

# North Metro Academy of Performing Arts Student/Parent Handbook 2021-2022



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The North Metro Academy of Performing Arts (NMAPA) Staff Handbook is intended to be a “tool” to assist staff members in carrying out their essential work at North Metro Academy of Performing Arts. Like any tool, it should allow the person to do a more efficient and effective job. It must be used as it was designed; this tool is no exception! Staff members should use this handbook as a “working document” and refer to it often. Staff should also be acquainted with the rules, regulations, and policies of North Metro Academy of Performing Arts and the Governing Board for North Metro Academy of Performing Arts.

This handbook will be revised and updated each year. Faculty and staff members are expected to read the handbook and become familiar with its information. A detailed *table of contents* should be employed to locate specific topics.

Since this is a working document, it can be revised as the need arises. Staff members are encouraged to make suggestions for improvements or revisions. Please submit suggested changes directly to the administrative team for review.

## **MISSION STATEMENT**

**North Metro Academy of Performing Arts (NMAPA)** integrates performing arts into a rigorous Georgia Performance Standards-based academic curriculum. North Metro Academy of Performing Arts offers the families of Gwinnett County an educational alternative that is personalized to the needs of local children. NMAPA is the first elementary theme school in Gwinnett County Public Schools. Students have the opportunity to develop unique interests, uncover hidden talents, experience satisfaction in accomplishments, gain a sense of responsibility, and pursue education as a way of life through educational programs tailored to their own specific needs. Such practices include, but are not limited to, smaller classroom sizes, alternative and researched-based instructional methods, professional development opportunities, and individualized and differentiated instruction.

**Our Mission:** North Metro Academy of Performing Arts engages students in instruction that integrates academics and performing arts in ways that address the unique needs and interests of each student while intentionally developing

**Table of Contents****Pg. #**

GCPS Mission, Vision, Goals, and Core Beliefs	4
School Hours	5
Car Rider Information	5
Attendance Procedures	7
Early Checkout	8
School Entrance Requirements	10
Student Records	10
Visiting For Lunch	11
Withdrawal Information	11
Birthdays	12
Cafeteria Information	12
Cell Phone Policy	13
Clinic Information	14
eCLASS	14
Field Trips	15
Ice Cream Orders	15
School Celebrations	16
School Communications	16
AKS	18
Grading Procedures	19
SST	20
Student Conduct	21
Discipline Procedure	22

# **Gwinnett County Public Schools Mission, Vision, Goals, and Core Beliefs**

## **Mission Statement**

The mission of the Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

## **Vision Statement**

Gwinnett County Public Schools will become a system of world-class schools where students acquire the knowledge and skills to be successful in college and careers.

## **Board Goals**

Gwinnett County Public Schools will ensure a world-class education for all students by focusing on teaching and learning the Academic Knowledge and Skills (AKS) curriculum.

Gwinnett County Public Schools will ensure a safe, secure, and orderly environment for all.

Gwinnett County Public Schools will optimize student achievement through responsible stewardship of its financial resources and the proactive pursuit of all resources necessary to meet current and future demands.

Gwinnett County Public Schools will recruit, employ, develop, and retain a workforce that achieves the mission and goals of the organization.

Gwinnett County Public Schools will meet the continuing and changing demand for essential information through technological systems and processes that support effective performance and desired results.

Gwinnett County Public Schools will provide and manage the system's facilities and operations in an exemplary manner as determined by programmatic needs and best management practices.

Gwinnett County Public Schools will apply continuous quality improvement strategies and principles as the way the organization does business.

## **Core Beliefs**

- Our core business is teaching and learning.
- All children can learn at or above grade level.
- All children should reach their learning potential.
- The school effect is important and has a profound impact on every child's life.
- A quality instructional program requires a rigorous curriculum, effective teaching, and Ongoing assessment.
- All children should be taught in a safe and secure learning environment.

## **Part I: General School Information**

### **School Hours**

Our school hours are 8:15 AM – 4:00 PM.

