

2022 - 2023



**ALL ROADS LEAD TO COLLEGE**



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# STUDENT & FAMILY HANDBOOK

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## **Section I: Aspiration and Goals**

### **Handbook Summarizes School Policies, Safety, and Rules**

Welcome to GEO Prep Academy 2022-2023 school year! This handbook has been prepared for all parents and students of the GEO Prep Academy to provide a clear understanding of the principles, policies, and procedures related to safety and operation of our schools. It integrates the most updated CDC COVID-19 prevention strategies for schools. GEO Prep will continue to follow the core principles for physical distance by the CDC to promote physical distance between people and to ensure the safety of all scholars.

In order for our school to operate safely and efficiently, you and your child(ren) must be familiar and abide by the expectations, procedures and rules outlined in this handbook.

This handbook is neither a contract nor a substitute for the official district policy manual. Rather, it is a guide for parents and students, a brief explanation of district and school policy procedures for the daily operations and expectations of GEO Prep Academy.

This handbook content may be changed from throughout the 2022-2023 school year. Any changes will be provided through email or newsletter. It is the responsibility of students and parents to review such changes and to remain apprised of the current version of the handbook.

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

### **MISSION STATEMENT**

GEO Academies believes that all children should have access to a quality education that includes college. We embrace all quality educational options that enable parents to help their children learn and schools to succeed. Through extensive community outreach, educational

awareness programs, promotion of options that empower families and the creation of new options, GEO Academies strives to make educational choice a reality for all families, regardless of ethnicity or income.

## **VISION STATEMENT**

At GEO Prep Academy, parents, community, faculty and staff will establish a culture and learning environment of equity, where all scholars will obtain mastery of grade level standards, through daily rigorous instruction and social & emotional meaningful experiences, in order to prepare for high school and beyond.

We hope that once our students graduate from our elementary and middle school, they will enroll in our high school to continue their education.

GEO Next Generation High School is unique to Baton Rouge in that our entire focus is getting students to and through college and/or career certifications. Traditional high school electives and higher level courses will be taken at the college level, not at the high school level, nor on our high school campus. Our school year schedules and daily schedules will mimic the schedule of Baton Rouge Community College. Qualified students may start taking college level courses as early as 9th grade.

Committed students will be able to earn **at least an Associate Degree with the potential of earning a full Bachelor's Degree** prior to graduating from our high school—free of charge to the family—fully transferable to a four year university in Louisiana and other participating universities across the country. GEO Next Generation High School will provide after school sports and enrichment programs including but not limited to, basketball, volleyball, track, cross country, cheerleading, dance, music and other activities depending on student interests.

## **Board of Education**

Kevin Teasley, Founder and President, [kteasley@geoacademies.org](mailto:kteasley@geoacademies.org)

[Dana Teasley](#), Vice President,

Sandra Douglas, Chief Academic Officer, [sdouglas@geoacademies.org](mailto:sdouglas@geoacademies.org)

Shirlon Clay, Deputy Academic Officer, [sclay@geoacademies.org](mailto:sclay@geoacademies.org)

Terry Pickett, Interim Principal-Platt/Sherwood Grades K-8, [tpickett@geoacademies.org](mailto:tpickett@geoacademies.org)

Byrian Collins, Associate Principal- Sherwood Grades 3-8 [bcollins@geoacademies.org](mailto:bcollins@geoacademies.org)

**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 'KDT' or similar initials, written in a cursive style.

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

## Principal's Welcome

Greeting GEO Prep Family:

It is with great esteem and honor that we are eager to serve again as principals of GEO Prep Academy of Greater Baton Rouge. Here, we are a family that nurtures our scholars' social and academic needs. This school has become the highlight of our educational careers because we 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 bringing all of our scholars back to campus, rest assured that our top priority remains safety while maintaining our high academic expectations. Parents, we thank you for your continued patience and understanding. We would also like to thank our teachers who will/have endured many hours of professional development to prepare for learning this year, and we applaud 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!"

Proud to be a Shark!

