

Welcome to GEO Prep Academy 2020-2021 school year! This handbook has been prepared for all members of the GEO Prep Academy staff to provide a clear understanding of the principles, policies, and procedures that govern the daily workings of the school. This handbook is to provide information that will help with questions and pave the way for a successful year. It outlines the essential practices of successful school systems in light of the need for seamless integration between distance learning and brick-and-mortar learning during the 2020-21 school year due to Covid-19.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment.

This handbook was built through discussions of a jointly appointed oversight committee, made up of several GEO administrators. We are glad that we could develop this handbook through that collaborative process.

That's because we believe as a district that the best way to achieve results for children is to work together with our employees. We have skilled, dedicated staff and we hope this handbook supports you in doing your best work.



NON-DISCRIMINATION 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

Beat poverty through a quality education.....BELIEVE!

VISION STATEMENT

Our vision is to go beyond a typical college prep education and empower our students with college experience, workforce readiness, and community leadership so that they are prepared to compete, excel and lead in the 21st Century's global economy.

Motto

Catch Up, Keep Up, and Move Up!!!

Key Contacts

Kevin Teasley, Founder and President, kteasley@geoacademies.org

Sandra Douglas, Chief Academic Officer, sdouglas@geoacademies.org

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Lydia Stevenson, Principal-Platt-Grades K-2, l Stevenson@geoacademies.org

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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 our students with the best chances of success. We want to see them excel!

Thanks again for choosing our school to help with this educational journey. We pledge to give our best every day, and in return, we expect students to give us their 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

Dear Parents and Guardians,

It is with great pride and excitement that I write this letter of introduction to you as the newly appointed Principal of GEO Prep Academy of Greater Baton Rouge, K-2nd. I am honored to have the opportunity to lead a school with such a rich tradition of education! I have been dedicated to the field of education for more than 9 years. I have worked with a variety of students' ranging in age from Kindergarten through eighth grade. Though I have served different roles in the field of education including classroom teacher, Data Teams Lead, and Master Teacher, my most recent administrative experience was with Grep Prep Academy Sherwood location, where I served as Assistant Principal. I am excited and eager to bring my skills as an educational leader to GEO Prep K-2nd and work with you as a partner in education to ensure your child's success.

Along with the teachers and staff, I will work hard to continue the legacy of success established by GEO Prep by building strong relationships with parents, students and community partners. We will focus on character education initiatives through our "I AM" program, grade level skills based on Louisiana State Standards, the use of data to drive instruction, and provide consistent implementation of the curriculum in a rigorous manner so that we can continue to increase all of the students' achievement.

All of us at GEO Prep Academy K-2nd are eager and excited to begin what promises to be one of the most different yet best year ever. This year is going to be amazing as we continue to provide academic experiences for our students that are rigorous, relevant, and help them build relationships while making real-world connections. As your Principal, it is important to me that everyone who steps through our doors-teachers, students and parents-are excited to be here! This attitude enables us to meet the challenges of academic excellence in a positive, fun, and nurturing environment. My door is always open and I welcome your input. Please feel free to call or email me to discuss any concerns you might have throughout the school year.

I look forward to working with you as a team to help each student at GEO Prep Academy meet their goals and have a successful school year!

Best Regards,

Mrs. Lydia Stevenson
l Stevenson@geoacademis.org

Dear Parents and Guardians,

It is with my esteem, honor and eagerness to serve again as principal of GEO Prep Academy of Greater Baton Rouge, Sherwood Campus 3rd-8th grade. Here, we are a family that nurtures our scholars' social and academic needs. This school has become the highlight of my educational career because I have witnessed scholars grow with GEO! The educational experience here is superb, while the memories and friendships made will last a lifetime.

As we move forward to re-opening our school and bringing scholars back to campus, rest assured that our top priority is safety while maintaining our high academic expectations. Everyone has worked together to ensure that the transition we made to virtual learning was a success. Parents we thank you for your patience and understanding. I would also like to thank our teachers who have endured many hours of professional development to prepare for virtual learning, and their commitment to our scholars. Our office staff has done an incredible job of assisting parents and ensuring communication was up to par. We will continue to exhibit these qualities as we reopen our school doors.

We will make this school year the best; it is our belief that here at "GEO dreams become possible." Thank you for entrusting the beginning of your child's academic career with us and as always, "All Roads Lead to College!"