Students may enter the building between 8:15 – 8:30 AM.

To optimize instructional time, our bell system will be as follows:

8:15 AM	Students may enter the building and go to class
8:30 AM	Morning news program and announcements. Tardy bell rings.
3:20 PM	Dismissal Begins

### **Arrival/Dismissal**

Students are expected to be at school on time. Children may arrive at school as early as 6:30 am to participate in our BeforeCare program. Students will be dismissed to their homeroom beginning at 8:15 am. Our morning news program begins at 8:30 AM. Attendance is taken by 8:50 AM. Students will be marked tardy if they arrive in their classrooms after 8:50 AM.

### **Car Riders**

The following car rider guidelines have been established to provide the highest level of safety for our students:

#### **Morning Car Rider Procedures**

- Students may enter the school beginning at 8:15 AM. School begins at 8:30 AM.
- Remember – morning announcements go on air at 8:30 AM.
- Staff members will be present to help students enter the school each morning. Car drivers should remain in their vehicles and refrain from using their cell phones during drop-off.

Please note: If a student is dropped off in the car rider lane after 8:30 AM, he or she likely will not be able to arrive in his/her classroom prior to the 8:30 AM bell. The best suggestion to avoid tardiness is to allow students to ride the school bus or drop off in the Car Rider lane between 8:15 AM – 8:30 AM

### **Afternoon Car Rider Procedures**

- Cars need a tag number to pick up a student in the afternoon. If you know your child will be a car rider for various after-school activities during the school year, please secure a car rider tag. Car rider tags are available in the front office.
- Hang your car rider number from the rear-view mirror where it is easily visible.
- Advance forward slowly as you approach the pick-up area where students are entering cars and pull all the way up in the driveway so several cars can be loaded/unloaded at the same time.
- Please stay in line and do not try to go around the other cars.
- Staff members on duty will signal you to unload your vehicle in the morning and to load your vehicle in the afternoon. Children must load and unload from the passenger side of the vehicle only.
- For safety reasons, no child standing in the car rider lane will be released to anyone who walks up to the line and asks for his/her child(ren).
- If a parent is late picking up their child, the child will be taken to the front office, where the parent will be able to sign the child out.

Please be aware that cars without numbers will be asked to leave the car rider line and go to the front office to check out the student.

A special note: On inclement weather days, please plan to arrive earlier than your usual time.

### **School Spirit**

Mascot – Soaring Eagle

Colors- Navy, Gold, and Maroon

We encourage everyone to wear spirit wear and/or school colors every Friday!

### **Visitation Policy**

We welcome parents to our school. Teachers have many responsibilities during the day, so if you would like to meet with your child's teacher, please make an appointment. Upon arriving at school, please sign in at the reception desk and show a photo ID to receive a visitor's badge. Please sign out upon leaving as well.

If you would like to volunteer in your student's classroom, please schedule this with your child's teacher. Per school board policy, the principal or designee may, at his/her discretion, grant or deny permission for classroom visits and determine the duration of time. Again, please sign in at the reception desk and show a photo ID and sign out upon leaving. We ask that while you are here, you only visit your student's classroom(s) and only on the day(s) and time(s) arranged prior to your visit.

## **Attendance**

Attendance at school is an important part of student success and achievement. A pattern of absences may put a student at risk of not achieving the Academic Knowledge and Skills (AKS) for his/her grade level.

Certain absences are excused according to state guidelines. Excused absences include:

- Personal illness or attendance in school endangering a student's health or the health of others
- A serious illness or death in the student's immediate family requiring absence from school
- A court order or an order by a governmental agency mandating absence from school
- Observation of religious holidays, necessitating absence from school
- Conditions making attendance impossible or hazardous to the student's health or safety
- A student, whose parent or legal guardian is in military service of the United States or the National Guard, and such parent or legal guardian has been called to duty for or on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per year, for the day or days missed from school to visit with his or her parent or legal guardian prior to deployment or while on leave

Vacations are NOT excused absences. Students who are away from school for ten consecutive days (unexcused) will be withdrawn from school. Upon return, parents can re-enroll students, but placement in the previous classroom cannot be guaranteed.

