-style-type: none"> Bring only necessary items. 	<p>We will...</p> <ul style="list-style-type: none"> Clean up trash and water spills. 	<p>We will...</p> <ul style="list-style-type: none"> Be quick. Be clean. Be quiet. 	<p>We will...</p> <ul style="list-style-type: none"> Be polite. Be patient. Be private.
Lunchroom	<p>We will...</p> <ul style="list-style-type: none"> Listen and follow directions. Only eat our own food. Stay in our seat. 	<p>We will...</p> <ul style="list-style-type: none"> Throw all trash away. 	<p>We will...</p> <ul style="list-style-type: none"> Eat our food. Clean up after ourselves. 	<p>We will...</p> <ul style="list-style-type: none"> Use quiet voices. Include others in our conversations. Remember to say, "Please" & "Thank you".
Dismissal	<p>We will...</p> <ul style="list-style-type: none"> Have low speed. Keep our eyes forward. Walk on the right. 	<p>We will...</p> <ul style="list-style-type: none"> Have our belongings packed up. 	<p>We will...</p> <ul style="list-style-type: none"> Walk directly to our dismissal location. 	<p>We will...</p> <ul style="list-style-type: none"> Listen to all dismissal announcements quietly.
Playground	<p>We will...</p> <ul style="list-style-type: none"> Take turns. Use equipment correctly. Play all games fairly. Be mindful of personal space. 	<p>We will...</p> <ul style="list-style-type: none"> Keep playground area clean. 	<p>We will...</p> <ul style="list-style-type: none"> Line up quickly and quietly when teacher signals. Bring equipment and personal belongings needed. Stay in designated area with class. Stay in assigned place. 	<p>We will...</p> <ul style="list-style-type: none"> Respond to teacher when called. Use appropriate and kind language. Be a team player and include others. Be considerate of other's space. Enter school quietly.

New Life Academy of Excellence's Behavior Flowchart



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.

Behavioral Plan and Polices

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

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

Aggressive behaviors – including 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 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.

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. An 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. An Administrator will conference with the student, contact parents/guardians, and suspend the student for 1-10 days. Students 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 classwork.
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 the dress code.
13. Other behavior that is deemed to be seriously inappropriate or repetitive.

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, the threat of harm or may be interpreted as bullying or intimidation.

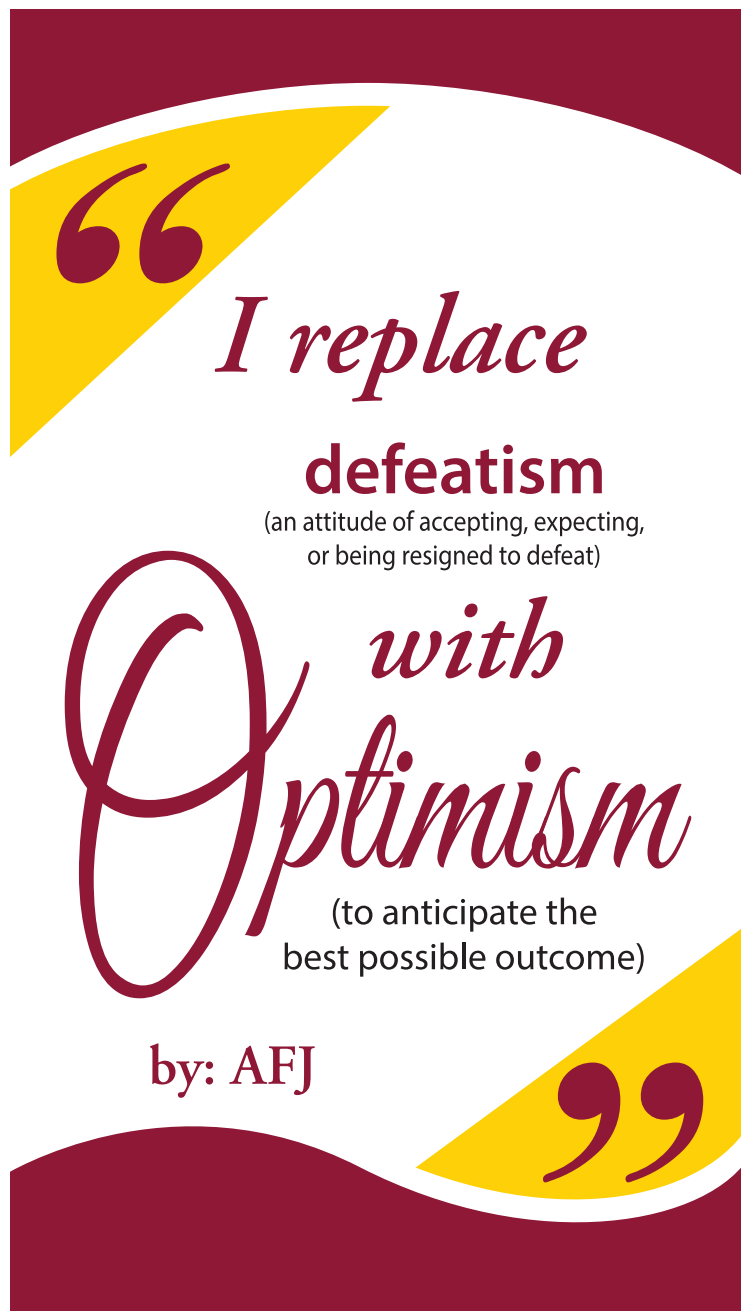
If a student is suspended on three (3) or more occasions for breach of discipline policy, the student may be expelled from school.

