



*"A School Where Educating Is Our Number One Goal"*

## **Perfecting Excellence 2011-2012**

### Student Handbook

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# Welcome

Welcome to New Life Academy of Excellence, Inc.

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 know and abide by the policies and procedures of New Life Academy of Excellence, Inc.

A sample of Parent Contract is attached to the back of the handbook. Your student's teacher will send a copy of the contract home on their first day of school. This contract is due back to the school on the following Monday. Each student must have a signed copy of the Parent Contract in their student file. Additional copies can be found under the Resources Tab on our website at [www.newlifeacademyga.com](http://www.newlifeacademyga.com).



**Welcome to New Life Academy of Excellence!!!**

## **Message from the Director**

Dear Students and Parents:

We are very excited to welcome your family to New Life Academy of Excellence, Inc.! “A School Where Educating is Our Number One Goal”.

I am looking forward to a happy and productive year with all of you who are coming to us for the first time, all of you who are returning for another great year. As the Founder and Director, it is my pleasure to thank all of you for joining our school family. We are doing everything possible to reach our goal of providing a foundation to help meet the needs of our students, so that they can be ready to affect the world in a positive way.

Moreover, NLAE goal is to produce academically advanced students who will lead our nation in the future. The energetic youth will take on the challenge of becoming bilingual/multilingual in the ever-changing, fast-paced society.

As the director of New Life Academy of Excellence, Inc., I would like to personally thank you again for joining our great school family!

Cordially yours,

Mr. Alphonsa Forward Jr.  
Director and Founder

## **Our Mission**

The mission of New Life Academy of Excellence, Inc. is to partner with parents/guardians of Gwinnett County by offering a school of choice. We achieve our mission by providing an educational environment for academic achievement and individual growth and development. We prepare students to be successful in a global economy through the opportunity for them to learn.

## **Our Goal**

New Life Academy of Excellence, Inc. will:

- Provide students with a caring and supportive learning environment that addresses their individual needs.
- Work with parents/guardians and local communities to develop the intellect and character of the students.
- Utilize innovative teaching techniques delivered by a superior faculty.
- Offer a challenging curriculum including a foreign language that prepares children for lives of leadership in a rapidly changing world.

## **Nondiscrimination Policy**

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

## **Academic Knowledge and Skills (AKS) Curriculum**

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

The teaching staff at New Life Academy of Excellence, Inc. uses the Academic Knowledge and Skills (AKS) Curriculum. The AKS represents the Board of Education's accepted content standards for excellence in academic knowledge and skills for all students. The AKS includes all the state's curriculum objectives. State and local assessments measure student learning of the curriculum.

## **Attendance Policies and Procedures**

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 last a lifetime. Good attendance is the backbone to having good grades. A minimum level of attendance is required for attainment of the AKS Curriculum. The Director of New Life Academy of Excellence, Inc. has designated the minimum level of attendance that is consistent with state standards. **The school day begins promptly at 8:00 a.m. and ends at 3:00 p.m.**

### **Definitions:**

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

**Compulsory Attendance:** Attendance in public schools, 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 birthday 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 home school 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) 20-2-6901.1

**Tardy:** Students are considered tardy to school if the student arrives at the student drop off after 8:00 a.m. Frequent tardiness of even a few minutes clearly interferes with an individual student's performance. By interrupting the class, it also disrupts other students as well. If a child is late five (5) minutes every day, your student would miss a total of twenty-five (25) minutes of lessons per week.

**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.

**Excused absence or tardy:** is one in which the parents/guardians, by written notice, presents a reason for non-attendance. This notification must be within two school days of the child's return to school.

The acceptable reasons for an excused absence or tardy includes:

- Illness
- Medical, dental or other appointment, which cannot be scheduled before or after school and accompanied by a return to school notice.
- Recognized religious observances
- Family emergencies or events such as funeral or birth

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

### **Early Checkout/Tardy Policy**

A student should not be released within the final hour of school day, 2:00PM, unless the Director or Administration determines it is an emergency or an excused event. The school will provide written notice to the parent/guardian after three (3) early checkouts within a thirty (30) day period. Additional tardy or early checkouts will result in a mandatory conference with the Administration.

The school will not recognize students for perfect attendance when they are tardy three or more times or have three or more excused early checkouts in a month.

