



# **2017-2018 Parent and Student Handbook**



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### **MISSION STATEMENT**

The mission of New Life Charter Academy is to provide an innovative, loving, caring, and supportive education for students to strive for academic excellence through the use of arts and technology integrated curriculum.

### **VISION**

Pursing educational excellence through the infusion of arts and technology.

### **SCHOOL HOURS**

Drop-off.....	7:15 a.m.-7:45 a.m.
Breakfast.....	7:15 a.m.-7:45 a.m.
Regular School Day .....	8:00 a.m.-3:30 p.m.
Aftercare.....	3:45 p.m.-6:00 p.m.

### **SCHEDULE**

7:15 a.m. – 7:55 a.m. ....	Students Arrive
8:00 a.m. ....	School Begins (after this time students are considered tardy)
3:30 p.m. – 3:45 p.m. ....	School Ends
3:45 p.m. - 4:00 p.m. ....	Grades K-5 Dismissal
3:45 p.m. - 6:00 p.m. ....	Aftercare



# NEW LIFE CHARTER ACADEMY CODE OF CONDUCT

Note: All school rules are in effect at all times on campus and at all school sponsored events off campus or when a student is wearing the school uniform or can be identified as a New Life Charter Academy student by their attire. All New Life Charter Academy students are students of the Broward County Public Schools.\*

**\*For any topic that is not specifically covered in this document, New Life Charter Academy will adhere to the Code of Student Conduct (CSC) of Broward County Public Schools.**

The Broward County Student Code of Conduct can be found at [www.newlifecharteracademy.org](http://www.newlifecharteracademy.org).

The mission of New Life Charter Academy, with parental and community support, is to provide an innovative, loving, caring, and supportive education for students to strive for academic excellence through the use of arts and technology integrated curriculum. The school holds its students accountable to the highest level of student conduct. We expect our students to treat others with respect and courtesy. **The goal of the Code of Conduct is to assist students in developing self-discipline, character, and responsibility for our school, the larger community, family, and fellow students.** The primary objective of this code is to develop each student's potential for learning and to foster positive interpersonal relationships. If this is to be accomplished, it is necessary that the school environment be free of disruptions, which interfere with teaching and learning activities. The student's conduct determines to a great extent the full development of positive relationships.

## **CAFETERIA CONDUCT**

Students are permitted in the cafeteria during their assigned lunch periods ONLY. Running and shouting are considered improper behavior in the cafeteria. Students will proceed through the cafeteria line in an orderly fashion, "first come, first served." Students may not hold a place in line for other students. Students are responsible for cleaning up after themselves; by placing their own trash in the proper receptacles and helping maintain a clean eating environment. Students are not permitted to send out for food and parents are not to have food delivered to the school. Students are to report promptly to their lunch period and are not permitted to leave the cafeteria without permission of supervising faculty. Misconduct in the cafeteria will result disciplinary sanctions.

## **FOOD AND BEVERAGE POLICY**

Food and beverages other than water may not be consumed in the building outside of the cafeteria.

## **USE OF PORTABLE ELECTRONIC DEVICES**

Cellular telephones and other electronic equipment will not be used in the school building at any time; before, during, or after school, and will be confiscated if heard or seen. Cell phones and other electronic equipment that is confiscated will be held for 24 hours and returned only to the student's parents or legal guardian.

## **PLAYGROUND RULES**

The supervisor's responsibility is to enforce these rules and ensure the safety of the children.

1. Slide down the sliding board, sitting, facing forward **one at a time**.
2. Walk up the slide ladder **NOT** the slide.
3. Stay away from the buildings.
4. Do not throw any items; such as equipment, mulch, rocks, etc.
5. Do not stand less than 5 feet in front or behind the swing set

## **CONSEQUENCES**

<b>1<sup>st</sup> consequence</b>	Non-Verbal/Verbal Warning-Redirection by the teacher
<b>2<sup>nd</sup> consequence</b>	Class-Dojo Action
<b>3<sup>rd</sup> consequence</b>	Parent contacted and loss of privilege
<b>4<sup>th</sup> consequence</b>	Administrative conference is scheduled with Principal, Parent and Teacher
<b>5<sup>th</sup> consequence</b>	Out of school suspension/ referral sent home and filed with the Broward County School Board
<b>SEVERE CLAUSE</b>	Fighting, Disrespect or Disruptive behavior <u>may</u> result in <u>immediate</u> suspension from school



# NEW LIFE CHARTER ACADEMY POLICIES AND PROCEDURES

## **DROP OFF PROCEDURES**

Parents are to drop off their child at the designated entrance loop. Please do not drop your child off before 7:15 AM and leave them unattended. A designated staff member will walk children from the drop-off site from 7:15 AM-7:55 AM. The teacher will mark students arriving after 8:00 a.m. tardy. Students who arrive after 8:00 a.m. must be brought to the office and signed in late **by an adult!** Please do not drop off your child in the front parking lot and allow them to enter the building unattended.

## **PICK UP PROCEDURES**

**Dismissal is at 3:30 PM-3:45 PM for Grades K-5.**

Please use the **designated** entrance loop to pick up your child(ren).

