



2017-2018 Student and Family Handbook



Dear Students and Families –

Welcome to GEO Prep Academy of Greater Baton Rouge, a proud member of the GEO Foundation family of schools. We are glad to have you!

Our schools are dedicated to providing the highest quality education to all students. While many schools say that, to us it means finding extraordinary teachers, equipping them with the latest technology, and training them well on the techniques and curriculum that provide you with the best chances of success. We want to see you excel!

Thank you again for choosing our school to help you with your educational journey. We pledge to give you our best every day, and in return, we expect you to give us your best, too.

Have a wonderful school year!

A handwritten signature in black ink, appearing to read 'K. Teasley'.

Kevin D. Teasley, Founder and President
GEO Foundation and GEO Prep Academy of Greater Baton Rouge

NONDISCRIMINATION POLICY

No school owned or operated by GEO Academies shall discriminate against any student, teacher, or employee on the basis of race, color, religion, gender, national origin, disability, sexual orientation, family situation, or political affiliation.

Furthermore, our schools admit students of any race, color, religion, gender, national origin, disability, sexual orientation, family situation, or political affiliation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Our schools do not discriminate on the basis of race, color, religion, gender, national origin, disability, sexual orientation, family situation, or political affiliation in administration of its educational policies, admissions policies, scholarship and loan programs, or athletic or other school administered programs.

MISSION STATEMENT

The GEO Prep School will make “no excuses” for its student population and will dedicate itself to ensuring that all students show growth in character, academics, life skills, the arts, and wellness using teaching skills tailored to meet the needs of each student.

JULY 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17-28 Teacher Training

JANUARY 2018						
S	M	T	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-3 Winter Break (No School)

3 Employee In-service

4 Students Return (Beginning of 2nd Semester)

15 Martin Luther King Day (No School for Students & Staff)

AUGUST 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

1 First Day for Employees

1-8 Teacher Training for Staff

4 Meet your Teacher (12:00-3:30)

9 First Day of School for scholars

23 Pictures Day - Back to School ID/ Fall Staff

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28			

7 Progress Reports

12-13 Mardi Gras (No School)

23 Multi-Cultural Program

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day (No school for scholars & staff)

7 Open House

11 Progress Report period

MARCH 2018						
S	M	T	W	Th	F	S
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25	26	27	28	29	30	31

8 End of 3rd 9 weeks

9 Honor Roll Programs

9:00 – K-1 & 10:15- 2-5

Spring Dance

1:30 – 3:00 K-1/6:00-8:00 2-5

15 Spring/Bunny - Pictures

16 Parent Teacher

Conference/Professional Development (Students do not attend)

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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22	23	24	25	26	27	28
29	30	31				

6 Parent Teacher Conference)

(SCHOLARS DO NOT ATTEND)

11 End of 1st 9 weeks

13 Honor Roll Programs (K-1 @9:00 a.m.) (2-5 @ 10:15 a.m.)

16-31 Field Trips - LASM

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2-6 Spring/Easter Break (No School)

17 Picture Day – Cap and Gown

20 Progress Report

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 Progress Report

16 Picture Day- Holiday/Santa

20-24 Thanksgiving Holiday

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 5th grade program

22 Kindergarten program @10:00

23 1-2 grade program @10:00

24 3-5 grade program @10:00

23-24 Early Dismissal @1:30

24 LAST DAY FOR SCHOLARS

25 LAST DAY FOR TEACHERS

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 Christmas Program

18 Early Dismissal @ 1:30 p.m.

End of 2nd 9 weeks/1st

Semester

19 Contingency Day

19-29 Winter Break

JUNE 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4-28 Summer Enrichment

practice that cannot be duplicated or made-up. In all absentee cases, class assignments must be completed within the time specified by the teacher to receive credit.

Parents are required to call the school office when they know that their child is going to be absent.

BULLYING

We insist on a professional, safe, and respectful environment at GEO Prep.