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 a 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 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 allowed to present and respond to evidence and to examine and cross-exam 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 before 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 the Suspension and Expulsion Appeal Process.



Student Behavior Codes

Rule 1— Disruption and Interference with School

No student shall cause or attempt to cause directly or indirectly disruption or interference with the school by any means including but not limited to any of the following behaviors:

- 1A. Pull fire alarm;
- 1B. Occupy or block any area of the campus, prevent or attempt to prevent students from attending a class, school activity, or event;
- 1C. Except under the direct instruction of the principal, block or attempt to block normal pedestrian or vehicular traffic on a school campus or adjacent grounds;
- 1DA. School disruption. A student may not in any manner, by use of violence, noise, force, coercion, threat, intimidation, fear, passive resistance, insult, or other conduct, intentionally or unintentionally disrupt any lawful mission, process, or function of the school;
- 1DB. Class disruption. Student behavior that is repetitive or substantially interferes with the teacher's ability to teach and/ or students' ability to learn;
- 1DC. Disorderly conduct. Any act that substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of one or more students, staff members, and/or others;
- 1E. Refuse to identify himself/herself upon request of any teacher, principal, superintendent, school bus driver, or other school personnel;
- 1F. Urge, encourage, or counsel other students to violate any rules of the Student Conduct Behavior Code;
- 1H. Be on campus or enter the premises of a school without proper authorization of the superintendent, principal, or other school personnel;
- 1I. Dress inappropriately (including drug, alcohol, or tobacco advertisements, graffiti, etc.) (A list of each prohibited item is available at each local school);
- 1J. Willfully fails to leave the premises after being told to do so; 1
- Z. Other (list)

Rule 2— Damage, Destruction, or Misuse of School Property or Equipment

A student shall not cause or attempt to cause damage to school property or alter/misuse school technology or any other equipment, including accessing unauthorized areas on the computer. A student shall not steal or attempt to steal school property. A student shall not possess, sell, use, buy or transmit stolen school property or attempt to possess, sell, use, buy or transmit stolen school property. The prohibited behaviors include, but are not limited to, the following:

- 2A. Damage or vandalize school property;
- 2BA. Steal school property (valued at less than \$300);
- 2CA. Engage in larceny/theft of school property (valued at \$300 or more);