A state truancy law (O.C.G Section 20-2-690.2) defines truant as "any child subject to compulsory school attendance who during the school calendar year has more than ten days of unexcused absences."

Please remember that you must send a note to the teacher stating the reason for your child's absences when he/she returns to school. Should the reason be one noted above, your child's absence will be marked "excused" if the reason for the absence is listed as an excused absence in the Handbook.

To be counted present for the whole school day, students who have doctor/dental appointments or emergencies that necessitate their absence for a portion of the school day must be present for at least the equivalent of half the school day, which is three ¼ hours.

## **Changes in Student Information**

To keep our records current, please notify the office in writing and your child's teacher immediately of a change in any of the following:

- Address
- Telephone number
- Employer and phone number of each parent
- Change of guardianship
- Person to call in case of emergency or when the parent cannot be reached
- Medical information

### **Changes in Student Transportation**

It is helpful to students to have consistent transportation plans. It can be very confusing for students as well as teachers to alternate between daycare and parent pick-up.

Additionally, accepting changes by telephone does not allow us to provide maximum safety measures for our students. Therefore, should there be a need to change transportation, a written note to the teacher from the child's parent or guardian (with a phone number) and the date indicating the change in his/her transportation home is required on the morning of the change. In the absence of a note from the parent, the child will be placed on his/her usual mode of transportation.

Note: Please make sure your child knows if there is a change in plans. Changes in the transportation of any kind will NOT be accepted via fax or email. In an extreme emergency, the parent will need to talk with an administrator. Changes must be received by 2:00 PM.

### **Early Check-Out of Students**

If early check out is necessary, the parent should plan to do so prior to 3:00 PM. This is necessary to provide a safe and timely dismissal for all students. A parent wishing to check out his or her child any time prior to 3:00 PM should send a note to the teacher that morning explaining the reason. The parent should then come to the front office, with a photo ID, to signout the student. It usually takes 5-10 minutes for a student to arrive after they are called for checkout. If the student is on the playground or in a connection class, it may take a little longer. Please plan accordingly.

For safety reasons, we release students only to those persons listed on enrollment forms. If anyone not listed attempts to check out a student, the office staff and/or an administrator will verify the person's ID. The parent will be contacted at this point (This will take additional time). Anyone picking up a student should be prepared to show photo identification. Students are released only from the front office and only to parents or adults designated by parents. Please do not go to the classroom to check out a student. Teachers are instructed not to release a student to anyone unless the office staff has notified them to do so.

### **Visitor Check-In**

For the safety of our students and staff, ALL visitors who enter NMAPA must register at the reception desk and show a photo ID. Visitors must always wear a visitor sticker while on school property. Staff members have been instructed to monitor our visitors and to send those without a badge or sticker to the front office. Visitors will not be allowed in the classrooms without a prearranged appointment. When leaving the school, visitors should return to the front office and check out. We encourage parents to visit the school, but the safety of students and staff is our priority.

### **Classroom Visits**

As a courtesy to your child's teacher and to protect instructional time, we ask that an appointment be made for volunteering and/or conferences. If you need to meet with a teacher, please schedule a time by contacting the teacher directly. Though it may seem convenient or quick to stop by the room before, during, or after the school day, our teachers must always supervise students.

Please allow your young child to become an independent and responsible student. To do this, we ask that you do not go into the classroom with your child in the mornings or afternoons to help him/her with book bags, etc.

### **Inclement Weather**

If overnight weather conditions make it necessary to cancel school, the announcement will be made by 6:00 AM on WSB Radio (750 AM. 98.5 FM) or Channel 2 News on TV. The school will send out school closings on our school message system. If no cancellation is announced, school is in session.

