



# 2018-2019 Student and Family Handbook





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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

## Principal's Welcome

Dear Prospective Parent:

Welcome back for a new school year! I am really excited to get this year started. This handbook contains much of the information you need to have a successful school year.

As the school principal, I certainly feel very privileged to serve the GEO Prep Academy school community. Our motto at GEO Prep Academy is ***“to catch up, keep up, and move up scholars”***. Our teaching staff is a very dedicated group of individuals who continue to focus on providing the best possible instruction for our students using research based instructional strategies on a daily basis. Our staff also understands the importance of student involvement in their school for greater academic achievement.

GEO Prep offers a number of opportunities for students to get involved outside of the classroom through athletics, activities, clubs, and community service opportunities. I would encourage all families to help their child (ren) get involved in their school. The elementary and middle school experience should be a positive one that students will remember for the rest of their lives, and our staff is dedicated to being part of the team to help create those opportunities for success. I would also encourage parents to get involved in their student's education through attendance and participation at the various school events and meetings throughout the year. I am looking forward to the new school year. Please do not hesitate to contact me at 225-927-1500 or at [sclay@geoacademies.org](mailto:sclay@geoacademies.org) if you have any questions or concerns about our school.

Thank you for entrusting us with your child.

***Shirlon Clay, Principal***

## **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.



**SCHOOL CONTACT INFORMATION**

Front Office ..... 225-927-1500

**SCHOOL HOURS**

Monday – Friday ..... 8:00 AM – 3:30 PM

**Extended Day Hours**

**Monday – Friday** ..... 7:00 AM – 5:00 PM

**Before-school**

- Students may arrive to school as early as 7:00 AM and enter through the designated area for their grade level
- Breakfast is served from 7:15 AM-7:50 AM.
- Students will be dismissed to their classrooms at 7:50 AM. All classes begin promptly at 8:00 AM Students are considered tardy at 8:01 AM.

**Exiting the building**

- Students must leave the school building immediately following our 3:30 PM dismissal unless under the direct supervision of a teacher for extended day. (Note: Any bus riders will be dismissed at 3:30 p.m. **BUSES DO NOT TRANSPORT AFTER EXTENDED DAY**)
- If students are staying for after-school activities, they will report to the cafeteria for a snack; they will be dismissed to report to their designated area by 3:40 PM.
- Once students leave the school, they are not allowed to re-enter the school building.

**After school pick up**

- Students are expected to be picked up (if not under direct supervision of a teacher) between 5:00 -5:15 PM. Scholars not picked up by 5:15 p.m. will be charged a late fee. At 5:15 p.m. a staff will bring children who have not been picked up into the front office. Parents must park and walk in to get children. Parents/Drivers will be given an invoice at that time. Payment will be due within 10 days of the invoice. The charge will be \$1 per minute.
- IF PICKING UP AND/OR DROPPING OFF AT ANY OTHER TIME: When a student comes to school at a non-standard pick up and/or drop off time, the student must be brought/picked up at the front office by an authorized adult and signed in/out.

## **CARPOOL Drop-Off/PICK-UP PROCEDURES**

As a school, we are vigilant in our pursuit of keeping our students, staff, and visitor's safe while on our campus. Please follow these instructions and procedures to help keep our campus safe for all.

### **Kindergarten-2nd Grade**

Enter on North Sherwood Forest Blvd.

Continue to the front of the school forming two lines

Vehicles will unload starting at 7:00 a.m. and load starting at 3:30 p.m. (No Exceptions!)

Vehicles will exit through side gates leading to Darrel.

### **3rd – 6th Grade**

Enter on North Sherwood Forest Blvd.

Continue to the front of the activity center forming one line

Vehicles will unload starting at 7:00 a.m. and load starting at 3:30 p.m.

Vehicles will exit back onto North Sherwood Forest Blvd.

**Note:** If a student in grades 3rd-6th has a sibling in Kindergarten – 2nd they will all follow the drop-off/pick up procedures for Kindergarten-2nd grade.

### **Morning Carpool:**

Students are not to be dropped off before 7:00 a.m. and should only be dropped off in the designated location for their grade level.