- 2DA. Possess, use, sell, buy, or transmit stolen school property (valued at less than \$300);
- 2DC. Possess, use, sell, buy, or transmit stolen school property (valued at \$300 or more);
- 2I. Alter/misuse technology or any other equipment-hardware or software or school website/page;
- 2J. Engage in computer trespass (accessing unauthorized areas on the computer/software);
- 2JB. Accessing/altering school/teacher records;
- *2K. Commit first-degree arson - Knowingly damage or knowingly cause, aid, advise, encourage, hire, counsel, or procure another to damage, using fire or explosive, any building, vehicle, railroad car, watercraft, aircraft, or other structure: (a) that is insured without the consent of the insurer and the insured; or (b) under such circumstances that it is reasonably foreseeable that human life might be endangered.
- *2L. Undertake breaking and entering and/or burglary;
- *2M. Commit arson (utilizing fire or explosive a person knowingly damages or knowingly causes, aids, abets, advises, encourages, hires, counsels, or procures another to do damage);
- *2N. Rob or attempt to rob by using violence, threat, or intimidation;
- *2O. Commit armed robbery (with intent to commit theft, a person takes the property of another by use of any offensive weapon or any replica, article, or device having the appearance of such weapon);
- 2P. Compromising test security of an international, national, state, or county standardized test;
- 2Z. Other: (list)

Rule 3— Damage, Destruction, or Misuse of Private Property

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property. A student shall not possess, sell, use, buy, or transmit stolen private property on school grounds. Further, off school grounds, a student shall not cause or attempt to cause damage to private property belonging to a school employee where such theft or damage is on account of that school employee's performance of his/her official duties. A student shall not sell or buy or attempt to sell or buy personal property on school grounds. The prohibited behaviors include, but are not limited to, the following:

- 3AA. Damage or vandalize the private property of another person (valued at less than \$300);
- 3AC. Damage or vandalize private property (valued at \$300 or more);
- 3BA. Steal private property of another person (valued at less than \$300);
- 3CA. Possess, use, sell, buy, or transmit stolen property (valued at less than \$300);
- 3CD. Possess, use, sell, buy, or transmit stolen property (valued at \$300 or more);
- *3H. Commit first-degree arson - Knowingly damage or knowingly cause, aid, advise, encourage, hire, counsel, or procure another to damage, utilizing fire or explosive, any building, vehicle, railroad car, watercraft, aircraft, or other structure: (a) that is insured

without the consent of the insurer and the insured; or (b) under such circumstances that it is reasonably foreseeable that human life might be endangered.

3J. Buy or sell personal property;

3LA. Engage in larceny/theft of private property (valued at \$300 or more);

*3M. Steal or attempt to steal a motor vehicle;

*3N. Rob or attempt to rob by using violence, threat, or intimidation;

*3O. Commit armed robbery (with intent to commit theft, a person takes the property of another by use of an offensive weapon or any replica, article, or device having the appearance of such weapon);

*3P. Commit arson (utilizing fire or explosive a person knowingly damages or knowingly causes, aids, abets, advises, encourages, hires, counsels, or procures another to do damage);

3Z. Other: (list) ____

Rule 4— Abuse, Threats, Intimidation, Assault or Battery on a School Employee

Section A

Regardless of intent, a student shall not make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, undermining, or provoking nature to or about a school employee or in the presence of a school employee. This includes, but is not limited to, disrespectful conduct, insult, use of profanity, ethnic, racial, sexual, disability, or religious slur, or harassment and includes the development of a “hit list,” “people to kill,” “people to shoot,” or a statement about bringing a weapon to school and injuring people. The prohibited behaviors include, but are not limited to, the following:

4AA. Oral threat/verbal assault (oral speech that creates, or is intended to create, a fear of physical harm);

4AB. Written threat;

4AC. Rude and/or disrespectful conduct including but not limited to symbolic gestures and insults;

4AE. Cyberbullying. Any electronic communication, whether or not such electronic act originated on school property, off school property, with school equipment, or with non-school equipment, that: (1) is directed specifically at school personnel; (2) is maliciously intended to threaten the safety of those specified or substantially disrupt the orderly operation of the school; and (3) creates a reasonable fear of harm to the school personnel(s)’ person or property or has a high likelihood of succeeding in that purpose.