Samantha G. Carter
Principal
scarter@geoprep.org

Student Information

School Hours:

Brick & Mortar (School Building)	Virtual Learning
Monday-Friday.....7:45-3:30 Extended DayHours: Morning: 6:30 a.m. Afternoon: 5:00 p.m. Note: No CHILD WILL BE ALLOWED TO CHECK OUT AFTER 2:45 p.m.	Monday-Friday.....8:30-3:30

General Information

CANCELLATIONS AND EMERGENCY CLOSINGS

When school is closed or cancelled due to inclement weather or emergency situations, an official announcement will be issued through the news media, via email or text message. Parents should monitor local media, check their email or messages outlets to determine if school has been canceled or closed early.

CHANGE OF ADDRESS/TELEPHONE NUMBER

If you have any address, home or work phone number changes during the school year, it is very important that families notify your child’s teacher and the office. The office needs current telephone numbers in case you need to be reached during the day. Also, these changes will be used to keep school district census information up-to-date. Families will then be assured of receiving all school-related mailings

COMMUNICATION IN THE District

If you have a question concerning your child, please follow the chain of command below unless directed otherwise:

1. Teacher
2. Associate Principal or Dean of Students
3. Principal
4. Deputy Chief Officer
5. Chief Academic Officer

IMAGE AND CONTACT INFORMATION OPT-OUT DESIGNATION

Throughout the school year, the school might take pictures or videos and release personal information about students. Examples might include but are not limited to:

- A special event or program at school that might be covered by a newspaper or television station, resulting in student interviews and pictures.
- The school might post pictures of school activities on webpages and social media.

If a parent or guardian does not want his or her child's image or information shared for this purpose, please contact the school to complete the GEO Prep Image/Contact Information Opt-Out form.

GEO Academies Transportation Policy



SCHOOL BUS BEHAVIOR GUIDELINES

GEO Prep's goal is to provide safe transportation to and from school for students. Students should be at the bus stop at least 5 minutes prior to the scheduled pick up time.

I. Bus Behavior Policy

Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Choosing to behave inappropriately may result in a loss of bus riding privileges. The bus driver is responsible for the safety of all students on the bus. The building principal or his/her designee is available to provide assistance to the driver and will determine consequences for misbehavior. A riding suspension applies to all buses unless otherwise determined by school officials. The responsibility for student supervision by the district shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day or until released to the parent/guardian in a manner consistent with guidelines on release of students.

COVID-19 Bus Expectations:

Transportation will be provided to scholars who selected the face to face instructional model. We will follow all guidelines provided LDOE in their Strong Start document. Families will sit together and all other scholars will follow social distancing guidelines.

	Phase 1	Phase 2- we are currently in this phase.	Phase 3
Maximum Group Size (including adults)	10	25	50
Maximum Bus Capacity (including adults)	<p>25% The maximum bus capacity is 25%, including adults. During this phase we will be 100% virtual, therefore no bus transportation will be needed.</p>	<p>50% The maximum bus capacity is 50%, including adults. During this phase, face we will provide transportation for the scholars that choose face to face.</p>	<p>75% The maximum bus capacity is 75%, including adults. During this phase, face we will provide transportation for the scholars that choose face to face.</p>
School Bus Safety	<ul style="list-style-type: none"> ● Clean high touch areas between runs ● Ensure hand sanitizer is available on each bus ● Disinfect each bus thoroughly at the end of each day ● Provide adequate spacing amongst scholars 		

Normal Bus Driver Behavior Expectations:

1. Observe the same conduct as in the classroom and follow the driver's directions at all times.
2. Enter the bus and immediately go to the assigned seat.
3. Talk in a normal tone of voice.
4. Remain seated and facing forward in the assigned seat until time to exit the bus.
5. Keep head, hands, and feet inside the bus.
6. Refrain from throwing objects within the bus or out of the windows.
7. Use acceptable language; obscene, profane, unacceptable language, and/or gestures are prohibited.
8. Refrain from eating and/or drinking on the bus.
9. Keep the bus clean.
10. Keep prohibited items [alcohol, drugs, weapons, tobacco products, paging devices (as applicable), radios, skateboards, etc.] off the bus.
11. Refrain from tampering with the bus equipment.
12. Students are required to be picked up and dropped off at their scheduled bus stop.

a. Class I Offenses – including, but not limited to:

- i. Eating or drinking on the bus
- ii. Excessive noise
- iii. Excessive horseplay
- iv. Spitting
- v. Leaving seat/Standing while bus is in motion
- vi. Liquid containers in any form, except those intended for lunch box use
- vii. Riding unassigned bus without permission or using unassigned bus stop
- viii. Disrespectful to driver, district employees, or other students

- ix. Improper use of personal electronic devices
- x. Other offenses as reported by the driver

b. Class II Offenses – including by not limited to

- i. Hanging out of window
- ii. Throwing/Shooting of any object inside or out of the bus
- iii. Physical aggression against any person
- iv. Use of tobacco or any controlled substance
- v. Vandalism to bus (restitution will be made)
- vi. Holding or attempting to hold any portion of the exterior of the bus
- vii. Lighting of matches, fireworks or any flammable object or substance
- viii. Unauthorized (a) entering or leaving the bus, (b) use of emergency door, (c) tampering with bus equipment
- ix. Excessive Profanity, verbal abuse, harassment, position of unacceptable material
- x. Other offenses as reported by driver and/or principal

Consequences – Consequences may include, but are not limited to, those listed below. Severe and habitual problems may carry further disciplinary action.

Class I – Bus drivers may offer up to 3 verbal and/or written warnings to students prior to referring discipline to the principal.

1. First Offense

- a. Warning – Parent notification by principal or his/her designee

2. Second Offense

- a. Warning – Parent notification and 2 school days loss of recess/ancillary

3. Third Offense

- a. 1 day suspension of bus services
- b. Mandatory Parent/Principal meeting before service resumes

4. Fourth Offense

- a. 3 days suspension of bus services

- b. Mandatory Parent/Principal meeting before service resumes

5. Fifth Offense

- a. Loss of all bus service for 1 full week.

Class II – Automatic referral to principal

1. First Offense

- a. 2 school days suspension of bus services

2. Second Offense

- a. 3 school days suspension of bus services
- b. Mandatory Parent/Principal meeting before service resumes

3. Third Offense

- a. 5 school day suspension of bus services
- b. Mandatory Parent/Principal meeting before service resumes

4. Fourth Offense

- a. Loss of bus service for 1 full week school days

5. Fifth Offense

- a. Loss of bus service for full school year and/or expulsion

Assigning new bus stops to new students or change of route.

Bus transportation is primarily designed for the transport of students from home to school and school to home. Stops should be at the same location every morning and the same location every afternoon. If a new student needs to assign a route or change a route for scholars, the student transportation request form must be completed and signed by the parent or guardian. This process can take up to 72 hours to complete. The office will notify the parent, scholar, and bus driver of the added stop or change. Scholars will not be able to load the bus with an approved transportation request form.

Procedure for parents and students to notify the school of transportation issues:

Parents or scholars are encouraged to report any transportation issues or concerns. The procedure for reporting the issues or concerns:

1. Call the school or email Mona Collins who is the school transportation contact liaison. You can reach her at the school or by email mcollins@geoacademies.org . If Mrs. Collins is unavailable; you may leave a message and she will return any messages within 24 hours.

Communication procedures between the bus operator, the school, and parents in the event of an emergency situation.

Communication is vitally important. In case of an emergency situation the parent will be notified by the building principal of BCH dispatch services immediately. The school will also send out a pace message through their automated system.



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Attendance:

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. The responsibility for a student attending school lies with the parent or legal guardian.

Brick & Mortar (School Building)	Virtual Learning
<p>Such absences, tardies, or early release times may be considered excused or unexcused under the following conditions:</p> <p>Excused: a student is considered to have an excused absence under the following conditions:</p> <p>A parent calls the school's attendance line, (225) 927-1500, before 9:00 a.m. on the day of the absence to report the nature of the absence for the following reasons:</p> <ol style="list-style-type: none"> 1. Death in the immediate family 2. Medical, dental, court, and/or other required appointments. Statement from the doctor, dentist, 	<ul style="list-style-type: none"> <input type="checkbox"/> Daily Attendance and participation is REQUIRED! <input type="checkbox"/> Scholars must sign in the chat immediately <input type="checkbox"/> In order to be counted present, cameras must be turned on. <input type="checkbox"/> Attendance and instructional minute requirements HAVE NOT been waived at the state level for the 2020-2021 school year. <input type="checkbox"/> Attendance will be taken online daily and reported as it is in the traditional school year. <input type="checkbox"/> Scholars can be retained because of attendance. <input type="checkbox"/> Scholars will be marked tardy at 8:31 a.m. <input type="checkbox"/> Parents will need to notify the teacher if a scholar will be absent. <input type="checkbox"/> Each school will have personnel that will make home visits when scholars miss more