### **Afternoon Carpool:**

Please do not arrive before 3:00 pm. Students will not be dismissed until 3:30 pm.

**Students will not be able to be checked out from school after 2:30 p.m.**

### **Bus Riders:**

Bus riders will load and unload from the gates off of Darryl St.



# GEO PREP ACADEMY – 177 DAYS OF SCHOOL

**4** [Independence Day](#)

JULY 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				

JANUARY 2019						
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		

1-2 – Christmas Winter Break  
(No School)  
3-4 – Employee In-Service  
7 – Scholars return – Beginning of 2<sup>nd</sup> Semester  
8 – Report cards go home  
10 – Honor Roll Breakfast @ 7:00 am  
21 – Martin L. King Day (No school for scholars and employees)  
January 23rd - 100<sup>th</sup> day of school

1 – All employees return  
1-8 - Employee In-service  
9 - First day of school for scholars

AUGUST 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	

FEBRUARY 2019						
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		

11 – Progress reports  
14 Valentines' Day  
19 – Spring Pictures  
22 – Multicultural Program

**3** [Labor Day](#) (No school for scholars and employees)  
11 – Progress reports  
17 – Fall Pictures/Lifetouch

SEPTEMBER 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						

MARCH 2019						
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						

3/4-5 – Mardi Gras Holiday (Faculty, Staff and Scholars do not attend)  
6 – Conference Day/Professional Development (Scholars do not attend. Faculty and staff return on the 6<sup>th</sup>)  
10 – Daylight Saving (Start)  
14 – End of 3<sup>rd</sup> Nine weeks  
18 – Report cards go home  
21 – Honor Roll Program  
K – 2<sup>nd</sup> @ 9:00 am  
3<sup>rd</sup> – 6<sup>th</sup> @ 10:30 am

5 – Parent Teacher conference/Professional Development (Scholars do not attend)  
8 – Fall Break ((No school for scholars and employees)  
11 – End of first nine weeks  
12 – Report cards go home  
16 – Honor Roll Program  
K-2<sup>nd</sup> @ 9:00 am  
3<sup>rd</sup> – 6<sup>th</sup> @ 10:30 am  
Boss's Day  
19 – Retake for Fall Pictures/Lifetouch

OCTOBER 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			

APRIL 2019						
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				

18 – Progress reports  
19 – Good Friday (No school for scholars and employees)  
24- Secretary's Day  
22-26 – Spring Break (No school for scholars and employees)  
\*LEAP TEST DATES  
April 1-May 3<sup>rd</sup> Grades 5-8  
April 29-May 34d – Grades 3-4

4 – Daylight Saving (End)  
6 – Holiday Pictures/Lifetouch  
11 – Veterans' Day  
13 – Progress reports  
19-23 – Thanksgiving holiday (No school for scholars and employees)

NOVEMBER 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	

MAY 2019						
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	

6-10 Teacher Appreciation Week  
12 – Mother's Day  
13 – Nurse's Day  
20 – Kindergarten graduation @ 10:00 am  
21 – 1<sup>st</sup> & 2<sup>nd</sup> grade awards @ 10:00 am  
5<sup>th</sup> grade graduation @ 6:00 pm  
22 – 3<sup>rd</sup>, 4<sup>th</sup>, & 6<sup>th</sup> grade awards @ 9:00 am  
23 – Early Dismissal @ 1:30  
23 – LAST DAY FOR SCHOLARS  
24 – LAST DAY FOR TEACHERS  
28 – Contingency Day

20 – End of 2<sup>nd</sup> Nine Weeks/1<sup>st</sup> Semester  
 19-20 – Early Dismissal-@1:30  
 21- Contingency Day  
 21-31 Christmas Winter Break

DECEMBER 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					

JUNE 2019						
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						

16 – Father's Day  
 3-28 – Summer Enrichment  
*(Tentative)*

## **ATTENDANCE POLICY**

A student's attendance is essential to learning. Every student and parent has the responsibility to ensure that the student is attending class regularly in order to take full advantage of the educational opportunities offered by GEO Prep. To support academic growth, the school has put in place the following attendance policies and procedures:

**Time Missed from School** – Absences, tardies, or early release times may be considered excused or unexcused under the following conditions:

**Excused:** a student is considered to have an excused absence under the following conditions:  
A handwritten note/Doctor's excuse must be submitted to the office.