### **Excessive Tardy Penalties**

If your child is continually tardy, (exceeding five (5) per month) the penalty may be but not limited to:

- Morning Detention
- Afternoon Detention
- Saturday School
- Community Service
- Counseling Group Participation
- Isolated Lunch
- Parent Conferences
- In-School Suspension
- Out- of- School Suspension
- Referral to Social Services Agencies
- Referral to Juvenile Court

### **Disciplinary Policy Statement**

In effort to provide a safe environment for all of our students and staff we have developed the following policies and procedures.

### **Behavior Plan and Policies**

#### **Disruptive Behavior**

Disruptive behaviors included using profane language, throwing objects or any other behaviors that significantly disrupt the learning of others.

1<sup>st</sup> Offense- The teaching staff will conference with the student, call parent/guardian and/or request a time out in another class, and record in the Student Log.

2<sup>nd</sup> Offense- The teaching staff will conference with the student and refer the student for conference with parent/guardian, send student to another class for a time out and record in the Student Log.

3<sup>rd</sup> Offense- The teaching staff will refer student to an administrator. The Administrator will conference with the student, issue a suspension for 1-10 days, and will arrange a parent/teacher/administrator conference. The conference must be attended by all to reinstate the student.

## **Aggressive Behavior**

Aggressive behaviors include hitting, kicking, biting, pinching, pushing, shoving, threatening bodily harm or any other behavior that may cause bodily harm to another individual. The severity of the aggressive behavior determines the level of student discipline.

1<sup>st</sup> Level- The teaching staff will conference with student and call student's home.

2<sup>nd</sup> Level- The teaching staff will work with the administration to resolve the infraction. Administrator will conference with student, place student on in-school time-out, issue a pending suspension and call student's home to set-up meeting with a parent/guardian and teaching staff. Pending suspension begins once the student has been removed from class.

3<sup>rd</sup> Level- The teaching staff will work with the administration. Administration will conference with the student, suspend the student for 1-10 days. Student will be picked up at the time of suspension and a parent/teacher/administrator conference will be arranged to reinstate the student. Suspension begins once the student is removed from the building.

Following these policies will provide a safe and nurturing place for all of our students.

## **Suspension and Expulsion Violations**

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

1. Violence, force, or threats of violence or force, coercion, intimidation, bullying, inappropriate touching, inappropriate literature or notes or any other similar behavior that may interfere with another's well being, safety, rights or daily activity.
2. Possession of weapons, facsimiles of weapons, or the suggestion or implication that one possesses such items or has access to them.
3. Open defiance, disrespect, or disruptive behavior.
4. Cheating.
5. Stealing.
6. Dishonesty.
7. Consistent failure to complete homework or class work.
8. Destruction or Defacement of school property or others' personal property.
9. Trespassing or being in an unauthorized part of the school.
10. Leaving the school building or campus without permission.

11. Verbal or written profanity or obscenity or any inappropriate gestures or actions.
12. Repeated violations of dress code.
13. Other behavior deemed to be seriously inappropriate or repetitive behavior.

Suspension or expulsion is at the sole discretion of the Director of New Life Academy of Excellence. Depending on the severity of the infraction the Director of New Life Academy of Excellence has the sole discretion to suspend or expel at any level or any offence that is deemed necessary to ensure the safety of students and staff.

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

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

### **Rights of Students**

Students have the right to an orderly, safe, and wholesome school atmosphere that recognizes their unique gifts, abilities, and talents. They have the right to individual recognition and the fair, firm, and consistent application of policies designed to call forth their best personal efforts to succeed.

### **Responsibilities**

Students have the responsibility to act in such a manner as to not infringe on the rights of others or cause disorder which prevents others from learning or taking full advantage of school activities.

Students are expected to show respect for teachers, staff and all other members of the school community. Relationships based upon mutual respect create a harmonious learning environment.

### **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 schools designated arrival time and must go directly to their assigned classroom or other specified location.
5. Students are responsible for taking good care of all textbooks, library books, school materials, and other school property.
6. Students may not write, draw or put stickers on school property.