<p>etc., required upon return to school</p> <ol style="list-style-type: none"> 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. <p>A student who is absent from school on a given day may not participate in any extracurricular activity on that day.</p> <p>Unexcused: Any absence, lateness, or early release that does not meet the above conditions shall be considered unexcused.</p>	<p>than 2 days.</p>
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Attendance Requirements:

Brick & Mortar (School Building)	Virtual Learning
<ul style="list-style-type: none"> <input type="checkbox"/> After three (3) days of cumulative absence due to an illness, a doctor's statement or other verification will be required upon the student's return to school. <input type="checkbox"/> After five (5) days of cumulative absences, 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. <input type="checkbox"/> After seven (7) days of cumulative absences, a certified letter will be sent to the parent/guardian indicating that additional absences could jeopardize the student's 	<ul style="list-style-type: none"> <input type="checkbox"/> <u>1st absence</u>- scholars are marked absent in the school attendance record and parents will be notified through the school's message system. <input type="checkbox"/> <u>2nd absence</u> – scholars are marked absent in the school attendance record and parents are notified by a phone call from the Dean. <input type="checkbox"/> <u>3rd - 4th absence</u> – scholars are marked absent in the school attendance record and there will be a scheduled conference with the Dean, student and parents via ZOOM.

enrollment at GEO Prep. <input type="checkbox"/> At ten (10) days of cumulative absence, the student will be considered a “habitual truant” and will be recommended for expulsion.	
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Tardies:

Arriving late to any scheduled class, physical or virtual, is disruptive to student progress and learning. In some cases scholars have to switch classes which will require them to connect to a different zoom link, this will normally be done during the scholars break time. Scholars must report to each scheduled class on time or they will be issued a tardy.

Brick & Mortar (School Building)	Virtual Learning
<input type="checkbox"/> Scholars are expected to arrive on time. <input type="checkbox"/> Scholars are deemed tardy at 8:01 a.m	<input type="checkbox"/> Scholars are expected to arrive on time. <input type="checkbox"/> Scholars are deemed tardy at 8:31 a.m

Tardies Consequences:

Brick & Mortar (School Building)	Virtual Learning
Parents must sign-in scholars who arrive late: <input type="checkbox"/> 2nd tardy- Parent will receive a written notification <input type="checkbox"/> 4th tardy- A conference will be scheduled with the Dean. <input type="checkbox"/> A total of 5 unexcused tardies will result in 1 absence.	<input type="checkbox"/> 2nd tardy- Scholars will be notified through email or chat. <input type="checkbox"/> 3rd tardy- Parents are notified in a phone call by the teacher or teacher assistant. <input type="checkbox"/> 4th tardy- A conference will be scheduled with the teacher, scholar, and parents via Zoom.

	<input type="checkbox"/> 5th tardy- A total of 5 unexcused tardies will result in 1 absence.
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Field Trips:

Because of COVID-19, unfortunately students will not be going on field trips until further notice.

Brick & Mortar (School Building)	Virtual Learning
<ul style="list-style-type: none"> <input type="checkbox"/> Details concerning field trips will be shared with parents/guardians as the trips are planned. <input type="checkbox"/> Permission slips will be issued for field trips away from the school when bus transportation is used. <input type="checkbox"/> Teachers and administrators have the right to deny a scholar the opportunity to attend a field trip because of behavior, unfinished assignments, etc. Parents may be asked to chaperon their child at field trips if the child has behavior issues. 	<ul style="list-style-type: none"> <input type="checkbox"/> Teachers will plan virtual field trips.

Communication:

Consistent and cooperative communication provides a vital link between GEO Prep Academies teachers, Learning Coaches, and students. All must work together as a team to maintain positive and open lines of communication. Students are an important part of this team as well. Teachers are available daily via School Email, telephone, or a scheduled conference via Zoom during Open Office Hours. Teachers will respond to phone or Email communication within 24 hours during school days/weeks.

Brick & Mortar (School Building)	Virtual Learning
<ul style="list-style-type: none"> <input type="checkbox"/> A school newsletter and communications through individual teachers will be the primary sources of school news. You are encouraged 	<ul style="list-style-type: none"> <input type="checkbox"/> Teachers will create a google classroom and ClassDojo <input type="checkbox"/> Parents can always email the teachers using their GEO email.