1. Death in the immediate family
2. Medical, dental, court, and/or other required appointments. Statement from the doctor, dentist, etc., required upon return to school
3. Personal illness or injury
4. Major religious holiday
5. Early releases also require a parent to come to the front office and sign the student out on the day of the release.

**Unexcused:** Any absence, lateness, or early release that does not meet the above conditions shall be considered unexcused.

### **Consequences:**

- a. After three (3) days of cumulative absence due to an illness (excused or unexcused), a doctor's statement or other verification will be required upon the student's return to school.
- b. After five (5) days of cumulative absences (excused or unexcused), a conference between the student, the parent, and the principal will be required to assess the reasons for absences and the impact the absences are having on the student's academic work.
- c. After seven (7) days of cumulative absences (excused or unexcused), a certified letter will be sent to the parent/guardian indicating that additional absences could jeopardize the student's enrollment at GEO Prep.
- d. At ten (10) days of cumulative absence (excused or unexcused), the student will be considered a "habitual truant" and will be recommended for expulsion.

**MAKE-UP WORK:** If a student is to be out of school for an approved extended absence, it is his/her parent/guardian's responsibility to make arrangements for assignments with the teacher. Written assignments will be gathered during the absence and provided to the student upon his/her return to school. Please be aware that up to 70% of the classroom activities consist of class participation, projects, discussion and 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.

## **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, Instagram, 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 2018-2019 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 7:00 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.
2. Adults who have been convicted of either sexual or physical abuse of children/youth and/or those who have a history of inappropriate conduct with children will not be employed and shall not volunteer service in any activity and/or program involving minors at GEO Prep.
3. Employees and volunteers who work with children and youth shall observe the "two-person rule" or the "open door policy" at ALL times. Any situation where one person is alone with a child or youth **must** be avoided.
4. Reporting Incidents: Reports shall be documented in writing with the date of the report, the time of the report, the telephone number and name of the recipient to whom the report was made, name of person making the report, and a brief synopsis of the report. If at all possible, oral reporting will be recorded in the presence of a witness.

**COMMUNICATING WITH THE SCHOOL**

We believe that parents should be actively involved in the school. It is our intention to provide timely information in the areas of program, curriculum, special events, procedures, policies, etc. A school newsletter and communications with individual teachers will be the primary sources of school news. You are encouraged to contact us by:

- Emailing the teacher
- Writing a note. It is the student’s responsibility to share all parent notes with the teacher.
- Calling the school to leave a message for the teacher. All calls will be returned within a 24 hour period.

You can also find pertinent school information on our website at: [www.geoprep.org](http://www.geoprep.org)

**DISCIPLINE PHILOSOPHY**

Discipline is the demonstration of responsible behavior academically, socially, physically and ethically. Our goal is to establish an educational climate that is safe, secure and orderly. Discipline appears as a subject because it is the foundation of the educational structure. Students are expected to behave in a manner consistent with allowing the learning process to proceed efficiently. This means that students’ behaviors must show consideration for other students, faculty and staff. Behavior which inhibits the learning of others or negatively affects their safety will not be tolerated and will result in consequences appropriate to the offenses committed.

**Discipline Steps and Procedures**

VIOLATION	PROCEDURE FOR CORRECTION
<p><b>Dress Code violation:</b> Not in complete uniform for school/classes</p>	<p>(1) <b>First offense:</b> Reminder letter (warning) will be sent to the parent/guardian with the requirement and it should be signed and returned the following day.</p> <p>(2)<b>Second offense:</b> behavior interventionist will contact parent to bring appropriate clothing for student.</p> <p>(3) <b>Third offense:</b> Refer to guidance office.</p>