Sometimes severe weather moves in during the day. Listen to WSB Radio for early dismissal information. Announcements will always be made before any schools are dismissed early. A school message will be sent to parents. Please do not call the school as we need to keep phone lines open.

### **New Student Placement**

New students who meet eligibility guidelines and attended an accredited school will be placed in the appropriate grade that was recommended by the sending school. Placement for students moving from non-accredited schools will be handled on an individual basis.

## **School Entrance Requirements**

Students entering kindergarten must be age five on or before September 1, and Grade One students must be age six on or before September 1. All students entering Kindergarten or Grade 1 must present:

1. A copy of the birth certificate.
2. An official Georgia Department of Human Resources Certificate of Immunization, form #3231.
3. A Georgia Vision, Hearing, Dental and Nutrition Certificate, form #3300.
4. Proof of residency in the district. \*
5. Student's Social Security number (a waiver can also be signed if a parent is uncomfortable providing the Social Security number).

*\*Proof of residency requires one utility bill (only gas, water, or electric) and one of the following documents: non-contingent sales contract, current warranty or quickclaim deed, current notarized lease/rental agreement, current home purchase statement, most recent income tax return, current homeowner's insurance policy, current paycheck stub, and current residential property tax statement or bill.*

NMAPA is a theme school within Gwinnett County Public Schools. Any student who resides in Gwinnett County may attend our school. Parents and Guardians must provide transportation.

## **Student Records**

Under the Family and Educational Rights and Privacy Act of 1974, parents have certain rights:

- The right to inspect and review educational records of their child
- The right to challenge the content of those records
- The right to control the release of education records of their student
- The right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law
- The right to be informed of these rights just listed

To obtain a copy of Gwinnett County's policies of compliance with the law, or to request the opportunity to inspect and review your child's records, contact an administrator at Simpson.

Copies of a student's educational record may be transferred to officials of other schools or school systems in which a student seeks to enroll. Unless parents express, at the time of enrollment in Gwinnett County Public Schools, a need for additional notice of the transfer of student records, the records will be transferred to the enrolling school or school system without further notice.

### **Visiting for Lunch**

Parents are welcome to join their children for lunch. We do ask that parents refrain from eating with their child during the first two weeks of school and during testing week. This is to allow time for teachers to set cafeteria expectations. It is helpful to notify the teacher if you are planning on joining your child for lunch in the event there is a schedule change. To ensure we are adhering to safety guidelines (seating capacity) issued by the Fire Marshal; we must limit the number of visitors for lunch each day.

After signing in and securing a visitor badge in the front lobby, parents should meet their child at the entrance to the cafeteria (benches are provided to wait). Please sit with your child at one of the designated parent tables rather than with the classroom. Please allow your child to follow his/her normal routine in the cafeteria line and when leaving the cafeteria (parents should not escort students back to the classroom; students must leave the cafeteria when their class leaves). Due to limited space and security concerns students may not bring friends to join them at the parent table. Parents must stop by the front desk in the lobby to sign out before leaving.

Food purchased from an outside source such as a restaurant, deli, or fast-food establishment is not permitted in the cafeteria. Soft drinks are also not permitted.

### **Withdrawal Information**

Please notify the teacher at least one week before your child is to be withdrawn from school. A withdrawal form will be sent home on the last day of attendance, and this form should be given to the new school upon enrollment. Upon receiving the signed release of records from the transferring school, the student's records will be mailed to the new school.

## Part II: General School Policies and Procedures

### Birthdays

While birthdays are very special occasions and are recognized, birthday parties are not permitted at school. Parents may send in birthday snacks, but please do not send in drinks, balloons, or favors. Teachers appreciate being notified in advance if you are planning to send in a birthday snack. Do not send in snacks that require cutting. If you would like to purchase ice cream for your child's class as a birthday treat, you may do so.

Due to student confidentiality, we are unable to provide a list of addresses and/or phone numbers of students. We do not distribute birthday invitations at school unless everyone in the class (or every one of the same genders) is receiving one.