<p>to contact us by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Emailing the teacher <input type="checkbox"/> ClassroomDoJo <input type="checkbox"/> Google Classroom <input type="checkbox"/> Calling the school to leave a message for the teacher with the secretary. (All calls/emails will be returned within a 24-hour period.) <p>You can also find pertinent school information on our website at: www.geoprep.org.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Call the school to leave a message for the teacher with the secretary. (All calls/emails will be returned within a 24-hour period.) <p>You can also find pertinent school information on our website at: www.geoprep.org.</p>
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Parent-Teacher Conferences:

Brick & Mortar (School Building)	Virtual Learning
<p>Attending a parent-teacher conference is a great opportunity to visit your child’s teacher and learn great things about their academic progress. 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.</p> <p>If, as a parent, you have a concern about something that has happened during instruction, 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</p>	<p>Parent-teacher conferences will still take place doing the virtual learning model. The parent- teacher conferences done through zoom.</p> <p>If, as a parent, you have a concern about something that has happened during instruction, 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.</p>

contact the principal. We welcome the opportunity to talk with you about any of your concerns.	
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Uniform Policy:

The dress code policy at GEO Prep Academy is essential for learning by removing unnecessary distractions.

Brick & Mortar (School Building)	Virtual Learning
<p>Elementary grades, K-5th</p> <p><u>TOPS:</u></p> <p>Girls: School uniforms must be a red polo style collared shirt with the school’s logo. Spirit shirts may be worn on Friday’s.</p> <p>Boys: Red polo style shirt with the school’s logo. Spirit shirts may be worn on Friday’s.</p> <p>No pullover hoodie sweatshirts. All jackets must have a full front zipper.</p> <p><u>BOTTOMS:</u></p> <p>All students <u>must</u> wear Navy pants/slacks or shorts, with no embellishments/design</p> <p>Girls may wear plaid skirts or navy skirts/jumpers.</p> <p>Socks <u>must</u> be solid BLACK or WHITE, with no color combinations allowed</p> <p>Males <u>must</u> wear a black or brown belt</p> <p>Girls if they so choose must wear a black or brown belt.</p> <p>Shoes must be closed toe and either with a back or strap. (No sandals or flip flops)</p>	<p>All scholars are required to wear their uniform tops DAILY!</p>

<p><u>MIDDLE SCHOOL GRADES 6-8</u></p> <p><u>TOPS:</u></p> <p>Girls: School uniforms must be a navy polo style collared shirt with the school's logo. Spirit shirts may be worn on Friday's.</p> <p>Boys: Navy polo style collared shirt with the school's logo. Spirit shirts may be worn on Friday's.</p> <p>No pullover hoodie sweatshirts. All jackets must have a full front zipper.</p> <p><u>BOTTOMS:</u></p> <p>All students <u>must</u> wear Khaki pants/slacks or shorts, with no embellishments/designs</p> <p>Socks <u>must</u> be solid BLACK or WHITE, with no color combinations allowed</p> <p>Males <u>must</u> wear a black or brown belt</p> <p>Girls if they so choose must wear a black or brown belt</p> <p>Shoes must be closed toe and either with a back or strap. (No sandals or flip flops)</p> <p>THIS DRESS CODE WILL BE STRICTLY ENFORCED THE FIRST DAY OF SCHOOL</p>	
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Cell Phone Policy:

Due to the disruption that cell phones create, students are required to power off cell phones and they should remain out of sight.

Brick + Mortar (School Building)	Distance Learning
<input type="checkbox"/> No student may use a cell phone/electronic device on school	<input type="checkbox"/> Cell Phones MUST be put away while scholars are on Zoom.

<p>property during the hours of 7:00 AM-5:00 PM.</p> <ul style="list-style-type: none"> <input type="checkbox"/> During school hour cell phones/electronic devices must be turned off (not on vibrate mode) and stored out of sight. <input type="checkbox"/> 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. <input type="checkbox"/> Students using or having cell phones/electronic devices visible during the school day shall have their cell phone/electronic device confiscated. <input type="checkbox"/> School personnel and/or administration are not responsible for the loss or damage of any cell phone/electronic device brought onto school property. <input type="checkbox"/> In cases where a cell phone/electronic device is lost or stolen, school personnel will not investigate. <input type="checkbox"/> Confiscated devices will be returned only to a parent or guardian. Additional cell phone/electronic information is found under Discipline Philosophy 	
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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 week’s period. Scholars will receive a progress report card every 4 ½ weeks.