**Dismissal ends at 3:45 PM.** If your child will not be participating in the Aftercare Program we request that they be picked up no later than 3:45 p.m. **All children not picked up by 3:45 PM who are not enrolled in the Aftercare Program will go into one class together and you will be charged \$10 which will be due on the next school day.**

**A late fee of \$1 per minute will be charged for students picked up after 6:00 p.m. Children not picked up by 6:30 p.m. must be reported to the police.**

## **ATTENDANCE POLICY**

When your child will be absent from school, please call the school office and leave a message that morning to report the absence and reason for absence. If you do not call in to report the absence within 48 hours, your child will receive an "unexcused absence". You must call in each day your child is out. You will receive a letter once your child receives 3 unexcused absences. Please note five tardies will equal one unexcused absence. A child will be considered tardy if he/she comes to school after 8:00 a.m. Research has shown that there is a strong correlation between attendance and achievement in school. Therefore, our attendance policy will be strictly enforced in accordance with Broward County Attendance and Truancy Regulations. Please do your best to get your child to school on time every day!

## **AFTERCARE PROGRAM**

Students who will be staying on campus after dismissal at 3:45 p.m. will be participating in the Aftercare Program. The fee for this program is \$165 a month for one child and \$175 a month per family or a \$10 daily fee. **The Aftercare registration form must be completed PRIOR to your**



**child(ren) participation in the aftercare program. All children not picked up by 3:45 PM who are not enrolled in the Aftercare Program will go into one class together and you will be charged \$10.**

### **EARLY DISMISSAL**

If you need to pick up your child during school hours, you must do so through the office. You will be required to sign an Early Dismissal Log at which time we will call your child to come to the office. We encourage parents to schedule doctor appointments after school hours in order to minimize disruption to the classroom. **You may not sign your child out after 2:00 p.m.**

### **STUDENT AWARDS**

New Life Charter Academy will hold an Honor Roll Assembly at the end of each quarter.

### **RETENTION**

Please refer to New Life Charter Academy's Promotion Criteria. The Student Progression Plan is located at [www.newlifecharteracademy.org](http://www.newlifecharteracademy.org). Parents will be notified in writing of any changes made to the promotion criteria and/or pupil progression plan. The parents will always be informed of the decision in the form of a formal conference.

### **SCHOOL PICTURES**

School pictures are taken at least twice a year. Information is sent home for you to complete and return if you wish to order the pictures.

### **LOST AND FOUND**

In order to avoid problems before they occur, please label everything that belongs to your child. Do not send valuable items (e.g. jewelry, electronics, and family heirlooms) to school with your child. Contact your child's teacher first and then the front office if your child is missing something.

### **PARENT CONFERENCES**

Please contact your child's teacher via email or phone (Main Office) to schedule an appointment for parent conferences.

### **SCHOOL LUNCHES**

New Life Charter Academy is a National School Lunch Sponsor. Applications are available allowing families to apply for free or reduced priced meals in the main office. Children may bring their lunch from home or purchase a school lunch daily. Students may not be removed from the campus for lunch. We encourage healthy eating habits, so please limit the sugar intake in your child's lunch. School lunches will be provided and can be purchased weekly or monthly. If a student forgets his/her lunch, we will notify the parent and request that a lunch be provided. The microwave will not be accessible for student use.

**Money for meals can be paid online or in the Main Office.**





### **FEES**

Any fees accrued **must** be paid to the Main Office or online. Accepted forms of payment are: credit/debit card, cash, or checks made out to **New Life Charter Academies, Inc.** Please indicate what the fee is for in the memo portion of the check. If you ever have any questions about your account, please call the Main Office.

### **SCHOOL SUPPLIES**

NLCA will distribute a list of the necessary school supplies for the class. Please make sure that your child is prepared for class each day.

### **COMMUNICATION**

You can contact the Main Office during the hours of 8:00 a.m.- 3:15 p.m. A great communication tool is Praxi School, where one can view announcements and reach faculty/staff members. Also, one can visit our website for upcoming events and announcements. **Remember to check your child's communicator folder, Student Agenda, and Praxi School daily for important information and announcements.**

### **MEDICATIONS**

All medications, including over the counter and Band-Aids, must be administered through the office. The proper paperwork must be completed and the office is responsible to schedule and administer all medications. Neither aspirin nor non-aspirin pain reliever are not allowed without a doctor's note. **We do not supply any non-prescription medication.** If your child needs to take any medication during school hours, please completely fill out the Medical Authorization form signed by the prescribing physician and return it to our office to be placed in your child's health folder. All prescription containers must be current and match the authorized prescription. No over the counter drugs can be administered by anyone on staff.

### **IMMUNIZATIONS**

Please make sure that all of your child's immunizations are kept up to date. If you have any questions, please contact the Main Office.

**STUDENT ACCIDENTS**

Any student injured at school will be sent to the office. The parents will be contacted by the teacher or staff member in charge. All student accidents will be reported to the Principal and a Student Incident Report will be completed.

**MAKE-UP WORK**

The student and the teacher shall work together to make up any missed assignments, tests, homework, etc., whether for excused or unexcused absences, up to the specified absence limit. Immediately upon return to school from an absence, the student shall be given the number of days missed plus one additional day to submit the make-up work for full credit.

**FIELD TRIPS**

The New Life Charter Academy Board believes that field trips are an integral part of the learning process in many areas of education. For purposes of this policy, a field trip shall be defined as an approved trip away from a school site.