Please let the teacher know if:

- Your child has a food allergy
- You prefer that your child not be given occasional treats, candy, or birthday snacks.

### Bringing Food/Drink to School

Students may bring a nutritious snack to school. They may not, however, bring food from "fast food" restaurants for snack or lunch. This includes carbonated soft drinks.

### Cafeteria

We are proud of our self-service breakfast and lunch program. This procedure gives students an opportunity to choose foods they like as well as try new ones. Parents are always welcome to have lunch with their children. For the 2021-2022 school year meals will be at no cost.

<b>Breakfast</b>	Full breakfast	\$1.50
	Adult breakfast	\$1.75
	Side item	\$ .40
	Juice 4 oz	\$ .40
	Milk	\$ .40

<b>Lunch</b>	Student lunch	\$2.25
	Extra entrée	\$2.00
	Adult lunch	\$3.00
	Milk	\$ .40
	Iced tea (adults)	\$ .35
	Large water	\$ .75
	Silk Soy Milk	\$ .75

Breakfast – Served between 8:15AM – 8:45 AM. Students are not allowed to be in the cafeteria during the breakfast time unless they are eating breakfast.

If your child is allergic to certain foods or has special dietary requirements, please notify your child’s teacher and our cafeteria manager.

Breakfast and Lunch payment- Students may pay cash daily, prepay their lunches, or parents may set up an account online at: <https://www2.mypaymentsplus.com/welcome>. This is the preferred option as it eliminates the child bringing money or checks to school. You can also request an automated email when your child’s account is about to run out of money. The cost would be \$18.75 for breakfast and lunch per week. Please make checks payable to North Metro Academy of Performing Arts. Students will learn their student ID number to use when paying for meals.

Students who forget their lunch or money may charge their lunch. This privilege is limited to two charges. Parents will be notified of the charge, and payment is expected the following day. After charging lunch two times, students will be provided with water and a sandwich for lunch.

Free/reduced meal applications are available for students meeting state financial guidelines. Applications are available online or may be picked up from the front office or from the cafeteria on Open House/Registration Day.

### **Cell Phones/Devices**

Students may bring cell phones/devices to school; however, they must remain in their book bags in the silent/off position unless a teacher directs its use for instructional purposes. A BYOD (Bring Your Own Device) agreement must be signed for students to use devices for instructional purposes. Cell phones/devices may not be used on the school bus. The school is not responsible for any personal electronic device, including cell phones.

## **Clinic**

The clinic is available to students who get hurt at school or feel ill during the day. If a child becomes sick during the school day, the clinic worker will attempt to reach the child's parents. If unsuccessful, the other persons listed on the student information sheet will be contacted. It is imperative that we be able to always reach a parent/guardian.

The clinic worker will call parents if a student is vomiting, has a fever above 99 degrees, has been injured, or has head lice. In case of serious medical emergencies, paramedics will be called. Students in any of these situations cannot be sent home by bus. Students may not return to school until they are fever free for 24 hours.

The clinic worker dispenses all medications. No medication, including aspirin or Tylenol, can be given unless it is sent in the original container with written instructions from the parent. All medications must be sent to the clinic in the morning. Children are not to have medications in their possession during the school day, including cough drops. For medications given on a long-term basis, a special form must be signed by the child's physician and filed with the clinic worker. The clinic phone number is 770-903-3400.

## **eCLASS**

NMAPA is proud to highly utilize eCLASS, Gwinnett's digital Content, Learning, Assessment and Support System that is providing NMAPA an integrated learning management system to enhance student engagement and the learning process. eCLASS provides students and teachers with the digital tools they need to expand the walls of the classroom, foster collaboration, and nurture creativity.

### **Emergency Procedures**

Fire, tornado, and disaster drills are held each month throughout the school year so that students and staff are familiar with all appropriate safety plans.