Brick + Mortar (School Building)	Distance Learning
Grades shall be entered in PowerSchool on a weekly basis.	

Grading Scale:

A = 93-100

B = 92-85

C = 84--77

D = 76-69

F = below 69

Progress Report (every 4 ½ weeks):

- Students should have at least 4 grades.
- Students must have a re-test grade for any assessment not 80% or higher.

Report Cards (every 9 weeks)

Assessments:

All students in Kindergarten through 8th grade will take required assessments. Students will test in all content areas.

Brick + Mortar (School Building)	Distance Learning
<input type="checkbox"/> Scholars will be given assessments on a weekly or bi-weekly basis. <input type="checkbox"/> Scholars who do not score 80% or better will be retested.	<input type="checkbox"/> Scholars will be assessed on a weekly or biweekly basis. <input type="checkbox"/> Teachers will incorporate the securly app to monitor scholars computers while testing. <input type="checkbox"/> Scholars who do not score 80% or better will be retested.

STUDENT AND PARENT GRIEVANCE PROCEDURE (Policy 1742/5060 and 1740/4010)

GEO Prep Academy is committed to providing an effective means for parents and the community to voice concerns and complaints. In general, the complaint should be received and addressed at the level closest to which the complaint originated. For example, if it involves a teacher, first talk to that individual. If you are still concerned, talk with the principal. Then if you are still concerned, make an appointment to talk with the Chief Deputy Officer or Chief Academic Officer.

A grievance is a formal complaint regarding specific decisions made by school personnel. A grievance may be submitted in specific circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted, or violated. Any claims of discrimination on the basis of race, color, national origin, sex, pregnancy, religion, age, or disability also may be submitted as a grievance.

A grievance must be filed as soon as possible but no longer than 30 days after disclosure or discovery of the facts giving rise to the grievance. A student who has a grievance must provide the following information in writing to the principal:

- The name of the school district employee or other individual whose decision or action is at issue;
- The specific decision(s) or actions at issue;
- Any board policy or law that the parent or student believes has been misapplied, misinterpreted, or violated; and
- The specific resolution desired.

Upon receiving the written grievance, the principal will then:

- schedule and hold a meeting with the student within five school days of receiving the grievance request;
- conduct any investigation of the facts necessary before rendering a decision; and
- provide a written response to the written grievance within ten days of the meeting.

If you need additional information about grievance procedures, a copy of the local school board policies is available in each school. You can make arrangements with your school principal to review these policies.

Behavior Policy:

“A” CATEGORY BEHAVIORS

These behaviors are initially handled by individual teachers or teams.

Brick + Mortar	Distance Learning
<p>“A” CATEGORY RUBRIC</p> <ul style="list-style-type: none"> <input type="checkbox"/> Disruptive behavior, in classroom areas <input type="checkbox"/> Disrespectful comments <input type="checkbox"/> Improper use of electronic devices <input type="checkbox"/> Dress code violation <input type="checkbox"/> Littering on campus 	<p>“A” CATEGORY RUBRIC</p> <ul style="list-style-type: none"> <input type="checkbox"/> Using unauthorized websites <input type="checkbox"/> Impersonating another student online <input type="checkbox"/> Improper use of electronic devices <input type="checkbox"/> Dress code violation (polo tops for boys and girls)
<p>After classroom discipline plan has been followed, students will receive:</p>	
Referral 1	Referral 2
Referral 3	Referral 4

<p><u>1st REFERRAL</u></p> <p>The parent will be notified for a virtual intervention behavior counseling session.</p> <p><u>2nd Referral</u></p> <p>The parent will be notified for a virtual conference with the teacher, parent, and student.</p>	<p><u>3rd Referral</u></p> <p>Administer social and emotional counseling with the student and/or parent. Recommend resources to the parent and/or student.</p> <p><u>4th Referral</u></p> <p>If the student fails to adhere to the 1st, 2nd, and 3rd referral, they will be placed in the virtual breakout room (ISS).</p>
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“B” CATEGORY BEHAVIORS

These behaviors are handled by teachers, teams, and administration.