DEFINITION OF BULLYING (AS PROVIDED IN ACT 861 OF 2012): Bullying of any kind, towards students, teachers, staff, or others, will absolutely NOT be tolerated. Bullying can take many forms, including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or any other oral, written, or physical actions that make our school feel like an unsafe place. Bullying is prohibited within our building, on our buses, and to and from school events or field trips.) **Bullying is also prohibited on all student social media sites, including, but not limited to Facebook, Twitter, Tumblr, Instragram, or any other social media site. Students who engage in bullying on social media sites outside of school are still subject to all disciplinary policies, up to and including suspension and expulsion.**

*****Each student will be required to sign the GEO Prep Academy Anti-Bullying pledge.*****

CAFETERIA

All meals during the 2017-2018 school year will be served free of charge to all students.

Chartwell Food Services will provide quality breakfast and lunch for our students. The menus will be distributed on a monthly basis and posted in the lunch area. Students may bring their lunch to school if they choose to do so. Students are asked to prepay for their meal plans with the cafeteria. If students are bringing lunch from home, it should be brought by the student that morning or prior to their assigned lunch time. Note: Food can't be heated at school.

CELL PHONE/ELECTRONIC DEVICES

No student may use a cell phone/electronic device on school property during the hours of 7:30 AM-5:00 PM. During school hours cell phones/electronic devices must be turned off (not on vibrate mode) and stored out of sight. Using a cell phone/electronic device may include, but not be limited to, text messaging, taking pictures or watching videos, playing games, and listening to music. Students using or having cell phones/electronic devices visible during the school day shall have their cell phone/electronic device confiscated. School personnel and/or administration are not responsible for the loss or damage of any cell phone/electronic device brought onto school property. In cases where a cell phone/electronic device is lost or stolen, school personnel will not investigate. Confiscated devices will be returned only to a parent or guardian. Additional cell phone/electronic information is found under Discipline Philosophy.

NOTE: Classroom telephones are to be used only with teacher permission and under direct teacher supervision.

CHANGE OF PERSONAL INFORMATION

If a student changes his/her name, telephone number, or address, the parent must report the new information promptly to the attendance office. The telephone number is 225-927-1500.

CHILD PROTECTION GUIDELINES

1. All adult employees and volunteers must pass a national criminal background check, including all applicable sex-offender registries, prior to beginning work.

	<p>(3) Third offense: Parent/guardian conference with Behavior Interventionist to develop a behavior plan.</p> <p>(3) Fourth offense: Parent conference with Principal for possible suspension.</p>
<p>Fighting: Any confrontation in which both parties have contributed in a conflict by words, actions, or deeds.</p>	<p><i>Depending on severeness:</i></p> <p>(1) First offense: The student will spend time in TOR during school and the parent is contacted.</p> <p>(2) Second offense: 1 - 2 days suspension with the requirement that the parent/guardian return to school with the student for conference.</p> <p>(3) Third offense: 3 day suspension. Parent conference upon return.</p>
<p>Vandalism: Damage of school property</p>	<p>(1) First offense: Suspension, possible recommendation for expulsion.</p> <p>(2) Reimbursement or repair of damages.</p>
<p>Technology misuse: Visiting unassigned site</p>	<p>(1) First offense: Suspension, possible recommendation for expulsion</p> <p>(1) Second offense: Reimbursement or repair of damages</p>
<p>Electronic devices during school hours: (Including, but not limited to: cell phones, mp3 players, game systems, etc.)</p>	<p>(1) First Offense: The parent must collect from the Principal on behalf of the student</p> <p>(2) Second Offense: Held until the end of the semester-any item not collected within 2 weeks after semester will be donated to charity</p> <p>(3) Third Offense: Held until the end of the year-any item not collected within 2 weeks of the end of the school will be donated to charity</p>
<p>Theft of school property: Removing school property from a designated location without permission from school personnel</p>	<p>(1) First offense: Suspension ,possible recommendation for expulsion</p> <p>(2) Second offense: Reimbursement or return of undamaged property.</p>
<p>Cafeteria disruption: Causing a disturbance in the cafeteria and not following the directives of staff members</p>	<p>(1) First Offense: Loss of privileges. Contact is made to parents.</p> <p>(2) Second Offense: Parent is informed and student assigned to TOR.</p>
<p>Obscenity/ profanity: Using language that is offensive and profane in conversation.</p>	<p>(1) First Offense: Conference with Behavior Interventionist and parent is notified.</p> <p>(2) Second Offense: Parent Conference.</p> <p>(3) Third Offense: Assigned to TOR.</p>
<p>Leaving designated area: Leaving school grounds or classroom without permission</p>	<p>1) First Offense: Contact is made to parents</p> <p>2) Second Offense: Assigned to TOR.</p>