**REPORT CARDS**

Report cards will go home every quarter. The chief purposes of this report are:

- \* to help parents understand the child's progress in relation to the school's objectives;
- \* to help parents share in planning for future progress; and
- \* to help the child grow through an evaluation of his/her habits, attitudes, and achievements.

## **GRIEVANCE PROCEDURES FOR PARENTS**

If parents disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure.

If a situation occurs when parents believe that a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The parent may discontinue the procedure at any step.

- \* Parent presents problem to the Principal, in writing, within 7 school days after incident occurs. If the Principal is unavailable or the parent believes it would be inappropriate to contact the Principal, parent may present problem to the Board Representative.
- \* Principal responds to problem during discussion or within 7 school days, after consulting with appropriate management when necessary. Principal documents decision.
- \* Parent presents problem to the Board Representative of New Life Charter Academy in writing, within 7 school days, if problem is unresolved.
- \* The Board Representative reviews and considers problem. The Board Representative and Principal decide whether the problem can be resolved at the school level or requires a Board decision. The Board Representative informs parent of decision within 7 school days.

Parents may also, at any time, request to have an item placed on the Board agenda. This is done by putting the request in writing to the Board Representative at least 24 hours before a Board meeting.

Not every problem can be resolved to everyone's total satisfaction, but only through discussion and understanding of mutual problems can parents and educators develop confidence in each other. This confidence is important to keep the home-school partnership strong.

Contact Information for Board Representative:

Edith Dean

954-381-5199

[info@newlifecharteracademy.org](mailto:info@newlifecharteracademy.org)



## THE NEW LIFE CHARTER ACADEMY UNIFORM GUIDELINES

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Dressing and grooming standards are considered an essential part of the educational process. All students are expected to dress and groom themselves neatly in clothing suitable for school activities.

The colors of the school are red, white, and navy blue polo shirts with khaki-colored bottoms. Please note: Students must purchase uniform shirts with a New Life Charter Academy emblem. **We expect compliance with the uniform requirements and it will be strictly enforced. If your child is out of uniform, we will call you to bring in the appropriate uniform.** Please prepare for the cooler weather with an approved New Life Charter Academy fleece jackets.

Uniforms can be purchased at **All Uniform Wear located at 8350 Pines Blvd, Pembroke Pines, FL 33024.**

The school has the right to ask a student to change his/her dress or personal grooming habits if it is deemed inappropriate or disruptive to the educational environment. Repeat violations of the dress and grooming code shall be considered defiance of authority and may result in disciplinary action as described in the Student Code of Conduct. Administrators will make the final determination as to what constitutes appropriate attire. Parents who have difficulty providing clothing or shoes for their children should contact the main office for assistance.

Exceptions and additional requirements to the dress code may be made in supervised physical activities, some extracurricular activities, or school-sponsored events as determined by the principal. Medical exceptions shall be made upon certification from the family physician of the student. The following expectations are required of all New Life Charter Academy's students:

- \* All clothing must fit and be worn properly;
- \* All clothing must be appropriate for school;
- \* Revealing or tight-fitting materials/apparel are not appropriate;
- \* Garments may not have oversized pockets;
- \* Clothing items are to be free of holes or frays;
- \* School-provided, athletics-issued garments are to be worn only during the designated athletic activities;
- \* All articles/layers of clothing together must meet the dress code requirements. No coats will be allowed to cover inappropriate dress;
- \* Mustang spirit apparel must be school or school organization related;
- \* Pajamas are not allowed;
- \* Beachwear is not allowed;
- \* The midriff may not be visible, even when hands are raised above the head;



- \* Undergarments must not be visible.

**\*Uniforms can be purchased at All Uniform Wear located at 8350 Pines Blvd, Pembroke Pines, FL 33024.**

### **TOPS**

All students must wear a red, white, and/or navy blue polo shirt.

### **BOTTOMS**

- \* All students must wear Khaki-colored bottoms. Students are allowed to wear long pants (no cargo pants or denim), shorts, and girls may wear skorts. These can be purchased at any department store
- \* All shirts will be tucked in and if pants are worn they will be belted at the waist with a black or brown belt and must be visible.
- \* Clothing must be no shorter than a dollar bill's width above the kneecap.

### **OUTERWEAR**

- \* Students may only wear New Life Charter Academy outerwear.
- \* All other outerwear will not be permitted.

### **HAIR & MAKE-UP**

- \* Hair should be well groomed and without abnormal colors or streaks.
- \* Make up is not allowed for any student.
- \* Hair must be clean, trimmed and kept out of the eyes.
- \* Sideburns may not be longer than the bottom of the ear.
- \* No arrangements that are distracting in the educational environment.

### **FOOTWEAR**

- \* All students must wear closed toed shoes and/or sneakers.
- \* Absolutely no open-toed shoes or heels allowed.

### **ACCESORIES**

- \* Girls may wear earrings that do not exceed the size of a nickel.
- \* Beads, earrings, armbands, wristbands, or other items, which symbolize anti-social group membership will not be worn. This includes spiked rings, other spiked jewelry, wallet chains, or gang related jewelry.
- \* Head coverings - (for example, hats, caps, hoods, etc.) will not be worn or displayed at any time on campus during the school day unless the student is participating in a school-sponsored outdoor activity. **When hats are permitted, hats must be appropriately sized and will not be worn sideways or backwards.**
- \* Oversized necklaces will not be permitted (i.e., dog chains, large chains).
- \* Bandannas are not allowed.