7. Students should label all personal items with their name as New Life Academy of Excellence, Inc. is not responsible for any personal items that are lost or stolen.
8. Students may not use others' belongings without permission.
9. When students leave a line for any reason, they will go to the back of the line. Places are not saved or cuts allowed.
10. Students may not be in any classroom without adult supervision.
11. Students may not bring to school such things as toys, pets, matches, guns, bullets, firecrackers, squirt guns, knives or any other dangerous or disruptive items or replicas of dangerous or disruptive items.
12. Students may not bring their own gym equipment (balls, jump ropes, skates, etc.) to school without permission.
13. Students will be permitted to use the office phone or classroom phone only with teacher or office staff permission.
14. Student may not chew gum at school or eat on the playground
15. Students may not go home for lunch or leave the school grounds during the day.
16. Students are expected to keep the playground litter free.
17. Cell phones, pagers, CD players, radios, tape recorders, toys, electronic games or others electronic devices, inappropriate printed materials, or other potentially disruptive personal belongings may not be brought to school.
18. Skateboards, rollerblades, and bikes may not be brought to school without permission.
19. Students may not sell items at school or school functions without prior approval from the administration.
20. Visiting friends or relatives may not attend class with students without prior approval from administration.
21. Students may not possess or use in any manner tobacco or tobacco products, medication prescription or non-prescription or items purported to be such, at school or school related activities.
22. Students may not sell, use, possess, or distribute drugs or alcohol, or items purported to be such, at school or school related activities.
23. Students who walk to school are expected to conduct themselves in an appropriate manner.

### **Classroom Responsibilities and Expectations**

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

1. Follows all classroom rules and routines as established and required by the teacher.
2. Respects the rights and belongings of others and does not infringe on their personal space or interfere with their work or property.

3. Does not talk in a disruptive manner (loudly or without permission) or make noises or movement that disturbs others.
4. Does not throw objects, hit, kick, or do anything to endanger another student's or staff member's safety.
5. Respects the feelings of others by not bullying, teasing, name calling, or making unkind remarks.
6. Assumes responsibility for having all learning materials and fully completed assignments at school each day.
7. Keeps his or her desk and work area organized and clean.
8. Listens carefully during lessons, follows directions and make good use of time without disrupting other students or the learning process.
9. Shows respect to all adults and follows directions willingly and promptly.
10. Treats coming to school as a job and a very important responsibility.
11. Comes to school on time and in complete uniform each school day.

### **Care of Equipment and Books**

Use of school equipment, materials, and books will result in normal wear. Students and parents 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 withhold re-enrollment, report cards, and school records until all fees and replacement costs have been paid.

### **Parent/Teacher Conference**

All Parent/Teacher conferences held during the year are mandatory for parents/guardians.

### **Volunteer**

New Life Academy of Excellence, Inc. welcomes the volunteering from parents and guardians. It is a policy of New Life Academy of Excellence, Inc. that volunteers who are in the school on a regular basis (more than 5 times a month) must obtain and submit a local police background check annually. The background check can be done 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, Inc.

## **LobbyGuard© Kiosk**



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.**

The LobbyGuard will print out a badge with your picture. You will need this badge to sign out of the building as well.

Here is what the LobbyGuard does:

- Quick Visitor Check In  
Quickly sign in school visitors without forms or logbooks. Highly-visible visitor badges strengthen our school visitor policy.
- Instant Background Checking  
Will run instant background checks on all school visitors against sexual offender database and immediately alert appropriate personnel if a match is made.
- Volunteer Registration  
Keeps track of your volunteer hours and in/out times.

Please feel free to try the demo at [www.lobbyguard.com](http://www.lobbyguard.com).

## **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.

**PLEASE NOTE: ANY MEDICATION, INCLUDING PRESCRIPTIONS MUST BE SUBMITTED BY AN ADULT TO THE CLINIC OR FRONT DESK WITH A DETAILED NOT OF ADMINISTRATION. ALL MEDICATIONS MUST BE IN THE ORIGINAL CHILD-PROOF CONTAINER WHEN SUBMITTED TO THE SCHOOL. PERSCRPTION 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 ACCOMPAINED BY AN ADMINISTRATION OF MEDICINE REQUEST FORM, WHICH CAN BE OBTAINED ON THE WEBSITE OR THE FRONT DESK. MEDICATION IS ADMINSTERED ONCE A DAY AT 10:00AM.**

### **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.

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

### **Contagious Diseases**

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

### **Uniform Policy**

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

New Life Academy of Excellence, Inc. feel that a safe and disciplined learning environment is the first requirement of a good school. Where people are safe and secure, who learn basic life values and the essentials of good citizenship are 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 uniforms items is the responsibility of the parent/guardian. In the event that a child is in violation of the uniform code, a notification will be sent home. NLAE expects the parent to address the uniform violation promptly.** The goal of the uniform policy is consistency. Therefore, all uniform items other than shoes and accessories **must be purchased** directly from Uniform Source which has been selected as NLAE's approved uniform provider.