If it is necessary for students to be picked up due to an emergency, parents should enter through the main doors to the school only. Your identification will be verified, and school personnel will be responsible for summoning the student. It is imperative that the student data verification form has up-to-date information with at least one other person who is responsible if you cannot be reached.

### **Field Trips**

We make every effort to bring individuals and groups to our school to minimize/eliminate cost and travel time for students. Occasionally, we may offer an opportunity for an off-campus field trip which requires a request for funds from parents for admission and transportation. No student will be denied or penalized for failure to contribute. However, if enough funds are not secured, the field trip will be cancelled.

### **Ice Cream**

NMAPA will sell ice cream every day of the week beginning Wednesday, August 11<sup>th</sup> in the cafeteria for \$1.00. Parents and teachers may purchase ice cream for their child's class (for special occasions) for a flat rate of \$25 for the class. Please make checks payable to *North Metro Academy of Performing Arts*. NO CASH WILL BE ACCEPTED FOR BIRTHDAY ICE CREAM ORDERS.

### **Internet User Agreement**

Students are responsible for appropriate behavior on all electronic devices at school. Access to network services is given to students who agree to act in a considerate and responsible manner. Any member of the staff may suspend specific user access if this does not occur. Use of the Internet must support educational activities and be consistent with the academic expectations of North Metro Academy of Performing Arts. Students will access approved "safe" sites only.

### **Lost & Found**

Items found in hallways, the cafeteria, or restrooms, and items found on the playground will be taken to the Lost and Found. Unclaimed articles will be donated to charity every nine weeks. Please write your child's name on all personal property for easy identification.

### **Messages to Students**

Only messages of emergency nature can be delivered to students. Please remember that our purpose is to provide an excellent learning environment, free from interruptions. Use of the telephone by students is permitted only in emergency situations.

### **Newsletters/School Menus**

You will be able to access the school newsletter and calendar from our school website. Our newsletter, "The Eagle Nest", will also be emailed to you monthly and will keep you informed of school events and other information you may need for the upcoming month.

### **School Pictures**

Individual school pictures are taken in the fall each year. Group pictures will be taken in the spring. These are offered as an option for purchase to students and parents.

### **School Celebrations**

The Gwinnett County Board of Education permits two school parties per school year. NMAPA hosts a winter and a spring party for each class. PTA Room Representatives help classroom teachers plan these events. Individual classroom celebrations that occur as part of the Academic Knowledge and Skills are at the discretion of the classroom teacher.

The Board of Education does not allow any parties for personal reasons, such as baby/wedding showers or surprise birthday parties for teachers. These events may be planned outside the school day.

### **School Communications**

Friday folders are sent home by each classroom teacher to provide timely information regarding classroom progress and conduct. Formal parent conferences are scheduled two times during the year. The Parent Portal is available for parents to view their child's grades online. To sign up for the Parent Portal, please fill out an application located in the front office and be prepared to show ID.

If you would like to speak with a teacher regarding your child's progress, please email the teacher directly, or call the school and leave a message for the teacher to call you back. Phone calls will be received by our office staff between 7:30 AM and 4:00 PM. Messages will be taken for teachers to return calls. We cannot interrupt teachers during instructional time. Teachers make every effort to return phone messages within 24 hours of receipt. We encourage parents to write a note or send an email as other means of communication. Please be aware, however, that teachers respond to notes and emails outside instructional time.

### **School Dress**

Students are expected to dress in uniform each day. Students will receive a warning the first occurrence of not following the dress code. Students who consistently do not follow the dress code will not be allowed to go to class. Students will need to pick them up or bring in a change of clothes. Students are encouraged to wear school spirit wear every Friday. Spirit wear can be purchased from the PTA.

### **Textbooks**

The school district provides textbooks for all students. Textbooks are scanned out to individual students and every student is obligated to take good care of the materials in his/her care. Any textbooks/learning materials must be paid for if lost or damaged. Online versions of textbooks are also available.