### **SYMBOLS**

Any article of clothing that displays illegal activities, alcohol or drug slogans or other suggestive or inappropriate designs, including, but not limited to, those that promote (suggest) sex, violence, or anti-social behavior or do not promote positive behavioral expectations will not be allowed.



## NEW LIFE CHARTER ACADEMY PARENT/SCHOOL CONTRACT

The parent(s)/guardian(s) of \_\_\_\_\_ have read and agree to abide by the following:

WHEREAS, the undersigned parent(s)/guardian(s) has made a personal decision to enroll my child(ren) at the New Life Charter Academy in order to provide my child with a unique educational opportunity;

WHEREAS, my desire and decision to enroll my child at the New Life Charter Academy based upon my desire to become an active partner in the education of my child; and

WHEREAS, I recognize that the New Life Charter Academy is a public charter school of choice;

NOW THEREFORE, in consideration of the foregoing;

1. As a parent of a student at the New Life Charter Academy my commitment is to abide by the following rules and regulations adopted by the Board of Directors:
  - A. To recognize and embrace my role as having primary responsibility for the education of my child;
  - B. To attend all conferences scheduled with any member of the New Life Charter Academy staff;
  - C. To participate in the Parent Volunteer Program, including volunteering 20 hours per family at a capacity that is sensitive to the needs of the school;
  - D. To provide transportation to and from school for my child. If I am late picking up my child, I understand that I will be charged for after-school care at whatever rate is in existence at that time. If my child is continually tardy, I understand that for the benefit of my child's education, he/she may be required to attend a school that is more accessible for my child;
  - E. To purchase uniforms for my child(ren) at All Uniform Wear and ensure my child(ren) abides by the Dress Code of the New Life Charter Academy;
  - F. To be responsible for timely payment of any fees accrued to my account at the New Life Charter Academy;



- G. To participate in the New Life Charter Academy meetings which are scheduled throughout the school year;
  - H. To encourage my child to abide by the New Life Charter Academy and Broward County Student CODE OF CONDUCT.
2. In order to enhance my child’s academic growth, I agree to do the following:
- A. To read and use information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom;
  - B. To provide a suitable time and place within a quiet setting for homework;
  - C. To provide a suitable time and place for thirty minutes of reading daily;
  - D. To check my child’s homework folder/binder nightly;
  - E. To encourage my child to reach his or her academic level with deep commitment and enthusiasm for learning;
  - F. I agree to have my child here on time each and every day;
  - G. I agree to pick my child up each and every day on time;
  - H. I agree to check the Praxi School Website daily;
  - I. I agree to check Class Dojo daily;

**I (We) understand that by not fulfilling my contractual obligations to the School and to my child, this will result in my child being suspended or withdrawn and referred to a regular public school or a private school of the parent’s choice as approved by the New Life Charter Academy Board of Directors.**

Parent Name Printed \_\_\_\_\_

Date \_\_\_\_\_

Parent Name Signed \_\_\_\_\_

Date \_\_\_\_\_



# **NEW LIFE CHARTER ACADEMY**

**2017-2018**

## **VOLUNTEER SECTION**

Thank you for your commitment to your child's education at The New Life Charter Academy! This section is designed to help you complete your volunteer hours with us.

The best way to ensure that you complete your hours is to start right away. The first step to completion of your hours is to contact the School Operations Manager. We do realize that many of you work; therefore we have also given the option of monetary or supply donations.

Every family is expected to complete 20 volunteer hours by the end of the school year. Volunteer opportunities will also be included in our school's monthly newsletter. Be sure to check the website and read the newsletter on a regular basis. Hard copies are available upon request. Once an event is announced, there may be a limited number of volunteers required. Please be sure to sign up ahead of time in the front office to volunteer for an event. We are always willing to work with you to make your volunteer hours as enjoyable and beneficial as possible. Please remember that in order for your child to be re-enrolled in New Life Charter Academy for the following school year, you must have all of your volunteer hours completed before the last day of school.

The entire New Life Charter Academy Staff looks forward to working with each and every one of you as we continue the journey through our student's education.



## Guidelines for Volunteers

1. Volunteers should set a good example for students by their manner, appearance, and behavior.
2. Volunteers are expected to be well-groomed and dressed appropriately.
3. The safety and education of students must be the main concern of volunteers while engaged in school activities.
4. Individual student's grades, records and abilities are personal and confidential information. Students have a right to confidentiality under Florida Statute 228.093 that covers:
 

<p>academic work completed standardized test scores health data interest inventory reports reports of serious or recurrent behavior patterns</p>	<p>family background information attendance records grades teacher or counselor ratings and observations</p>
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5. Volunteers will not give medication to any students.
6. Volunteers **will not** contact parents regarding student performance or behavior.
7. **Classroom supervision and student discipline are the responsibilities of the teacher and school.**
8. Permission for a student to leave the classroom must always be given by the teacher.
9. Volunteers are required to sign in and out.
10. For identification, volunteers are required to wear a name badge when helping with school activities.
11. Volunteers should receive a receipt reflecting the amount of hours as well as a description of the work performed prior to leaving the office.