4AF. Use of profanity;

4AG. Ethnic, racial, sexual, religious, or disability slur;

4AL. Harassment. Repeated words (verbal or written), conduct, or action that annoys, alarms, or causes distress and serves no legitimate purpose;

- 4AM. Any expression (oral, written, or gesture) which has the effect of undermining the authority of the school employee or distracting staff and/or students from the learning environment, including writings of a threatening or provoking nature;
- *4AN. Terroristic threats (threatening to commit any crime of violence, release any hazardous substance, or to burn or damage property to terrorize another, to cause the evacuation of a building, to cause serious public inconvenience, or in reckless disregard of the risk of causing terror, the evacuation of a building, or serious inconvenience);
- 4AO. Posturing to inflict physical harm. Any action or gesture directed toward a school employee that places the school employee in reasonable fear of immediate physical harm;
- 4AZ. Other: (list)

Section B

A student shall not cause or attempt to cause physical injury or behave in such a way that could reasonably cause physical injury or make physical contact of a threatening or provoking nature to a school employee. The prohibited behaviors include, but are not limited to, the following:

- 4BA. Behavior that could cause physical injury;
- 4BB. Behavior that unintentionally caused physical injury to an employee;
- *4BC. Intentional physical contact of an insulting or provoking nature to an employee;
- *4BD. Aggravated battery (maliciously causing bodily harm to another by depriving him or her of a member of his or her body, or by rendering a member of his or her body useless, or by seriously disfiguring his or her body or a member thereof);
- *4BE. Homicide/murder;
- *4BF. Kidnapping (seizure, transportation, and/or detention of a person against his/her will);
- *4BG. Voluntary manslaughter;
- 4BH. Enter without permission the private property of a school employee and/or deface/damage/vandalize such property;
- *4BI. Intentional physical contact that caused physical harm to an employee;
- 4BZ. Other: (list) _____

Rules 4BA-4BZ also apply off school grounds when the misconduct by the alleged perpetrator is because of the school employee's performance of his/her official duties.

Rule 5— Abuse, Threats, Intimidation, Assault, or Battery by a Student on Another Student or to Any Other Person Not Employed by the School

Section A

Regardless of intent, a student shall not make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, distracting, or provoking nature to or about a person/student or in the presence of a person/student. This includes, but is not limited

to, bullying, disrespectful conduct, insult, use of profanity; ethnic, racial, sexual, disability, or religious slur; or harassment and includes the development of a “hit list,” “people to kill,” “people to shoot,” or a statement about bringing a weapon to school and injuring people. The prohibited behaviors include, but are not limited to, the following:

- 5AA. Oral threat/verbal assault (oral speech that creates, or is intended to create, a fear of physical harm);
- 5AB. Written threat;
- 5AC. Rude and/or disrespectful conduct including but not limited to symbolic gestures and insults;
- 5AD. Bullying; (See note below on bullying and state law.)
- 5AE. Cyberbullying. Any electronic communication, whether or not such electronic act originated on school property, off school property, with school equipment, or with non-school equipment, that: (1) is directed specifically at the student(s); (2) is maliciously intended to threaten the safety of those specified or substantially disrupt the orderly operation of the school; and (3) creates a reasonable fear of harm to the student(s) person or property or has a high likelihood of succeeding in that purpose.

Section B

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause bodily injury to any student/person. A student shall not engage in any behavior that threatens the safety or well-being of another person or has the likelihood of provoking a fight.

The prohibited behaviors include, but are not limited to, the following:

- 5BA. Pushing and shoving;
- 5BB. Fighting;
- 5BC. Battery (when one individual physically attacks or beats up another individual.);
- 5BD. Behavior that could cause physical injury;
- 5BE. Behavior that caused physical injury to another student;
- 5BF. Physical contact of a threatening or provoking nature to another student;
- *5BG. Aggravated battery (maliciously causing bodily harm to another by depriving him or her of a member of his or her body, or by rendering a member of his or her body useless, or by seriously disfiguring his or her body or a member thereof);
- *5BH. Homicide/murder;
- *5BI. Kidnapping (seizure, transportation, and/or detention of a person against his/her will);
- 5BK. Hazing (as a condition or precondition of gaining acceptance, membership, office, or another status in any school or school organization, subjecting a student to an activity which endangers or is likely to endanger the physical health or emotional well-being of a student, regardless of a student’s willingness to participate in such activity);