### **Toys and Electronics**

To provide the best learning environment for students, please do not allow your child to bring the following items to school. Additionally, students may not buy or trade items at school:

- Toys (including toy or water guns, lighters, or knives of any kind)
- Items that make distracting noises
- Laser lights (pens, etc.) which can cause visual distractions

## **Part III: Student Academic Information**

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

The Gwinnett County Public Schools Academic Knowledge and Skills (AKS) are the adopted curriculum. The AKS represent the standards for academic excellence for all students in our school system. Parents will receive an AKS booklet for their child's grade level at the beginning of the school year. This allows parents to know what their child is expected to learn.

Curriculum and instruction are designed for mastery of the AKS for all students. Each teacher has his/her own teaching style, and each student has his/her own learning style. Teachers will use AKS resources, national standards, textbooks, trade books, and other educational materials as resources for instruction.

### **Academic Contracts**

Anytime a student is not achieving his/her AKS curriculum goals, an academic contract may be written between the teacher, student, and parent. Academic contracts target the student's weakness(es) in the AKS, and list interventions to be done at school and home to help the student succeed. Progress is noted on the academic contract throughout the year and shared at parent-teacher conferences.

### **Counseling**

The goal of school counseling is to remove barriers to student learning. The school counselor serves as a resource for all students and staff. The counselors offer support for new students, assist students who are affected by grief, anxiety, and peer issues. They also work with all students on study skills, homework completion and test-taking skills. Parent education is an additional component of their program. The counselors work with students through classroom guidance lessons. With parent permission, our counselors also work with students individually and in small groups.

### **Gifted Education Program**

Students who meet state guidelines are served through our school's gifted education program (FOCUS) in an interdisciplinary approach. Referrals to the gifted program may come from teachers, parents, administrators, or because of system-wide testing. A student may be referred once during Grades K-2, once in Grades 3-5, once in middle school, and once during high school. The evaluation includes the student's mental aptitude, achievement, creativity, and motivation.

Private evaluation and testing may not be substituted for test data generated by the local school. NMAPA's gifted eligibility team reviews referrals at the beginning, middle, and end of each school year to determine which students qualify for the program.

## **Grading**

**Kindergarten and First Grade:** Students are assessed on progress toward the AKS by the following scale:

- E – Excellent
- S – Satisfactory Progress
- N – Needs to Improve
- U – Unsatisfactory Progress

**Grades 2 – 5:** The grade mark is a report of the individual student’s progress to his/her parents and to others who are concerned with the student’s progress in education. The following scale is used:

- |                  |                         |
|------------------|-------------------------|
| A = 90 and above | Excellent Progress      |
| B = 80 – 89      | Above Average Progress  |
| C = 74 – 79      | Average Progress        |
| D = 70 – 73      | Below Average Progress  |
| U = Below 70     | Unsatisfactory Progress |

When reporting progress (positive attitude, effort, participation, completion of tasks) for connection areas such as Art, Music, Physical Education, Technology, and Media, the following scale is used:

- E = Excellent Progress
- S = Satisfactory
- N = Needs to Improve
- U = Unsatisfactory

Please note, if behavior interferes with learning and/or teaching in the Connections classes, it may affect the student’s participation, thus lowering the grade.

## **Homework**

Homework is an extension of the classroom learning process. It is one method to help students establish self-discipline and study skills. Homework also is a way to keep parents informed and involved with their child’s schoolwork. Assignments may be brief or may include long-range projects. Assignments may be individualized for remediation or enrichment. Time spent on homework should promote productive and positive experiences.

Parents can help by encouraging their children to establish effective study habits and by reviewing homework with their children. It is very helpful for parents to establish set times to work. If your child has no current assignment, he/she should be encouraged to read. Homework is assigned to be done at home; classwork is designed to be done at school. If you have questions or concerns about your child’s homework, please contact your child’s teacher directly.

## **Make-Up Work**

Assignments missed during a short-term absence (1-2 days) will be given upon the child’s return. If the absence is longer than two days, the parent should contact the teacher to create a plan for missed work.