<p><b>Classroom disruption:</b> Failure to follow rules. Constantly disruptive and interrupting class.</p>	<p>(1) <b>First offense:</b> The student will lose special privileges including recess, ancillary, clubs, or field trip.  (2) <b>Second offense:</b> The parent is contacted and student sent to TOR.  (3) <b>Third offense:</b> Parent/guardian conference with Behavior Interventionist to develop a behavior plan.  (3) <b>Fourth offense:</b> Parent conference with Principal for possible suspension.</p>
<p><b>Fighting:</b> Any confrontation in which both parties have contributed in a conflict by words, actions, or deeds.</p>	<p><i>Depending on severeness:</i>  (1) <b>First offense:</b> The student will spend time in TOR during school and the parent is contacted.  (2) <b>Second offense:</b> 1 - 2 days suspension with the requirement that the parent/guardian return to school with the student for conference.  (3) <b>Third offense:</b> 3 day suspension. Parent conference upon return.</p>
<p><b>Vandalism:</b> Damage of school property</p>	<p>(1) <b>First offense:</b> Suspension, possible recommendation for expulsion.  (2) Reimbursement or repair of damages.</p>
<p><b>Technology misuse:</b> Visiting unassigned site</p>	<p>(1) <b>First offense:</b> Suspension, possible recommendation for expulsion  (1) <b>Second offense:</b> Reimbursement or repair of damages</p>
<p><b>Electronic devices during school hours:</b> (Including, but not limited to: cell phones, mp3 players, game systems, etc.)</p>	<p>(1) <b>First Offense:</b> The parent must collect from the Principal on behalf of the student  (2) <b>Second Offense:</b> Held until the end of the semester-any item not collected within 2 weeks after semester will be donated to charity  (3) <b>Third Offense:</b> 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><b>Theft of school property:</b> Removing school property from a designated</p>	<p>(1) <b>First offense:</b> Suspension ,possible recommendation for expulsion</p>

location without permission from school personnel	(2) <b>Second offense:</b> Reimbursement or return of undamaged property.
<b>Cafeteria disruption:</b> Causing a disturbance in the cafeteria and not following the directives of staff members	(1) <b>First Offense:</b> Loss of privileges. Contact is made to parents. (2) <b>Second Offense:</b> Parent is informed and student assigned to TOR.
<b>Obscenity/ profanity:</b> Using language that is offensive and profane in conversation.	(1) <b>First Offense:</b> Conference with Behavior Interventionist and parent is notified. (2) <b>Second Offense:</b> Parent Conference. (3) <b>Third Offense:</b> Assigned to TOR.
<b>Leaving designated area:</b> Leaving school grounds or classroom without permission	1) <b>First Offense:</b> Contact is made to parents 2) <b>Second Offense:</b> Assigned to TOR. 3) <b>Third Offense:</b> Parent Conference with Behavior Interventionist and Principal.
<b>Horseplaying:</b> Hitting another student, "excessive playing" outside of recess time	1) <b>First Offense:</b> Referral to office 2) <b>Second Offense:</b> Assigned to TOR. 3) <b>Third Offense:</b> Meeting with Behavior Interventionist to create Behavior Contract.
<b>SEVERE Violation, not limited to:</b>	<b>DISCIPLINARY ACTIONS TO BE FOLLOWED</b>
Use of or threat with a weapon, or any item that can be construed as a weapon: An act or action where the use of a weapon is implied or the verbal threat of the use of a weapon, including but not limited to such on social media	10 day suspension while an investigation is conducted. Possible suspension/expulsion after the completion of the investigation. Possible arrest.
Using tobacco on school grounds at anytime; including school activities/functions	Possible suspension/expulsion after the completion of the investigation.
Possession of smoking materials	Possible suspension/expulsion after the completion of the investigation.
Sexual harassment: Unwelcome sexual advances, requests for sexual favors and/or inappropriate verbal/non verbal conduct of a sexual nature, including such on social media	Possible suspension/expulsion after the completion of the investigation.
Bullying: Repeated acts or gestures including verbal, written, or physical acts committed by a student or group of students with the intent to harass, ridicule, humiliate, intimidate, or harm another student, including such on social media	Possible suspension, expulsion, arrest, and/or prosecution after the completion of the investigation.