**ANSWERS TO SOME QUESTIONS REGARDING NEW LIFE CHARTER ACADEMY  
VOLUNTEER HOURS**

1. **Do I have to do all of my hours?** Yes, you do. If all of your hours are not completed, you will be asked to meet with the administration and/or Board prior to enrolling your child for the following school year.
  
2. **By when must my hours be complete?** Your hours must be completed by the last day of school. Half of your volunteer hours should be completed by winter break. Volunteer hours completed over the summer will count for the next school year.
  
3. **Who can complete my volunteer hours for me?** Anyone with the following relation to a New Life Charter Academy student may complete the 20 hours of service for that child: mother, father, sister, brother, aunt, uncle, or grandparent. Please note that siblings volunteering must be 18 years or older and not currently attending a public school. Whoever is volunteering must make sure that the appropriate paperwork is filled out and signed in order to get credit.
  
4. **Do I have to take time off of work to come in during school hours and volunteer?** No, you do not. There are many activities that count as volunteer time that can be done at home or after school hours. Please contact your child's teacher or the principal for suggestions.
  
5. **What does count for volunteer time?** If you ever have a question, please call the campus office. The following activities have been approved for volunteer hours:
  - \* Working at a Festival
  - \* Chaperoning field trips
  - \* Attending school meetings (Parent/Title I) and School Events
  - \* Setting up for special events (i.e. Fall Festival, Kindergarten Graduation, Field Day, International Festival, etc.)
  - \* Donating office and school supplies\* (\$5 for every 30 minutes; please provide receipts to the main office for any donations)

\*Please read monthly newsletters for wish lists and announcements of special volunteer times, such as festivals, field day and graduation.
  
6. **If I have already volunteered for my 20 hours, can I still volunteer?**  
We encourage volunteerism throughout the year and hope that all of our families spend countless hours with their children in the classroom.  
The hours, however, do not carry over to the following year.
  
7. **May I bring my other children with me when I do my volunteer hours?** For safety and practical reasons, we request that you not bring any other children with you while you are doing your volunteer hours. Please make your child care arrangements accordingly before your scheduled volunteer time.
  
8. **How do I prove that I have completed my volunteer hours?** Upon completion of a volunteer activity, please sign the volunteer log which can be found in the main office. If you are working on campus during school hours, you must sign in and out in the office and have hours approved and signed off by the teacher whom you assisted.

## CONFLICT RESOLUTION POLICY

What should you do if you have a concern about your student at New Life Charter Academy? Please follow this step-by-step approach to conflict resolution. Review the chart below for the best step-by-step approach to conflict resolution.

### START HERE

**First, identify the person closest to the concern.** Very often, this will be your child's teacher.

E-mail the teacher summarizing why you wish to speak to the teacher. They return messages within 48 hours. Talk to the teacher about your concern. If your problem is not resolved, go to the next rung.

~

After talking to the staff member closest to the issue, you may still need further help. Contact and meet with the Dean of Students.

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If you remain dissatisfied with the solutions at hand, speak with the Principal.

~

If your serious concern remains unresolved, contact the Board Representative.

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The final appeal can be made to the Board of Directors.

- STEP 1: Meet with Teacher
- STEP 2: Meet with Dean of Students
- STEP 3: Meet with the Principal
- STEP 4: Meet with the Board Representative\*
- STEP 5: Final appeal to the Board of Directors

\*Contact Information for Board Representative:

Edith Dean

954-381-5199

[info@newlifecharteracademy.org](mailto:info@newlifecharteracademy.org)

## **NEW LIFE CHARTER ACADEMY WELLNESS POLICY**

### **Student Wellness**

New Life Charter Academy believes that good health fosters student achievement and student attendance. Thus, New Life Charter Academy is committed to providing a school environment that promotes and protects children’s health, well-being, and ability to learn. This environment will be achieved by teaching, supporting and modeling healthy eating habits and lifestyles, physical activity and physical education, and school safety. New Life Charter Academy recognizes that the learning environment can influence the way in which children develop life-long eating, physical activity, and healthy lifestyle habits. New Life Charter Academy further recognizes that children need access to healthful foods, opportunities to be physically active, and supported in a nurturing learning community in order to grow, learn, and thrive.

### **Wellness Policy Development**

New Life Charter Academy believes that the participation of the community, school food service professionals, school administrators, physical education and health educators, staff, and students is essential.

### **Nutrition Education Guidelines**

- Nutrition education will be provided each month via printed monthly menus to all parents and students.
- Food and Nutrition will continue to teach nutrition education in the schools as part of their educational program.
- The School will dispense information and engage in activities that promote healthy snack choices and increased physical activity will be offered in the elementary/secondary schools.
- Students will receive nutrition education that is interactive and teaches skills they need to adopt healthy eating behaviors. Classroom lectures, activities and student participation are provided in nutrition and health classes. Classroom written test (such as multiple choice, essay and fill in the blank) are given in the area of nutrition.

### **Health Education**

- Health education components to the current class curriculum will give students the opportunity to learn the role that various nutrients have in the body in order to maintain good health and disease protection.
- Students in health education classes will be encouraged to discuss with family members cultural food choices to determine the potential effect on the family's health.
- The knowledge of the value of good nutrition will enable students and families to make positive choices when purchasing food items.

### **Physical Activity**

- Physical education will include the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.
- The school provides a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted.
- Information will be provided to families to help them incorporate physical activity into their student's lives.