## Dress code

### Girls K-5<sup>th</sup> :

- Plaid Jumper (Plaid #91) worn with Peter Pan Blouse **ONLY**
- Plaid Full Wrap Skort (Plaid #91 ) worn with pique polo burgundy or white with logo **ONLY**
- Plaid skirt (Plaid #91) worn with pique polo burgundy or white with logo **ONLY**
- Peter Pan Blouse, with logo- worn with jumper **ONLY**
- Pique Knit Polo, White or Burgundy worn with logo worn with skirt or skort **ONLY**
- Crew Neck 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 Heelys)
- Windbreaker Jacket or Fleece Jacket Burgundy with logo (Optional)

### Girls 6<sup>th</sup> & 7<sup>th</sup> :

- 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)

### Boys K-5<sup>th</sup> :

- 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 (optional)
- Windbreaker Jacket or Fleece Jacket, Burgundy, with logo (optional)
- Belt – Black
- Socks – Black
- Shoes – Black with Rubber Soles (no sneakers, boots or Heely's)

### Boys 6<sup>th</sup> & 7<sup>th</sup> :

- 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)

## **Personal Appearance**

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

**Violations of the dress code or personal appearance guidelines will be treated as very serious matters by the staff.**

## **Karate Uniform**

On the days that students have Karate, full Karate uniform (jacket, t-shirt, pants, shoes and belt) is required. Students must wear their full karate uniform with “all-white” or “all-black” sneakers. Students may not remove their karate jacket. **A black t-shirt (not under shirt) must be worn with uniform. No graphic design t-shirt, no other color t-shirt or Spirit wear shirts.**

## **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 “ALL WHITE” OR “ALL BLACK” SNEAKERS (NO BOOTS OR HEELY’S). NO OTHER COLOR JEAN IS 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 bring them the appropriate uniform attire before being admitted to class.** The administration of New Life Academy of Excellence, Inc., reserves the right to make the final judgment regarding uniforms. The school administrators, reserves the right to modify the uniform policy for special occasions such as field day, spirit day, wacky week, etc.

## **Violations:**

Three (3) violations of the mandatory uniform attire make your child ineligible for the Citizenship Award and will result in disciplinary action.

1<sup>st</sup> Violation: Call from teacher

2<sup>nd</sup> Violation: Call from teacher and write-up

3<sup>rd</sup> Violation: Parent/Guardian will be required to come in for a conference with an administrator.

## **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 recite and know the Cafeteria Rules as follows:

1. Enter the cafeteria quietly and in H.A.L.L.
2. Go to your assigned table
3. First 10 minutes silent lunch
4. Remain seated at all times
5. Be polite and use good table manners
6. Speak quietly to your neighbor
7. Raise your hand for help
8. No sharing food of any kind
9. Clean up your area and throw away trash
10. Line up in H.A.L.L. for dismissal

## **H.A.L.L. Rule**

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

**H- Hands at your side**

**A- All eyes forward**

**L- Lips zipped**

**L- Low speed**

## **“FIVE”**

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

“FIVE”, is an opportunity to further pursue character building. All students know that a hand represent the number five. The hand is a visual and physical tool that can denote five character traits that each NLAE student must strive to embody. Each finger on the hand represents one of the five character traits. The phrase “Five, can create a constant reminder of the personal behavior standards each NLAE student must attain.

“FIVE”

1. Honesty-Thumb
2. Respect-Index Finger
3. Responsibility-Middle Finger
4. Tolerance-Ring Finger
5. Motivation-Pinkie or Little Finger

## **NLAE Character Traits**

**A NLAE student chooses honesty first.**

**A NLAE student shows respect for all.**

**A NLAE student honors ever responsibility.**

**A NLAE student extends tolerance for all.**

**A NLAE student is a model of self motivation.**

## **Lunch Program**

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

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

Several studies have found positive effects of well-balanced diet and proper nutrition on cognitive ability.

Also, children who are well fed and nourished have greater capacity to fight off infection. Therefore, they are less likely to become sick, miss school, and fall behind in class. Although

many schools attempt to provide nutritious lunches for children if one were to tour some school cafeterias one would find a great deal of unhealthy foods.