Terry Pickett

Interim Principal K-8th

[tpickett@geoacademies.org](mailto:tpickett@geoacademies.org)

Byrian Collins

Associate Principal, 3rd-8th

[bcollins@geoacademies.org](mailto:bcollins@geoacademies.org)

## **Section II: Policy and Procedures**

### **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.

### **COVID-19 Policy**

GEO Prep Academy will continue to implement the 5 key prevention strategies outlined by the CDC for Phase III to ensure the safety of all students on campus:

- Universal and correct use of masks required
- Physical distancing
- Handwashing and respiratory etiquette
- Cleaning and maintaining healthy facilities
- Contact tracing in combination with isolation and quarantine

Despite careful planning and consistent implementation of prevention strategies, some situations may lead school officials to consider temporarily closing schools or parts of a school (such as a class, cohort, or grade level) to in-person instruction, typically in consultation with the local health department. In such cases, continuity of instruction through synchronous remote learning will take place.

As more information becomes available on new variants, prevention strategies and school guidance will update to new evidence on risk of transmission and effectiveness of prevention.

### **Scholars:**

**Sanitation:**

- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with on an hourly basis. (The times will be included in the daily schedules).
- Staff will wash their hands and children’s hands a minimum of every two hours.
- **ALL staff members and students (3rd grade and up) should wear face coverings, as able, to the maximum extent possible. *Face coverings should be worn in all areas of the school. This includes classrooms. Most importantly, Face Coverings should be worn during arrival, dismissal, and any other transition within the school building. Individuals with severe breathing difficulties should not wear face coverings.***
- Staff members are required to make sure student desks are cleaned before and after each student’s use.
- Minimize sharing of materials between students.

**Personal Health:**

- Students who start to experience [symptoms of respiratory illness](#), including a fever of >100.4 while at school, cough or runny nose, will be placed in an isolation room. Parents will be notified to pick the child up from school.
- Staff will receive education on [COVID-19 symptoms](#), as well as preventive measures.
- Staff and students will not be able to use the water fountains. Scholars will be provided water throughout the day.

**ENSURE HEALTHY FOOD PREPARATION AND MEAL SERVICE:**

- Students, teachers and cafeteria staff are required to wash hands before and after every meal.

**COVID-19 DAILY ARRIVAL AND DISMISSAL PROCEDURES:**

Staff will monitor arrival and dismissal to curtail congregating and ensure students go straight from vehicle to their classroom, or destination. We will stagger arrival and dismissal times to minimize crowding.

Screening at Home	Arriving at School	General Safety Precautions Throughout the Day
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<ul style="list-style-type: none"> <li>• Prior to sending children to school via bus, or parent drop-off, it is highly recommended that families and staff take temperatures daily prior to coming to school. Any person with a fever of 100.0 F or higher should not go to a school site.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents and visitors will not be able to visit the school unless it's an emergency deemed by the principal. This includes parents walking students to their child's classroom and volunteering on school sites.</li> </ul>	<ul style="list-style-type: none"> <li>• Physical distancing will be implemented when possible and feasible throughout the day. We will use directional signage, signs encouraging social distancing, and floor decals throughout.</li> </ul>
<ul style="list-style-type: none"> <li>• Students and adults should also screen themselves for respiratory symptoms such as cough and shortness of breath prior to coming to school each day. Students and adults experiencing those symptoms should not attend school.</li> </ul>	<ul style="list-style-type: none"> <li>• It is likely that arrival and dismissal time will vary to ensure students are not congregating together in large groups at the same time.</li> </ul>	<ul style="list-style-type: none"> <li>• All students and staff will be encouraged to wash and clean their hands regularly throughout the day and sanitizer will be made available in all classrooms and common areas where hand washing stations are present.</li> </ul>

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**CANCELLATIONS AND EMERGENCY CLOSINGS**

When school is closed or canceled 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. Chief Academic Officer

### **STUDENT COMMUNICATION POLICY**

Students may not have access to staff's personal cell phone numbers, email addresses, or be a personal friend on social media. Students and parents must communicate with school employees by calling the school's office or by using their GEO email addresses. This can usually be done simply by using the teacher's first initial and last name. EX. Anita Smith (asmith@geoacademies.org)

### **IMAGE AND CONTACT INFORMATION OPT-OUT DESIGNATION**

Throughout the school year, the district or 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 district or 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.

### **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.

### **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 on ParentSquare or Dojo
- 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).