### **Other School Based Activities**

- Support for the health of all students will be fostered by providing healthy meal environments that enable all students to have adequate meal times and expressly prohibit the use of food as a reward/punishment.
- On call school nurses who provide vision, and scoliosis screening at appropriate grade levels, with referral and help to obtain financial assistance for students who are determined to have a problem.
- To monitor physical growth and development, Body Mass Index (BMI) will be calculated by Health Services for appropriate grades and for students who fall outside of normal range for height and weight. Results will be sent home to parent/guardian.

- Programs such as hand washing, dental screening, blood pressure screening, and body awareness will be offered to appropriate grades by on call school nurses.
- On call School Nurses will also be available to develop health care plans and offer student health education on a one-to-one basis when needed.

### **Nutrition Promotion Policy**

- The school environment, including the classroom and cafeteria, will provide clear and consistent messages that promote and reinforce healthy eating.
- The school will provide parents with healthy snack ideas, lists of foods for healthy celebrations and opportunities for physical activity before or after school.”

### **Assurance**

- We assure that the guidelines for reimbursable meals will not be less restrictive than regulations and guidance issued by USDA.

### **Nutrition Guidelines**

- We will meet or exceed the standards of the National School Lunch Program (NSLP).
- Meal servings will consist of 200 or fewer calories per portioned package.
- No more than 35 percent of total calories will be allowed from fat per serving size.
- Zero trans fat per serving
- The total sugar must be at or below 35 percent by weight.
- Sodium must be at or below 480 mg per side dish and at or below 600 mg per main dish/
- All meals served will be consistent with the Dietary Guidelines.
- Our food service program will contribute to developing healthy eating habits for both pupils and parents.

### **Implementing the Wellness Policy**

- Wellness goals and policy updates will be provided to students, parents and staff intermittently. School wellness updates may be provided in the form of handouts, the school website, articles and information provided in the school newsletter, presentation and though other appropriate means to ensure that the school community is informed and public input is encouraged.

### **Evaluating and Measuring Goals**

- The wellness team will meet quarterly to review nutrition and physical activity policies, evidence on student health impact and effective programs and program elements.

### **Stake Holder Participation**

- At the final board meeting of each year, the wellness policy will be discussed and all stakeholders will be asked to provide feedback on the policy. All comments and recommendations will be considered.
- The school will consider student needs in planning for a healthy nutrition environment. Students will be asked for input and feedback through the use of surveys and attention will be given to their comments.

### **Designate Wellness Policy Monitor**

- The Principal, Shirley Brunache will make sure our wellness policy is being met by NSLP guidelines, and will ensure compliance with established school-wide nutrition and physical activity policies. The local school wellness policy will be reviewed annually, as required by K-20 Education Code 1003.453.

<b>Kindergarten Promotion Criteria</b>	
Criterion #1:	Scores Instructional Reading Level B or greater on the Benchmark Assessment System (BAS).
<b>Good Cause</b>	
Criterion #2: Alternative Assessment	Scores 70% or greater on the Houghton Mifflin Harcourt Florida Journeys Common Core 2014 Benchmark Test (Unit 5) Phonemic Awareness, Phonics, High-Frequency Words, Blending Words, and Listening Comprehension sections (pages 59-73).
Criterion #3: Alternative Assessment	Recognizes 48 of 52 Letter Names <b>AND</b> Distinguishes 20 of 26 Letter Sounds <b>AND</b> Understands 15 of 21 Concepts of Print
Criterion #4: Previous Retention	Student has received intensive reading intervention and was previously retained in Kindergarten.
Criterion #5: ELL Program Participation	English Language Learner (ELL) student with less than two years of instruction in the English for Speakers of Other Languages (ESOL) program based on the initial date of entry into a school in the United States.
Criterion #6: ELL Committee Recommendation	English Language Learner (ELL) student with two or more years in the English for Speakers of Other Languages (ESOL) program based on the initial date of entry into a school in the United States cannot be retained solely due to lack of English proficiency. Retention requires the recommendation of an ELL committee.
Criterion #7: ESE Alternate Assessment	Student with a disability whose Individual Education Plan (IEP) indicates participation in a statewide alternate assessment.
Criterion #8: ESE Retention Deferral	Student with a disability whose parent chooses to defer retention (maximum of one retention in K-5 unless parent requests additional retention).
Criterion #9: Intervention through Rtl Process	Student receives intensive Tier 2 or Tier 3 intervention through the Rtl process and demonstrates increased performance based on progress monitoring data (increase in student achievement to the level set by the goal of the intervention). Student will continue to receive intensive intervention in the subsequent grade level.
Criterion #10: Extraordinary Circumstances	Student receives a Superintendent's Exemption from retention due to extraordinary circumstances.