*5BM. Voluntary manslaughter; (O.C.G.A. 16-5-2)

5BZ. Other: (list) _____

Rule 6— Weapons, Dangerous Instruments, and Explosive or Implosive Devices

A student shall not solicit to buy or sell, or buy or sell or possess, handle, transmit, threaten with or discharge/use, any object that can reasonably be considered or converted to and/or used as a weapon such as, but not limited to knives; guns; pellet guns; brass knuckles; fireworks; lighters, tear gas, mace, explosives, pepper spray; bats, clubs, sticks (other than for athletics), or other instruments of a bludgeoning type; Chinese stars; razors; projectiles and the like.

The prohibited behaviors include, but are not limited to, possession of the following:

- *6A. Knife less than 2 inches;
- *6B. Knife 2 inches or more;
- *6C. Handgun;
- *6D. Rifle or shotgun;
- *6EA. BB/pellet/airsoft/paintball gun;
- *6EB. BB/pellet/airsoft/paintball rifle;
- *6F. Toy or any look-alike gun;
- *6G. Destructive device (bomb, grenade, mine, rocket, missile, pipe bomb, or similar device);
- *6H. Brass knuckles or metal knucks;
- 6I. Fireworks;
- *6IA. Accelerants (any liquid aerosol, etc., which may be used to start or perpetuate a fire or other hazardous condition);
- *6K. Tear gas, mace, or pepper spray;
- *6L. Bats, clubs, sticks (other than for athletics), or other instruments of a bludgeoning type;
- *6N. Razors or razor blades;
- *6O. Spring stick/expandable baton;
- *6P. Blackjack;
- *6Q. Nun chahka, nun chuck, nunchaku, shuriken, fighting chain, [any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely];
- *6R. Throwing star, oriental dart, or any disc having two or more points or pointed blades which are designed to be thrown or propelled;
- *6S. Taser/Stun gun;
- *6Z. Other: (list)

Rule 7— Drugs, Alcohol, and Tobacco

Section A

A student shall not be involved in any substance, drug, alcohol, or tobacco transaction, including, without limitation to buy, possess, sell, use, transmit, solicit; attempt to buy, possess, sell, use, or transmit; or be under the influence of any narcotic drug, depressant, or stimulant drug including without limitation caffeine pills, a hallucinogenic drug, an anabolic steroid, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, or intoxicant of any kind. A student shall not possess, sell, buy, or transmit, or attempt to sell, buy, or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule. The misuse or unauthorized possession of a prescription drug or nonprescription drug shall be considered a violation of this rule; however, this rule shall not apply to proper possession and/or use of a drug as authorized by a medical prescription from a registered physician. The prohibited substances and behaviors include, but are not limited to, the following:

- *7AA. Alcoholic beverage or intoxicant of any kind;
- *7AB. Amphetamine/methamphetamine drug [schedule II];
- *7AC. Hallucinogenic drug [schedule I] {ex. peyote, PCP, etc.};
- *7AD. Anabolic steroid [schedule III];
- *7AE. Controlled drug or controlled substance {ex. Ritalin, Adderall, Phenobarbital, Percocet, OxyContin, Xanax, etc.};
- *7AF. Marijuana (including synthetics)
- *7AG. LSD [schedule I];
- *7AH. Cocaine [schedule II];
- *7AJ. Heroin [schedule I];
- *7AK. Inhalants (any volatile solvents, aerosols, anesthetics, or volatile nitrites) [ex. glue, paint thinner, hair spray, Pam, ether, etc.];
- *7AL. Over-the-counter (OTC) drugs (ex. NoDoz, Vivarin, asthma medicines, energy/diet pills, aspirins, herb pills, etc.);
- *7AN. Look-alike substance (under the pretense);
- *7AO. Marijuana (felony— selling— including possession of marijuana that is packaged for distribution or possession of one ounce or more);
- *7AP. Offering, requesting, and/or receiving of a substance;
- *7AQ. Furnishing/providing/selling of a substance; *
- 7AR. A non-controlled prescription drug (ex. Prozac, Seroquel, Amoxicillin, etc.);
- *7AZ. Other: (list) _____

Self-administration of asthma medication and prescription auto injectable epinephrine is permitted with written parental approval and required documentation to the principal or his or her designee. See administrator for completion of proper county form/procedures.