Physical attack of a staff member	10 day suspension while an investigation is conducted. Possible suspension/expulsion after the completion of the investigation. Possible arrest.
Bomb Threats	Possible suspension/expulsion after completion of the investigation. Possible arrest.
Guns on school property	Expulsion/arrest.

In addition, a student may be suspended or expelled in unlawful activity on or off school grounds if:

(1) The unlawful activity may reasonably be considered to be an interference with school purposes or an educational; function; or

(2) The student’s removal is necessary to restore order or protect persons on school property; Including unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

* The Principal and/or Academic Coach reserve the right to adjust the consequences on a case by case basis depending on the severity to which actions were committed.

** If a student has been suspended from school at least ten (10) days, the student and parent will participate in an expulsion meeting and could lead to expulsion through due process.

** Any student suspended from school is not allowed on school property until their suspension period is over. Any violation could lead to arrest for trespassing on school property.

EMERGENCY CLOSINGS

It may be necessary for the school to close or delay opening because of severe weather conditions or other emergency situations. If a closing seems possible, you are requested to watch one of the local East Baton Rouge television stations for this information or check their websites.

FIELD TRIPS

Students will go on field trip within and outside the city limits of Baton Rouge as a general part of their education. Details concerning field trips will be shared with parents/guardians as the trips are planned. Permission slips will be issued for field trips away from the school when bus transportation is used.

GRADING SYSTEM

Teachers will enter grades into Power Teacher weekly. Parents will be provided with information and/or training on how to access and review their child’s grades. Report cards will be sent home at the end of each nine weeks period. Scholars will receive a progress report card every 4 ½ weeks.

Grading Scale (1st – 3rd)	Grading Scale (Kindergarten)
100% - 93% =A	100% - 93% =E
92% - 85% =B	92% - 80% =S
84% - 75% =C	79% - 67% =NI
74% - 67% =D	66% - 0% =U
66% - 0% =F	

MID-NINE WEEKS PROGRESS REPORTS AND REPORT CARDS

- Progress Reports and Report Cards will be sent home according to dates specified on the school calendar.

student at school, on the school bus, or other school function is prohibited except students shall be allowed to carry and possess auto-injectable epinephrine (e.g., EpiPens) and asthma medication (e.g., inhalers) provided that:

- a. Written authorization/certification from the licensed medical physician or other authorized prescriber and from the student's parent or guardian are on file and communication with the prescriber has been established.
- b. The school nurse has evaluated the situation and deemed it to be safe and appropriate; has documented this on the student's cumulative health record; and has developed a plan for general supervision. The plan may include observation of the procedure, student health counseling, and health instruction regarding the principles of self-care.
- c. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
- d. The medication is handled in a safe, appropriate manner.
- e. Such medication is transported to the school and maintained under the student's control in accordance with the school policy.
- f. The Board of Education's policy on self-medication by students and the school Drug Free Zone policy permits.
- g. The school principal and the school-employed registered nurse determine a safe place for storing the medication for the individual student. The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.
- h. Some medication should have a backup supply readily available (such as an inhaler).
- i. The student records the medication administration and reports unusual circumstances.
- j. The school-employed registered nurse, and/or the designated employee monitors the student.