<b>FIRST GRADE PROMOTION CRITERIA</b>	
Criterion #1:	Scores 55% or greater on the Primary End of Year Reading Test that aligns with the Language Arts Florida Standards.
<b>GOOD CAUSE</b>	
Criterion #2: Alternative Assessment	Scores Instructional Reading Level I or greater on the Benchmark Assessment System (BAS).
Criterion #3: Alternative Assessment	Scores 70% or greater on the Houghton Mifflin Harcourt Florida Journeys Common Core 2014 Benchmark Test (Unit 5) Reading and Analyzing Text section (multiple choice items 1-15, pages 81-91).
Criterion #4: Previous Retention	Student has received intensive reading intervention and was previously retained in K-1 for a maximum total of two years, not to exceed one retention per grade level.
Criterion #5: ELL Program Participation	English Language Learner (ELL) student with less than two years of instruction in the English for Speakers of Other Languages (ESOL) program based on the initial date of entry into a school in the United States.
Criterion #6: ELL Committee Recommendation	English Language Learner (ELL) student with two or more years in the English for Speakers of Other Languages (ESOL) program based on the initial date of entry into a school in the United States cannot be retained solely due to lack of English proficiency. Retention requires the recommendation of an ELL committee.
Criterion #7: ESE Alternate Assessment	Student with a disability whose Individual Education Plan (IEP) indicates participation in a statewide alternate assessment.
Criterion #8: ESE Retention Deferral	Student with a disability whose parent chooses to defer retention (maximum of one retention in K-5 unless parent requests additional retention).
Criterion #9: ESE Previous Retention	Student with a disability participating in district wide assessment, has an Individual Education Plan (IEP) or a Section 504 Plan reflecting intensive instruction for more than two years, and was previously retained in grades K-1.
Criterion #10: Intervention through Rtl Process	Student receives intensive Tier 2 or Tier 3 intervention through the Rtl process and demonstrates increased performance based on progress monitoring data (increase in student achievement to the level set by the goal of the intervention). Student will continue to receive intensive intervention in the subsequent grade level.
Criterion #11: Extraordinary Circumstances	Student receives a Superintendent's Exemption from retention due to extraordinary circumstances.

<b>SECOND GRADE PROMOTION CRITERIA</b>	
Criterion #1:	Scores 65% or greater on the Primary End of Year Reading Test that aligns with the Language Arts Florida Standards.
<b>Good Cause</b>	
Criterion #2: Alternative Assessment	Scores Instructional Reading Level M or greater on the Benchmark Assessment System (BAS).
Criterion #3: Alternative Assessment	Scores 70% or greater on the Houghton Mifflin Harcourt Florida Journeys Common Core 2014 Benchmark Test (Unit 5) Reading and Analyzing Text section (multiple choice items 1-20, pages 133-150).
Criterion #4: Previous Retention	Student has received intensive reading intervention and was previously retained in K-2 for a maximum total of two years, not to exceed one retention per grade level.
Criterion #5: ELL Program Participation	English Language Learner (ELL) student with less than two years of instruction in the English for Speakers of Other Languages (ESOL) program based on the initial date of entry into a school in the United States.
Criterion #6: ELL Comm. Recommendation	English Language Learner (ELL) student with two or more years in the English for Speakers of Other Languages (ESOL) program based on the initial date of entry into a school in the United States cannot be retained solely due to lack of English proficiency. Retention requires the recommendation of an ELL committee.
Criterion #7: ESE Alternate Assessment	Student with a disability whose Individual Education Plan (IEP) indicates participation in a statewide alternate assessment.
Criterion #8: ESE Retention Deferral	Student with a disability whose parent chooses to defer retention (maximum of one retention in K-5 unless parent requests additional retention).
Criterion #9: ESE Previous Retention	Student with a disability participating in districtwide assessment, has an Individual Education Plan (IEP) or a Section 504 Plan reflecting intensive instruction for more than two years, and was previously retained in grades K-2.
Criterion #10: Intervention through Rtl Process	Student receives intensive Tier 2 or Tier 3 intervention through the Rtl process and demonstrates increased performance based on progress monitoring data (increase in student achievement to the level set by the goal of the intervention). Student will continue to receive intensive intervention in the subsequent grade level.
Criterion #11: Extraordinary Circumstances	Student receives a Superintendent's Exemption from retention due to extraordinary circumstances.

THIRD GRADE PROMOTION CRITERIA	
Criterion #1:	Scores Level 2 or greater on the Florida Standards Assessment (FSA) for English Language Arts.
<b>GOOD CAUSE</b>	
Criterion #2: Alternative Assessment	Scores acceptable level of performance on the state-approved achievement test in reading comprehension.
Criterion #3: Portfolio Assessment	Scores acceptable level of performance on the state-approved English Language Arts portfolio assessment.
Criterion#4: Summer Assessment/Alternative Assessment	Scores acceptable level of performance on the state-approved reading assessment (administered at the end of the Reading Academy for Third Grade Promotion in the summer following third grade retention).
Criterion #5: Mid-Year Assessment/Alternative Assessment	Scores acceptable level of performance on the Broward Standards Assessment (BSA) for English Language Arts (administered in September following third grade retention).
Criterion #6: Previous Retention	Student has received intensive reading intervention and was previously retained in K-3 for a maximum total of two years, not to exceed one retention per grade level.
Criterion #7: ELL Program Participation	English Language Learner (ELL) student with less than two years of instruction in the English for Speakers of Other Languages (ESOL) program based on the initial date of entry into a school in the United States.
Criterion #8: ESE Alternate Assessment	Student with a disability whose Individual Education Plan (IEP) indicates participation in a statewide alternate assessment.
Criterion #9: ESE Previous Retention	Student with a disability participating in statewide assessment, has an Individual Education Plan (IEP) or a Section 504 Plan reflecting intensive instruction for more than two years, and was previously retained in grades K-3.