Students who miss ten days or more due to serious illness may be eligible for homebound instruction. Please do not call the office to ask that a teacher prepare missed work by the end of the day. Often, teachers do not have planning time to pull together the work. One day's notice is necessary.

### **Student Placement**

We are very proud of our outstanding teachers. Each year, we make every effort to place each child with a teacher that best meets his or her needs. Parents are given the opportunity each spring to submit in writing any concerns regarding medical, emotional, or social issues affecting placement before class lists are formed for the next year. After class lists are published, if a parent has serious concern regarding placement, they should put the concern in writing to the assistant principal for that grade level. The assistant principal will set up a conference to work with the parent and teacher to resolve whatever issues are involved. All cases are handled on an individual basis.

### **Grades/Parent Portal**

Grades can also be viewed through the Parent Portal. Parents may request a conference with a teacher any time during the year, and early release conferences are held twice a year. Teachers will contact parents to schedule these conferences.

### **Student Support Services**

Our school has programs that enhance the learning experience for all students. Our counseling program provides a support system by working with individual students, small groups, entire classes, and parents. Students will attend art, music, physical education, Spanish, Dance, and Theatre.

### **Student Support Team (SST)**

Like all Gwinnett County Public Schools, NMAPA has a Student Support Team. The purpose of the Student Support Team (SST) is to allow teachers, parents, and other educators to work in a collaborative manner to develop an intervention plan to address the needs of individual students. This group meets to provide suggestions, recommendations, and/or interventions to help students be successful in the classroom.

### **Teacher-Parent Communication**

Communication between parents and teachers is an essential component of student success. We encourage you to communicate regularly with your child's teacher. If you have a concern about your child, please do not hesitate to contact your child's classroom teacher. After talking with the teacher, if you continue to have a concern, please contact the assistant principal for your child's grade level for further assistance in resolving the matter.

## **Part IV: Student Conduct**

Students learn best in a safe, positive, and orderly environment. All students are capable, with support and encouragement, of being responsible for their own behavior. Parents and educators must work together as partners in teaching students to make good decisions about their behavior and to understand there are consequences for making poor decisions.

The following behaviors are expected of all students at NMAPA. In addition to the information provided below, the GCPS handbook can also be accessed from the GCPS website.

### **General Expectations**

- Listen when others are speaking
- Follow directions
- Obey all school rules
- Dress in a safe and appropriate manner
- Solve problems without fighting
- Show respect to each other and to all adults
- Keep the building clean
- Take care of furniture and materials

### **Hallway Expectations**

- Walk in a single file line
- Walk quietly
- Do not step in front of other students
- Follow the directions of all adults

### **Restroom Expectations**

- Use the facilities appropriately (no playing)
- Keep the restroom clean

### **Playground Expectations**

- Wear tennis shoes or another proper footwear
- Use the equipment safely
- Do not jump from the equipment
- Do not play roughly
- Do not throw objects such as rocks, dirt, sticks, etc.
- Use good sportsmanship
- Use appropriate language

### **Cafeteria Expectations**

- Enter and leave the cafeteria without talking
- Stay seated and raise your hand for assistance
- Use proper table manners and language
- Listen and respect the cafeteria monitors
- Talk in quiet voices to classmates who are seated next to or across from you when the music is not playing
- Do not trade or swap food
- Clean up the area before leaving

Each classroom of students, with their teacher, will develop personalized expectations for their classroom. Students will know our motto of “Be Respectful, Be Responsible, and Safe!”

### **Discipline Steps**

The consequences for minor behavior offenses include a hierarchy of steps.

Step 1 – Verbal warning

Step 2 – Teacher follows his/her classroom plan, including communication with the parent

Step 3 – Visit with the administration depending on the severity/frequency of the occurrence

The consequences for major behavior offenses that include fighting, destroying school or private property, or defying authority receive immediate attention from an administration.