(1) Self-administration is included in the medication administration plan.

(2) The plan includes any or all of the following: teaching correct administration; reminding the student to take the medication; visual observation of the student taking the medication; recording the procedure; and notifying the RN, parent, or prescriber of any side effects, unusual occurrences, or noncompliance.

4. Prior to the administering of other medications during school hours, the following will be required.

- a. An order from a licensed medical physician or other authorized prescriber and parental consent. (Forms are available at each school).
- b. Medication must be brought to the school by the parent or guardian.
- c. The medication container shall contain clear instructions identifying the student's name, prescription numbers, if any, date, frequency, name of the medication, dosage, route, and physician's or other Louisiana-licensed prescriber's name.
- d. At the beginning of each school year and anytime there is a change in medication, a new form from the physician or other licensed prescriber licensed in Louisiana must accompany the new prescription.
- e. No more than one month's supply (twenty-five school days) of the medication shall be kept at school.

5. This policy is in compliance with La. R.S. 17:436.1 and the Joint Policy of LSBN (Louisiana State Board of Nursing) and SBESE (State Board of Elementary and Secondary Education), La. Admin. Code, Title 28, Part CXV, Section 1129, Bulletin 741, Louisiana Handbook for School Administrators.

6. Disposition of medication at the end of the school year - medication shall be picked up by the parent/guardian within 5 days of the end of the academic year. Medication not picked up will be destroyed by the principal or otherwise disposed of in accordance with the law.

7. La. R.S. 17:436.1 - Self-Administration of Medications and the associated regulations at Bulletin 741, Section 1129 allow a student with asthma to self-administer asthma medication or the use of auto-injectable epinephrine by a student at risk of anaphylaxis provided that the student's parent or other legal guardian provides the school in which the student is enrolled with the following documentation:

- a. Written authorization for the student to carry and self-administer such prescribed medications.

Current and satisfactory evidence of immunization (e.g., immunization records) is required for all students entering school for the first time (including kindergarten), for students transferring from another school system, and for all students entering the sixth grade. Such evidence shall be in compliance with the immunization schedules established by the Louisiana Legislature in La. R.S. 17:170 and 17:170.4, unless compliance is waived pursuant to statute. School personnel shall cooperate with public health personnel in completing and coordinating all immunization data, waivers and exclusions, including the forms required by the Louisiana Department of Health and Hospitals to facilitate control of preventable communicable diseases.

In the event of an outbreak of a vaccine-preventable disease at school system facility, the EBRPSS administration may, upon the recommendation of the office of public health, exclude from attendance unimmunized students until the appropriate disease incubation period has expired or the unimmunized student presents evidence of immunization.

If the student's physical condition indicates that the health of the student does not safely allow his/her continued attendance at school, the student will remain away from school until the student's physician and/or a physician of the Board's choice verifies that the student can safely return to the regular school environment.

Infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of the other students, employees, and the infected student can be taken. If the student's physician's and/or a physician of the Board's choice's statement indicates that the health of the student does not allow his continued attendance in the regular education program, education services will be provided in a setting that is appropriate to the health status of the child. The identity of an infected individual or an individual who there is reasonable cause to believe is an infected individual, shall be revealed only to those who have a need to know. If an infected individual is permitted to remain in the school setting after a determination has been made, employees who will have regular personal contact with the individual shall be informed of information as to the individual's medical condition. They also shall be informed of public health precautions which should be taken. Persons informed of the identity of an infected person shall not disclose such information to others except as authorized under this policy.

The determination of whether an infected student shall be permitted to remain in school in a capacity that involves contact with students or employees shall be made on a case-by-case basis as determined by the Superintendent and appropriate staff.