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

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

### **Lunch Prices**

#### **LUNCH MUST BE ORDERED A WEEK IN ADVANCE.**

	Lunch	Juice or Water
Weekly	\$17.00	\$1.50
Biweekly	\$35.00	\$3.00
Monthly	\$70.00	\$6.00

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

### **How to Order Lunch:**

#### **LUNCH MUST BE ORDERED A WEEK IN ADVANCE.**

- Go to [www.lynnscateringinc.com](http://www.lynnscateringinc.com)
- Place cursor (or arrow) over **Menu**
- Then click on **Schools** under the dropdown menu
- On the lower left-hand corner of the School Menu page click on the **Download This Month's Menu** icon
- This will show the menu for the month. After you have seen the menu place the cursor (or arrow) over **Pricing** and click on it
- At the bottom of page under the **School Lunch Payment Plan** you can choose the **weekly, biweekly or monthly** option for payment for lunches. After choosing your selected payment option click on the **Add to Cart button**.
- You will see **Shopping Cart** options choose the amount (i.e., \$17. 50 for weekly, \$35 for biweekly, or \$70 for monthly lunches)
- This will take you to the Paypal secure payment screen.
- To add drinks click the Continue Shopping button, which will take you back to the Pricing page where you can choose a drink option (i.e., \$1.50 weekly, \$3.00 bi-weekly, and \$6.00 monthly).
- Once you have checked your total order amount to be correct click on **"Check out with Paypal"** button
- This will take you to a page that states **Your Order Summary**

- Click on **Pay with Debit or Credit Card**
- Enter information ensuring that you include the following: **Your Child's NAME, GRADE, and CAMPUS**
- You will receive an invoice number. Retain this for your records. We will be sent confirmation of your order by Paypal
- Lastly, use the **Contact** page on the website to send us an email let us know the dates your child will be eating (e.g., 11/29/10 to 12/3/10)
  - **PLEASE DO NOT SEND MONEY WITH STUDENT TO PURCHASE LUNCH. LUNCH MUST BE PURCHASED ONLINE.**

### **Field Trips**

Students may be provided with off-campus education 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 or other adults. Students will not participate in field trips without prior written permission from parents/guardians and the approval of the teacher.

### **Birthday and Special Occasions**

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

### **Inclement Weather**

If school is cancelled for inclement weather, the days will be made up as indicated by the Gwinnett County School 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 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 must complete a school withdrawal form.
3. All students must complete the withdrawal procedure, which includes submission of overdue school work and return of all school property.
4. All financial obligations to the school must be paid in full.
5. School records will be transferred upon receipt of a parental release of records request, return of all school property, and payment of all financial obligations. School records will be transferred directly to the new school of choice.
6. Books and Materials Fees are non-refundable.

**\*\*\*\*\*Don't tear out a copy will be sent separately\*\*\*\*\***

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## **Parent Contract**

I the Parent(s)/guardians(s) of \_\_\_\_\_  
have read and agree to abide by the following as outlined in this contract:

Whereas, I as the undersigned parent(s)/guardian(s) have made a personal decision to enroll my child at New Life Academy of Excellence, Inc. in order to provide my child with a unique educational opportunity;

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

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

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

- To recognize and embrace my role as having primary responsibility for the education of my child.
- To attend all conferences scheduled with any member of the New Life Academy of Excellence, Inc. staff.
- To purchase uniforms including logo for my child the approved supplier 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 and Tardy Policy provided to me.
- If I am late picking up my child, which is after 3:30PM and have (3) consecutive late pick-ups without notice from the parent/guardian the authorities will be contacted for abandonment.
- I will meet my financial obligation to the school (i.e. materials fees, NSF fees, unreturned fundraising materials, field trip fees, graduation fees, etc.) I understand that I may request the opportunity to make payment arrangements. It is my responsibility to contact the Business Office to make such arrangements necessary. I understand that if I have outstanding debt to the school, I will not receive Report Cards or be able to have my child's records transferred to another school.
- I am aware that I may attend school functions that are open to parents and do understand that I am able to take photos and record some school functions. I am also

aware that I may not post these materials that contain other students on any form of social media (i.e. Facebook, Twitter, Flickr, Myspace, Youtube, etc.).

Therefore, as parent/guardian for a student at NLAE I agree to the following in order to enhance my child's academic growth:

- To read and use information sent home by the school and posted on the school's website to keep parents/guardians 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.

I (We) understand that by not fulfilling all of these contractual obligations to the school and to my child, the school has the right to suspend or request that my child be withdrawn from NLAE. I also understand that I will be provided a copy of this contract for my records.

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_