Section B

A student shall not possess, sell, use, transmit, buy or solicit any drug-related paraphernalia which includes, but is not limited to, pipes, water pipes, clips, rolling papers, or any other items related to drug use or depicting drugs or drug use except where such items are related to the approved curriculum. The prohibited paraphernalia include, but are not limited to, the following:

- *7BA. Pipes, water pipes, clips, rolling papers, or other objects used for drug use;
- 7BB. Photographs, drawings or depictions of drugs, drug use, or objects used for drug use;
- 7BZ. Other: (list)

Section C

A student shall not possess, sell, use, transmit, buy or solicit tobacco products, or tobacco paraphernalia such as but not limited to, matches, lighters, pipes, rolling papers, and the like. The prohibited paraphernalia include, but are not limited to, the following:

- 7CA. Tobacco products (ex. cigarettes, electronic cigarettes (any type), dip, snuff, cigars, liquid nicotine— regardless of biological source, electronic cigarette vapors— with or without nicotine, etc.);
- 7CB. Tobacco paraphernalia (ex. matches, lighters, rolling papers, and the like);
- 7CZ. Other: (list) _____

Rule 8— Disregard of Directions or Commands

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, administrators, school bus drivers, or other authorized school personnel. The prohibited behaviors include, but are not limited to, the following:

- 8A. Failure to follow directions or commands of staff;
- 8B. Failure to follow written directions, local school rules or regulations;
- 8C. Failure to serve an administrative consequence (ex. Administrative Detention, Saturday School);
- 8Z. Other: (list) _____

Rule 9— Sexual Misconduct/Indecency

A student shall not engage in any act of sexual harassment of a physical nature or verbal nature. A student shall not perform any act of indecent exposure, lewd exposure, gesture or lewd caress or indecent fondling/touching of the student's own body or the body of another person, or any act of sexual intercourse. A student shall not use any inappropriate gestures that mimic or imply sexual acts or engage in any acts of "streaking" or "mooning" as those terms are commonly understood. Such acts will not be regarded lightly or considered pranks. A student shall not possess, view, copy, sell, buy, or transmit printed or non-printed pornographic materials including any noncurricular sexually explicit printed or non-printed materials; or a student shall not possess, view, copy, sell, buy, or transmit printed or non-printed pornographic materials including, but not limited to, non-curricular materials depicting the human male or female

genitals or buttocks with less than a fully opaque covering or any portion of the female breast with less than a fully opaque covering. The prohibited behaviors include, but are not limited to, the following:

- 9A. Sexual harassment. Deliberate and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature that are repeated or a single incident of a sufficiently serious nature to create a hostile environment;
- *9B. Lewd (sexual) exposure (any act of) (This includes “streaking” and “mooning.”);
- 9C. Obscene and/or indecent gestures or gestures that mimic or imply sexual intercourse;
- *9D. Lewd caress or indecent fondling/touching of the student’s own body;
- *9E. Lewd caress or indecent fondling/touching of the body of another person;
- *9F. Sexual intercourse;
- *9G. Oral sex or any act of sodomy;
- *9H. Aggravated sexual battery; *
- 9I. Pornographic materials. Possession or transmission by any means of descriptions, images, recordings, or other materials involving the display of genitals, pubic areas, buttocks, or breasts.
- *9IB. Sexually Exploitative/Sexually Explicit materials. Possession or transmission by any means of descriptions, images, recordings, or other materials involving (a) sexual acts of any type, (b) exposure of the genitals, pubic area, breasts or buttocks of a minor, or (c) other graphic sexual content.
- *9IC. Recording images of intimate areas. Recording, possession, and/or transmission of images of students or employees that are sexual and that were taken without the consent of the student or employee;
- 9J. Kissing or any act of intimacy;
- *9K. Aggravated child molestation;
- *9L. Aggravated sodomy;
- *9M. Rape;
- *9N. Sexual battery (Intentional physical contact with the intimate parts of the body of another person without the consent of that person);
- *9O. Allowing another student/person to commit a lewd or indecent act to the body of oneself;
- *9Z. Other: (list)