FOURTH GRADE PROMOTION CRITERIA	
Criterion #1:	<b>READING:</b> Scores Level 2 or greater on the Florida Standards Assessment (FSA) for English Language Arts.
	<b>MATH:</b> Scores Level 2 or greater on the Florida Standards Assessment (FSA) for Mathematics.
<b>Good Cause</b>	
Criterion #2: Alternative Assessment	<b>READING:</b> Scores Instructional Reading Level S or greater on the Benchmark Assessment System (BAS).
	<b>MATH:</b> Scores 60% or greater on the Houghton Mifflin Harcourt Florida Go Math! Mathematics Florida Standards End of Year Test.
Criterion #3: Alternative Assessment	<b>READING:</b> Scores 70% or greater on the Houghton Mifflin Harcourt Florida Journeys Common Core 2014 Benchmark Test (Unit 5) Reading and Analyzing Text section (multiple choice items 1-35, pages 147-169).
	<b>MATH:</b> Scores 60% or greater on the Houghton Mifflin Harcourt Florida Go Math! Common Core Benchmark Test A or B.
Criterion #4: Previous Retention	Student has received intensive reading and/or math intervention and was previously retained in K-4 for a maximum total of two years, not to exceed one retention per grade level.
Criterion #5: ELL Program Participation	English Language Learner (ELL) student with less than two years of instruction in the English for Speakers of Other Languages (ESOL) program based on the initial date of entry into a school in the United States.
Criterion #6: ELL Committee Recommendation	English Language Learner (ELL) student with two or more years in the English for Speakers of Other Languages (ESOL) program based on the initial date of entry into a school in the United States cannot be retained solely due to lack of English proficiency. Retention requires the recommendation of an ELL committee.
Criterion #7: ESE Alternate Assessment	Student with a disability whose Individual Education Plan (IEP) indicates participation in a statewide alternate assessment.
Criterion #8: ESE Retention Deferral	Student with a disability whose parent chooses to defer retention (maximum of one retention in K-5 unless parent requests additional retention).
Criterion #9: ESE Previous Retention	Student with a disability participating in statewide assessment, has an Individual Education Plan (IEP) or a Section 504 Plan reflecting intensive instruction for more than two years, and was previously retained in grades K-4.
Criterion #10: Intervention through RtI Process	Student receives intensive Tier 2 or Tier 3 intervention through the RtI process and demonstrates increased performance based on progress monitoring data (increase in student achievement to the level set by the goal of the intervention). Student will continue to receive intensive intervention in the subsequent grade level.
Criterion #11: Extraordinary Circumstances	Student receives a Superintendent's Exemption from retention due to extraordinary circumstances.

FIFTH GRADE PROMOTION CRITERIA	
Criterion #1:	<b>READING:</b> Scores Level 2 or greater on the Florida Standards Assessment (FSA) for English Language Arts.
	<b>MATH:</b> Scores Level 2 or greater on the Florida Standards Assessment (FSA) for Mathematics.
<b>Good Cause</b>	
Criterion #2: Alternative Assessment	<b>READING:</b> Scores Instructional Reading Level V or greater on the Benchmark Assessment System (BAS).
	<b>MATH:</b> Scores 60% or greater on the Houghton Mifflin Harcourt Florida Go Math! Florida Standards End-of-Year Test.
Criterion #3: Alternative Assessment	<b>READING:</b> Scores 70% or greater on the Houghton Mifflin Harcourt Florida Journeys Common Core 2014 Benchmark Test (Unit 5) Reading and Analyzing Text section (multiple choice items 1-35, pages 151-178).
	<b>MATH:</b> Scores 60% or greater on the Houghton Mifflin Harcourt Florida Go Math! Common Core Benchmark Test A or B.
Criterion #4: Previous Retention	Student has received intensive reading and/or math intervention and was previously retained in K-5 for a maximum total of two years, not to exceed one retention per grade level.
Criterion #5: ELL Program Participation	English Language Learner (ELL) student with less than two years of instruction in the English for Speakers of Other Languages (ESOL) program based on the initial date of entry into a school in the United States.
Criterion #6: ELL Committee Recommendation	English Language Learner (ELL) student with two or more years in the English for Speakers of Other Languages (ESOL) program based on the initial date of entry into a school in the United States cannot be retained solely due to lack of English proficiency. Retention requires the recommendation of an ELL committee.
Criterion #7: ESE Alternate Assessment	Student with a disability whose Individual Education Plan (IEP) indicates participation in a statewide alternate assessment.
Criterion #8: ESE Previous Retention	Student with a disability participating in statewide assessment, has an Individual Education Plan (IEP) or a Section 504 Plan reflecting intensive instruction for more than two years, and was previously retained in grades K-5.
Criterion #9: Intervention through Rtl Process	Student receives intensive Tier 2 or Tier 3 intervention through the Rtl process and demonstrates increased performance based on progress monitoring data (increase in student achievement to the level set by the goal of the intervention). Student will continue to receive intensive intervention in the subsequent grade level.
Criterion #10: Extraordinary Circumstances	Student receives a Superintendent's Exemption from retention due to extraordinary circumstances.



## 2017-2018 Statement of Acknowledgment

**Student Name:** \_\_\_\_\_ **Current Grade Level:** \_\_\_\_\_

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures of New Life Charter Academy as defined in the Parent/Student Handbook that I have received.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