Brick + Mortar	Distance Learning
<p>“B” CATEGORY RUBRIC</p> <ul style="list-style-type: none"> <input type="checkbox"/> Affection, excessive public display <input type="checkbox"/> Bullying <input type="checkbox"/> Cheating <input type="checkbox"/> Disrespectful or disobedient to school personnel. <input type="checkbox"/> Fire Alarm, False <input type="checkbox"/> Truancy, skipping, class, or teacher/administration, detention, failure to appear. <input type="checkbox"/> False signature 	<p>“B” CATEGORY RUBRIC</p> <ul style="list-style-type: none"> <input type="checkbox"/> Profanity/vulgarity during virtual learning <input type="checkbox"/> Slander during virtual learning <input type="checkbox"/> Skipping virtual class (consistent 3 days) <input type="checkbox"/> Teacher/administration virtual time-out, failure to appear in the wait room. <input type="checkbox"/> Unsafe behavior

After classroom discipline plan has been followed, students will receive:			
Referral 1	Referral 2	Referral 3	Referral 4
<p><u>1st REFERRAL</u></p> <p>The parent will be notified for a virtual counseling session with the teacher.</p> <p><u>2nd Referral</u></p> <p>The parent will be notified for a virtual conference with the teacher, admin/school counselor, and the student.</p>		<p><u>3rd Referral</u></p> <p>If the student fails to adhere to the 1st and 2nd referral, the student will be placed in the virtual waiting room.</p> <p>Parent will be contacted and fill out Google Form to have parents repledge student commitment to virtual learning</p> <p><u>4th Referral</u></p> <p>If the student fails to adhere to the 1st, 2nd, and 3rd referral, they will be placed in the virtual waiting room.</p>	

“C” CATEGORY RUBRIC

These behaviors are considered severe and warrant immediate referral.

Brick + Mortar	Distance Learning
<p style="text-align: center;">“C” CATEGORY RUBRIC</p> <ul style="list-style-type: none"> <input type="checkbox"/> Extortion <input type="checkbox"/> Fighting <input type="checkbox"/> Fire Alarm, false Sexual Harassment <input type="checkbox"/> Threat of physical violence 	<p style="text-align: center;">“C” CATEGORY RUBRIC</p> <ul style="list-style-type: none"> <input type="checkbox"/> Computer Abuse <input type="checkbox"/> Cyber Bullying

<input type="checkbox"/> Tobacco products or related <input type="checkbox"/> Paraphernalia <input type="checkbox"/> Vandalism <input type="checkbox"/> Theft/possession of stolen items		
After classroom discipline plan has been followed, students will receive:		
Referral 1	Referral 2	Referral 3
<u>1st REFERRAL</u> Out of school suspension (3 Days) Out of virtual learning for (3 Days). The student will still be required to work in the waiting room. <u>2nd Referral</u> Out of school suspension/virtual learning (5 Days)		<u>3rd Referral</u> Out of school suspension/virtual learning (7 Days). The days may increase based on continual referral.

“D” CATEGORY RUBRIC

These behaviors are considered **zero-tolerance** and warrant immediate disciplinary action.

Brick + Mortar	Distance Learning
“D” CATEGORY RUBRIC <input type="checkbox"/> Alcohol, possession or use <input type="checkbox"/> Assault <input type="checkbox"/> Bomb threats <input type="checkbox"/> Drug possession/sale	“D” CATEGORY RUBRIC <input type="checkbox"/> Threaten to have weapons

Referral 1	Referral 2
<p><u>Referral 1</u></p> <p>Automatic virtual conference with parent and student. Out of school/virtual learning suspension (5 Days)</p>	<p><u>Referral 2</u></p> <p>Expulsion hearing</p>

The categories in the Behavior Rubric are cumulative – meaning that a second offense in a category, even if it is of a different type from the first, counts as a second offense.

Suspension

Types of Suspensions

Brick + Mortar	Distance Learning
<ul style="list-style-type: none"> <input type="checkbox"/> Parent Accompanied In-House Suspension: A student will attend school with his/her parent accompanying the student to all classes for the duration of the suspension. <input type="checkbox"/> Out-of-school Suspension: The student is sent home in the care of his/her parents. 	<ul style="list-style-type: none"> <input type="checkbox"/> Virtual waiting room suspension. <input type="checkbox"/> 3-day virtual suspension. Students will complete assignments in Google Classroom.

Contract

The success of the Behavior Management Discipline Plan for GEO Prep Academy depends on the support of each member of the school community. Working together, faculty and staff, parents, and students can promote academic achievement and good character, and ensure the success of students at the school and throughout life. On behalf of the administration, management, faculty, and staff of GEO Prep Academy, I

pledge to fulfill the responsibilities and uphold the expectations outlined in the Behavior Management Discipline Plan.