Firecrackers and other explosives devices	10 day suspension while an investigation is conducted. Possible suspension/expulsion after the completion of the investigation. Possible arrest.
Possessing, using or transmitting alcohol, drugs, look-a-like drugs while on school property or attending a school function	10 day suspension while an investigation is conducted. Possible suspension/expulsion after the completion of the investigation. Possible arrest.
Attending a school function while under the influence of a controlled substance, drugs or alcohol	10 day suspension while an investigation is conducted. Possible suspension/expulsion after the completion of the investigation. Possible arrest.
Possession of drug paraphernalia	10 day suspension while an investigation is conducted. Possible suspension/expulsion after the completion of the investigation. Possible arrest.
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 (K – 6th)**

- 100% - 93% =A**
- 92% - 85% =B**
- 84% - 75% =C**
- 74% - 67% =D**
- 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.
- The mid-nine weeks Progress Report and Report Card shall be completed using the electronic grading system.

**FOUR AND ½ WEEK PROGRESS REPORT DATES**

<b><u>Send Home to Parents</u></b>
September 11, 2018
November 13, 2018
February 11, 2019
April 18, 2019

**REPORT CARD DATES**

<b><u>Send Home to Parents</u></b>
October 12, 2018
January 8, 2019
March 18, 2019
May 23, 2019

**\*Report cards will be sent home with the students on the last day of school.**

**HOMEWORK POLICY**

The business of your child’s education is a joint venture that involves school personnel, students, and parents. Each has a vital role. Homework promotes the development of self-discipline, good

study habits, a sense of responsibility, mastery of skills, and comprehension of subject content. It is assigned on a regular basis and will vary according to the grade, subject, and instructional needs of the student. Providing a place and time for study and letting your child know your expectation regarding homework is one of the most important ways for parents to be involved in school. GEO Prep students should expect a homework assignment to be given just about every night. Each student is required to carry a Student Planner. Homework is an essential part of the learning process and is part of the student's daily responsibility.

### **LOST AND FOUND**

All lost articles are turned in at the front office and students who have lost items of clothing, books, money, etc. should claim them there. Unclaimed items (including money) will be given to charitable organizations at the end of each semester. Parents are strongly urged to label all items of clothing, etc.

### **MEDICATION POLICY**

1. As a general principle, medication shall not be given at school unless it is certified in writing by the attending physician or other licensed prescriber licensed in Louisiana and such medication cannot be administered before or after school hours. Antibiotics and other short-term medications, including non-prescription medication, shall not be given at school, except such medications may be given at schools with assigned full-time Registered Nurses.

2. Possible medication exceptions to the general principle:

- a. Behavior modification
- b. Insect sting allergy
- c. Anticonvulsant (e.g. Dilantin, Phenobarbital)
- d. Asthmatic conditions
- e. Insulin

3. Students shall not be allowed to have medications in their possession on the school grounds. Prescriptions are required for controlled substances and the possession of such prescriptions by a 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.
  - b. Written certification from a licensed medical physician or other authorized prescriber that the student:
    - (1) Has asthma or is at risk of having anaphylaxis.
    - (2) Has received instruction in the proper method of self-administration of the student's prescribed medication to treat asthma or anaphylaxis.
  - c. A written treatment plan from the student's licensed medical physician or other authorized prescriber for managing asthma or anaphylactic episodes. The treatment plan must be signed by the student, the student's parent or other legal guardian, and the student's licensed medical physician or other authorized prescriber and shall also contain the following information:
    - (1) The name, purpose, and prescribed dosage of the medications to be self-administered.
    - (2) The time or times the medications are to be regularly administered and under what additional circumstances the medications are to be administered.
    - (3) The length of time for which the medications are prescribed.
  - d. Any other documentation required by the School Board:
    - (1) The documentation required above shall be kept on file in the office of the school nurse or other designated school official.
    - (2) The school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma or anaphylaxis. The parent or other legal guardian of the student shall sign a statement acknowledging that the school

shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma or anaphylaxis.

(3) For the purposes of this Subsection :

(a) —Auto-injectable epinephrine|| means a medical device for the immediate self-administration of epinephrine by a person at risk for anaphylaxis.

(b) —Inhaler|| means a medical device that delivers a metered dose of medication to alleviate the symptoms of asthma.

(4) A student who has been granted permission to self-administer medication shall be allowed to carry and store with the school nurse or other designated school official an inhaler or auto-injectable epinephrine, or both at all times.