Note: Sexting (sending and receiving of lewd or pornographic text messages) will be handled under rules 9I, 9IB, and 9IC and may result in a range of consequences from suspension to referral to a disciplinary hearing.

Rule 10— Unexcused Absences

A student shall not be absent from school or any class or other required school function during required school hours except for illness or other providential cause, except with written permission of the teacher, principal, or other duly authorized school officials. A student may not leave school grounds before the end of the school day, after his or her initial arrival on campus, without the permission of a duly authorized school official. The prohibited behaviors include, but are not limited to, the following:

- 10A. Tardy to class;
- 10B. Tardy to school;
- 10C. AWOL from class (Absent without official leave);
- 10D. AWOL from school;
- 10E. Unexcused absence (Failure to comply with compulsory school attendance law);
- 10Z. Other: (list) _____

Rule 11— Other Conduct Which is Subversive to Good Order

A student shall not perform any other act which is subversive to good order and discipline in the schools. This includes, but is not limited to, violation of local school rules, violation of state and federal law, involvement in criminal gang-related behavior and/ or criminal gang conduct as defined and prohibited by O.C.G.A. § 16-15-3 and §16-15-4, providing false information to school personnel, unauthorized possession or inappropriate use of laser pointers, and electronic communications devices (including IPAD's, Cell Phones, video games, and televisions), loitering or trespassing, providing false information to or about school personnel, or community misconduct that would be so serious as to pose a threat to the school community. A student shall not hold oneself out as a member of a criminal street gang identified by the Gwinnett County Gang Taskforce by one's mode of dress, means, and method of communication including the use of hand signs, or the possession or publication of gang writings/symbols. Subject to the rules listed below, the Gwinnett County Board of Education permits students to possess cellphones or communication devices on a limited basis and provides local school principals with the authority to set forth rules on student possession and use of such devices at their schools. The prohibited behaviors include, but are not limited to, the following:

- 11A. Violation of local school rules (state-specific rule);
- *11C. Criminal gang-related activity (as defined by O.C.G.A. 16-15-3 and 16-15-4) including but not limited to:
 - (1) Conduct or participate in a criminal street gang through criminal gang activity as defined in O.C.G.A. 16-15-3;
 - (2) Acquire, maintain, directly or indirectly, through criminal gang activity or proceeds derived therefrom any interest in or control of any real or personal property of any nature, including money;
 - (3) Engage in, directly or indirectly, or conspire to engage in criminal gang activity while acting as an organizer, supervisor, or other position of management concerning a criminal street gang;

- (4) Cause, encourage, solicit, or coerce another to participate in a criminal street gang;
 - (5) Communicate, directly or indirectly, with another any threat of injury or damage to the person or property of the other person or to any associate or relative of the other person with the intent to deter such person from assisting a member or associate of a criminal street gang to withdraw from such criminal street gang;
 - (6) Communicate, directly or indirectly, with another any threat of injury or damage to the person or property of the other person or to any associate or relative of the other person with the intent to punish or retaliate against such person for having withdrawn from a criminal street gang;
 - (7) While employed by or associated with a criminal street gang commit any offense enumerated in O.C.G.A. 16-15-3 with the knowledge that members of such criminal street gang have committed one or more of such offenses; or
 - (8) Commit any offense enumerated in O.C.G.A. 16- 15-3 with the intent to maintain or increase his or her status or position in a criminal street gang;
- 11D. Retaliating against or deterring a witness. No student shall use threats, physical force, intimidation, or violence to deter a student from or retaliate against a student for (1) providing information to school staff regarding the violation of the code, the commission of a criminal act, or the commission of a delinquent act, or (2) testifying at a school disciplinary hearing.
- 11E. Provide false information and/or forgery;
- 11F. Cheating;
- 11G Gambling;
- 11H. Plagiarism;
- 11I. Foul language (profane or vulgar language not directed at another person) on school property or at a school-sponsored event;
- 11K. Laser pointers;
- 11L. Unauthorized use during school hours of electronic devices including but not limited to: tape recorders, radios, MP3 players, video games, and televisions;
- 11N. Loitering;
- 11O. Criminal trespassing;
- 11P. Community misconduct that would pose a threat to the school community. Any off-campus behavior of a student which (1) could result in the student being criminally charged with a felony or which could result in a felony criminal charge if committed by an adult; and which (2) makes the student's continued presence at school a potential danger to person or property at school or which disrupts the educational process;
- 11S. Other Felony: (list)
- The behavior of a student which could result in the student being charged criminally