GEO Prep Academy is dedicated to ensuring that communication between the school and parents is continual, on-going, and uniform.

Samantha Carter & Byrian Collins

Principal, GEO Prep Elementary/Middle School

Your signature in the appropriate spaces below will indicate your commitment to helping fulfill the school's primary mission—rigorous academic learning.

As the parent of _____,

I pledge:

- to maintain high expectations for my child and the school
- to demonstrate consistent interest in my child's progress at school
- to support my child's best efforts
- to support and work with school staff to promote my child's learning

Parent Signature: _____ Date: _____

As a student at GEO Prep Academy, I pledge:

- to be respectful to myself and others, to attend school faithfully, complete my assignments on time, and work to my highest potential.
- to behave in a manner that does not disrupt classroom learning or the operation of the school.
- to obey requests by any authorized adult in the school. to refrain from aggressive or threatening behavior towards fellow students, teachers, and staff.
- to refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco.

Student Signature: _____ Date: _____

I have read the Behavior Management Discipline Plan for GEO Prep Academy and support the rules and expectations outlined herein.

Parent Signature: _____ Date: ___/___/___

Student Signature: _____ Date: ___/___/___

Responsibilities:

Parent Responsibilities	Student Responsibilities
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<p>We, as parents, will support student learning in the following ways:</p> <ul style="list-style-type: none"> <input type="checkbox"/> • Complete orientation process to gain full understanding of the school expectations <input type="checkbox"/> • Monitor student progress and enter attendance daily <input type="checkbox"/> • Assist student with organizing learning time and materials, maintaining a daily schedule, communicating with teachers, and attending instructional sessions <input type="checkbox"/> • Communicate questions, recommendations, or need for support to teachers or other applicable school staff. <input type="checkbox"/> Ensure students adhere to school policy and meet responsibilities below. 	<p>We, as students, agree to share the responsibility and engage fully in the programs and support offered by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> • Completing school work daily including lessons, reading, and assigned assessments. <input type="checkbox"/> Reviewing school communications and reply to teachers as needed; application will vary based on grade level. • Communicating with my parent/teachers any questions or concerns related to the program so that help can be provided.
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Technology Agreement:

Technology Distribution Process and User Agreements

In addition to the Chromebooks that will be issued to all students, all special education students and English Language Learners receive differentiated packet options which include alternate work to meet the needs of their IEP or ILP and supports for speech, occupational, and physical therapy from our service partners.

Acceptance Use Policy and User Agreements

At the beginning of the school year or upon enrollment, parents and students must review and sign the Acceptable Use Policy which protects the scholar and school from any unforeseeable violations of privacy or impacts of student and system safety.

In the event of damage, loss or theft, the family will be charged a fine of **\$150** to cover the actual repair or replacement cost for school-issued Chromebooks. (**Initials**)

Stolen Chromebooks

If a Chromebook is known to be stolen, parents must file a police report and notify the school administration. It may be required that a copy/evidence of the report be shared

with the school. The charge for the replacement of a stolen Chromebook will be at the discretion of school administration. _____ (Initials)

Damaged Chromebooks

If damage to the Chromebook is deemed not to be intentional a **\$25.00 fee** will be charged for the repair and a new device will be issued to the scholar. If damage to the Chromebook is deemed intentional, a **\$150.00** fee for the device replacement will be charged and school administration will decide whether or not to issue a new device to the scholar. _____ (Initials)

Lost or Damaged Chargers

A replacement charger will cost **\$20.00** _____ (Please Initial)

By signing below, I agree to adhere to the terms and conditions stated above.

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., Epi pens) 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.

(1) 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 an M.D. order for administration, parent consent form and the medication with pharmacy label.

Please Return to School

GEO PREP Academy Parent/Student Handbook
Statement of Compliance 2020-2021

The undersigned student and undersigned parent/guardian do hereby acknowledge that they agree to adhere to the GEO Prep Academy Handbook.

I, _____, have read, understand, and will
(Print Student Name)

follow the contents of the GEO Prep Academy Student Handbook.

I, _____, parent/guardian of
(Print Parent/Guardian Name)

_____, have read, understand, and support my
(Print Student Name)

student in following the contents of the GEO Prep Academy

Parent/Student Handbook.

Signature of Parent/Guardian

Date