(5) Permission for the self-administration of asthma medications or use of auto injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self-administration of asthma medications or the use of auto-injectable epinephrine by a student shall be granted each subsequent school year, provided all the requirements of this Subsection are fulfilled.

(6) Upon obtaining permission to self-administer asthma medication or to use auto injectable epinephrine pursuant to this Subsection, a student shall be permitted to possess and self-administer such prescribed medication at any time while on school property or while attending a school sponsored activity.

(7) A student who uses any medication permitted pursuant to this Subsection in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student’s immediate access to such prescribed medication.

(8) Pursuant to Act 624 of 2012, as defined in La. R.S. 17:436.1(J)(4)(a) GEO Prep Academy does not have general use epinephrine available at the school.be under a standing. Parents are requested to notify the student’s teacher and principal, in writing, in the event the student has an allergy or other condition which puts the student at risk of anaphylaxis. If the student is at risk of anaphylaxis, the parent must provide must provide an M.D. order for administration, parent consent form and the medication with pharmacy label.

## **COMMUNICABLE DISEASE CONTROL POLICY**

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 treatment plan on file with the school. If the school nurse is unavailable, an unlicensed diabetes care assistant may provide care to a student with diabetes or assist a student with self-care of his or her diabetes. —unlicensed diabetes care assistant|| shall mean as such a school employee who volunteers and is trained in accordance with provisions of La. R.S. 17:436.3 (Act 858 of Regular Session 2012).

## **MONEY**

It is strongly suggested that students not be allowed to carry significant amounts of money to school unless there is a specific purpose for which it is to be used. In cases where money is lost or stolen, school personnel will not investigate.

## **PARENT RIGHTS TO STUDENT RECORDS**

Parents have the right to see all records that pertain to their individual student (under the age of 18). If you desire to view your child's records, contact the Principal. Student records may not leave the office area. You will be given a private area to view the records. By law, student records must be kept confidential and viewed only by school personnel dealing with the child directly. No information can be shared publicly in any way without expressed written permission of the parent or guardian.

1. **Non-Custodial Parent Rights** - Unless a court order is on file preventing a parent from visiting or receiving information concerning a child, non-custodial parents have the right to visit children, view records, and take part in communications regarding the child. Please contact the Principal concerning any problems with custodial and non-custodial parents that would affect our school.
2. **Special Education** - Parents of students identified with disabilities have certain legal rights. Please contact the office for a copy of those rights and educational safeguards.

## **PARENT-TEACHER CONFERENCES**

Achieving maximum progress for your child necessitates a close line of communication and understanding between teacher and parent. Parent-teacher conferences are the best means of accomplishing this goal. The teacher or the parent can initiate such a conference by calling for an appointment. Conferences can be held in person or by phone. The dates for regularly scheduled conferences are noted on the school calendar. Parents are required to attend each of the four scheduled parent conferences throughout the year.

If, as a parent, you have a concern about something that has happened at school, or if you feel there is some kind of situation that is causing your child to perform below par, please contact the proper person at school. Please contact the child's teacher first. If the problem is not resolved, then contact the Principal. We welcome the opportunity to talk with you about any of your concerns.

## **PARENT TEACHER ORGANIZATION – (PTO)**

All parents, foster parents, guardians, and teachers are encouraged to take an active part in school activities. One way to do so is to join the PTO and attend its meetings and special programs. Meetings will be scheduled regularly throughout the year, and programs are planned to offer entertainment, enlightenment, fundraising experiences and a chance for parents to get to know the school personnel and other parents and to provide volunteer service to the school.

## **PARENT VISITATION & PARTICIPATION**

We will maintain an open-door policy for parents, who may come into the school at any time-after gaining office clearance- and enter any classroom for observation as long as there is no disruption. 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: Shirlon Clay, Principal ..... 225-927-1500

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.

**SUMMER SCHOOL**

If funds are available, a summer enrichment program will be provided during the month of June for all students.