STUDENTS WITH DIABETES

For parents of a student with diabetes who seeks care for the student's diabetes while at school or while participating in a school related activity, the parents shall submit a diabetes management and treatment plan, which plan must be updated on an annual basis. Such plan shall be developed by a physician or other licensed health provider recognized by the Centers for Medicare and Medicaid services who is selected by the parent or guardian to be responsible for such student's diabetes treatment and a current copy of such plan shall be kept on file at the school in which the student is enrolled.

A student diabetes management and treatment plan shall contain:

- (1) an evaluation of the student's level of understanding of its conditions and its ability to manage his diabetes.
- (2) the diabetes related healthcare services the student may receive or self-administer at school or during a school related activity.
- (3) A time table, including dosage instructions, of any type of diabetes medication to be administered to the student or self-administered by the student.
- (4) the signature of the student, the student's parents or legal guardian and the physician responsible for the student's diabetes treatment.

The school nurse shall provide care to the student with diabetes or assist the student with self-care of his or her diabetes, in accordance with the student's diabetes management and

Please check in at the front office to be issued a visitor badge and to sign in. Visitors/Parents will be issued a Visitors badge upon presentation of a valid picture ID. Visitors/Parents must sign out upon leaving the building. Parents who would like to conference with their child's teacher should make a scheduled appointment. Families, community organizations, businesses, and other groups are encouraged to apply to volunteer at GEO Prep Academy. Background checks must be completed for any volunteer to work with students in our school at any time. The Louisiana Code requires that a limited criminal history check be on file in the school office for each volunteer, each year.

SCHOOL BOARD

School Board meetings will be announced and parents/guardians are encouraged to attend whenever possible.

SUSPICION OF ABUSE REPORTING POLICY

Louisiana Law requires a person to immediately report suspected and reported child abuse to the authorities and in organizations such as GEO Prep Academy, to the appropriate individual in charge. A person who fails to do so can be prosecuted for a Class B misdemeanor or, in extreme circumstances, may be subject to civil liability for money damages. All employees and volunteers at GEO Prep Academy must adhere to the following procedures:

In the event of suspected, reported or discovered child abuse or violation of the Child Protection Guidelines of the GEO Prep Charter School, the employee or volunteer shall immediately notify the principal. In the event of suspected, reported or discovered child abuse or neglect, the principal will also immediately make a report to the local child protection service or law enforcement agency.

Primary Contact: Sandra Douglas, Principal225-927-1500

At the beginning of each school administrative year, all employees and volunteers working with minor children will receive training regarding the signs of child abuse, including child sexual abuse, and will receive instruction regarding reporting procedures for any and all suspected child abuse.

STUDENT DELIVERIES

Balloons, flowers, lunch, anything associated with birthdays etc. cannot be delivered during the school day. Lunch money, projects, etc., may be left with the receptionist for students to retrieve.

SUMMER SCHOOL

If funds are available, a summer remediation program will be provided during the month of June for all students needing additional support if funding is available. The school will adhere to state mandates for remediation programs for tested grades.

TECHNOLOGY USE POLICY

Use of technology is essential to the curriculum and learning at Geo Prep Academy. Students will participate in a variety of lessons and activities using computers, printers, scanners, and other digital equipment. Students will receive training to use technology at school and home. Students are expected to follow and agree to the "Acceptable Use Policy" signed by all students and parents upon acceptance of enrollment. Appropriate use of technology is outlined below.

1. **Acceptable Use Policy** - Regardless of the circumstance, each student is expected to be responsible and honest, use common sense, and practice proper etiquette at all times. Millions of dollars have been invested in hardware and software in schools to prepare students for today and tomorrow's world. It is important that students help protect the investment. In order to comply, the following rules are in effect:



Please detach and return to your child's teacher.

I have read the 2016-2017 GEO Prep Academy School Handbook which Includes Teacher/Student/Parent Compact and Parental Involvement Policy. I will support and adhere to all information included in the Handbook.

Print Student's Full Name

Student Signature

Print Parent/Guardian's Full Name

Parent/Guardian Signature

Teacher

Grade

Teacher Signature