with a felony or which could result in a felony criminal charge if committed by an adult:

- *11T. Holding oneself out as a member of a criminal street gang identified by the Gwinnett County Gang Taskforce by more than one of the following: one's mode of dress, means, and method of communication including the use of hand signs, the possession of a publication of gang writings/symbols, or admission of membership;
- *11U. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or school employee toward a student.
- 11Z. Other Non-Felony: (list)

Rule 12— Repeated Violations/Misbehavior/ Chronic Disciplinary Problem Students

Students who chronically disrupt or repeatedly violate other school rules may be charged with repeated violations of school rules or misbehavior. This rule applies after remediation attempts, including the development and implementation of a student disciplinary and behavioral correction plan.

- 12A. Chronically disrupt or repeatedly violate other school rules;
- 12Z. Other: _____

The student and parent must be notified in advance that once the student has been placed on Rule 12, all subsequent violations will lead to an escalation in consequences and may lead to an independent Rule 12 charge and a disciplinary hearing.

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 the individuals involved.

Formal Level:

1. A complaint will be referred in writing to the Educational Director who will have 10 school days to respond. If a resolution is not reached at this point, an 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 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.

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 the individuals involved.

Concerns raised by students concerning other students:

1. Students should discuss their concerns with the teacher. If a 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. A Complaint will be referred in writing to the Educational Director who will have 10 school days to respond. If a resolution is not reached at this point, an 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 to resolve the dispute.

“Success from the past equates the path of success for the future”

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.

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. 20-2-118

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 based on race, color, gender, ethnic origin, or religion in hiring practices or the administration of educational or co-curricular programs. Also, the school is not intended to be an alternative to court or administrative agency ordered or public school district initiated desegregation.

Equal Opportunity Statement

NLAE complies with all federal, state, and local laws, and provides an equal opportunity for all students. NLAE 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 New Life Academy of Excellence, Inc. not to discriminate based on gender, age, race, ethnic group, color, disability, religious belief, or national origin in the educational programs and activities, or admissions to facilities operated by New Life Academy of Excellence, or in the employment practices of the school system. It is the express policy of New Life Academy of Excellence to comply with all laws and regulations relating to discrimination now in effect or hereafter enacted New Life Academy of Excellence 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.

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 nighttime 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. Under 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 school 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. 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.

Responsible for Use of Electronic Media for Students

New Life Academy of Excellence recognizes that the use of technology is prevalent in society. Students and staff have access to the Internet, cell phones, games, and a variety of personal technology devices. Students utilize social media websites and applications as well as a variety of other digital resources that allow them to interact, share, create, and innovate. Staff members utilize these same resources as a means to effectively engage students, motivate student learning, and collaborate with colleagues.

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 information 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 not expect 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, the user must 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 a 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 of 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. 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.

“Planned success with hard work results actual success”

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 a 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, a 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 to determine 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.

Parent Contract

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. 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 an 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 3:30 PM, 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, 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 can 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 to enhance my child's academic growth:
 - To read and use the 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

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, IPADs, MP3 Players, radios, or any other personal equipment or items to school.

Lockers are to be used for the 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 the school and/or private property will be subject to disciplinary action following 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.