**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:

- a. It is a federal crime to unlawfully copy software; any student attempting to copy the school's software and/or multi-media materials will be referred to the school's administration and law enforcement for disciplinary consequences according to the student handbook for vandalism.
- b. Tampering with or vandalizing any part of the hardware or software will result in disciplinary consequences according to the student handbook for vandalism.
- c. Using any commands on the computer that could alter the operations of any part of the computer system, including the default settings, will result in disciplinary consequences according to the student handbook for vandalism.
- d. The downloading of programs from any source is strictly prohibited. Failure to comply will be treated as vandalism.
- e. Use of computers outside of class period and after school is at the discretion of the teacher. No student is to use computers without an authorized faculty or staff member or parent (at home) present. Failure to comply will be treated as vandalism.
- f. Students are not allowed to take computers out of the school without teacher approval. Failure to comply will be treated as theft.

**2. Consequences for misuse -**

- a. First Offense: Changing computer configuration, deliberately accessing another student's account, deliberately harming any of the equipment, or surfing the web without an educational assignment will result in the parent being called and student losing all computer privileges for a specified period of time outside of the usage necessary for the basic curriculum.
- b. Repeat offenders and/or students who deliberately access pornographic materials from the Internet will lose all computer privileges and will be processed through expulsion procedures. Student will be immediately suspended out of school for any such infraction.

**UNIFORM POLICY**

The dress code policy at GEO Prep Academy is essential for learning by removing unnecessary distractions. **Each family that accepts enrollment in the school also accepts the dress code as mandatory.** If there is a change in dress code for a field trip or special event, parents will be notified of the change prior to the day of the event. Otherwise, the dress code must be followed at all times.

We rely on our parents to help reinforce our uniform policy. The following guidelines for our uniform policy will be strictly enforced beginning **the first day of school**. Our uniform attire may be purchased from ***"Fashion Era" on Florida Boulevard, "Louisiana Uniforms" on Florida Boulevard and "Uniform Mart" on Airline Hwy.***

**TOPS:**

- Elementary grades, K-5: School uniforms must be a red collared shirt with the school's logo and a pair of navy blue pants or a navy blue skirt or jumper. We have also added a red plaid skirt to the uniform for girls K-5. Spirit shirts may be worn on Friday's by scholars who exhibit good behavior during the school week.
- Grade 6<sup>th</sup>: School uniform must be a navy collared shirt with the school's logo and a pair of khaki pants, short, skirt, skorts, or jumper. Spirit shirts may be worn on Friday's by scholars who exhibit good behavior during the school week.



**BOTTOMS:**

- All K-5 students must wear **Navy** pants/slacks, with no embellishments/designs (No jean material will be allowed)
- All 6<sup>th</sup> grade students must wear Khaki pants/shorts, with no embellishments/designs (No jean material will be allowed)
  - No shoes or tennis shoes with flashing lights are allowed.
- Socks must be solid **BLACK** or **WHITE**, with no color combinations allowed
- Males must wear a black or brown belt
- Girls if they so choose must wear a black or brown belt
  - Shoes must be closed toe and either with a back or strap. (No sandals or flip flops)

**THIS DRESS CODE WILL BE STRICTLY ENFORCED THE FIRST DAY OF SCHOOL**



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**Please detach and return to your child's teacher.**

**I have read the 2018-2019 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.**

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**Print Student's Full Name**

**Student Signature**

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**Print Parent/Guardian's Full Name**

**Parent/Guardian Signature**

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**Teacher**

**Grade**

**Teacher Signature**



### **GEO Prep Academy School**

#### **Teacher Commitment**

- Provide an environment that allows for positive communication between the teacher, parent and student.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Respect the school, students and families.

#### **Student Commitment**

- Come to school ready to learn and work hard.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful.
- Respect the school, classmates, teachers and families.

#### **Parent/Guardian Commitment**

- See that my child is punctual and attends school regularly.
- Support the school in its effort to maintain proper discipline.
- Read to my child or encourage my child to read every day.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as volunteering, field trips, and/or attending parent-teacher conferences.
- Respect school, teachers, students and families.

I have received a copy of the Teacher/Student/Parent/Guardian Compact and agree to carry out the responsibilities listed to the best of my ability.

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**Student**

**Teacher**

**Parent/Guardian**

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***Shirlon Clay***  
**Principal**