### **FIELD TRIPS**

Students will attend field trips 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. Teachers and administrators have the right to withhold field trips from scholars because of behavior, unfinished assignments, etc. Parents may be asked to chaperon their child at field trips if the child has behavior concerns.

### **PARENT VISITATION AND COMMUNICATION**

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.

### **STUDENT LAPTOP AGREEMENT**



Students utilizing the school's computer or laptop will be required to **accept responsibility through a laptop agreement**, outlining the care and handling and expectations for student use of district laptops. **Included in this agreement is an acknowledgement that students will be responsible for damages to the laptop.** Laptop related incidents that occur at school involving multiple parties will be investigated by district administration.

### **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:
  - i. 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.
  - ii. Tampering with or vandalizing any part of the hardware or software will result in disciplinary consequences according to the student handbook for vandalism.
  - iii. 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.
  - iv. The downloading of programs from any source is strictly prohibited. Failure to comply will be treated as vandalism.
  - v. 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.
  - vi. 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 the 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. Students will be immediately suspended out of school for any such infraction.

### **TOBACCO-FREE POLICY**

Students, staff members and visitors are prohibited from possessing or using tobacco, tobacco products and smoking-related products (including, but not limited to, e-cigarettes and vaping devices) in accordance with Board policy. This includes, but is not limited to, all district buildings, on or about district grounds, on school buses, in district vehicles and at all GEO Prep's activities.

### **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.

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

## **COMMUNICABLE DISEASE-CONTROL**

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 GEO Prep's 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 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 GEO Prep Staff.

## **STUDENTS WITH DIABETES**

For parents of a student with diabetes who seek 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 a 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 students and 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).

### **CAFETERIA**

**All meals during the 2022-2023 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 and on the school's website. Students may bring their lunch to school if they choose to do so. Soda and fast food lunches are discouraged. **Note: Food cannot be heated at school.**

### **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.

**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: Terry Pickett, Interim Principal (Grades K-8th)..... 225-927- 1500  
Byrian Collins, Associate Principal (Grades 3<sup>rd</sup> - 8th)..... 225-927-1500  
Deborah Franklin, School Counselor (K-8th) ..... 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.

**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.

**Grading Scale (K – 7<sup>th</sup>)**  
**100% - 93% =A**

**Grading Scale (Ancillary)**  
**100% - 93% =E**

92% - 85% =B  
84% - 75% =C  
74% - 67% =D  
66% - 0% =F

92% - 80% =S  
79% - 67% =NI  
66% - 0% =U

#### 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 7, 2022
November 9, 2022
February 8, 2023
April 19, 2022

#### REPORT CARD DATES

<b><u>Send Home to Parents</u></b>
October 12, 2022
January 4, 2022
March 15, 2022
May 19, 2023

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

## **District Homework Policy Grades 1-5**

Homework is an integral part of our educational program at GEO Prep as well as District policy. Out of-class assignments are provided to extend and reinforce the learning that takes place in the classroom, enhance study skills, and help students develop independent work habits. The purpose of homework is to strengthen academic skills, reinforce concepts taught by teachers, develop student responsibility and accountability, and promote ...

The following time schedule should be used as a guide for the assignment of homework:

Grades 1-2    20 minutes per night

Grade 3      30 minutes per night

Grades 4-5    45-60 minutes per night

Please note that these times are approximate and variations do exist from student to student. If you find your child working in excess of the stated limits, you should:

- Discuss the homework assignment(s) with your child (does the assignment include work that should have been completed during the day; was the assignment spread out over more than one day).
- Observe your child's work and study habits at home.
- Contact your child's teacher.

Please remember that the purpose of homework is:

- To reinforce and apply skills learned at school.
- To let you know, as a parent, what your child is doing at school and how well they are doing it.

## **STUDENT INFORMATION**

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### **SCHOOL HOURS**

Monday – Friday .....7:45 AM – 3:30 PM

**Extended Day Hours**

Monday – Friday..... 6:30 AM – 5:00 PM

**Before-school**

- Students may arrive at school as early as 6:30 AM for Morning Care and enter through the assigned doors of the school. All students must report directly to the early morning class and remain there until dismissed for breakfast.
- Breakfast is served from 7:00 AM-7:40 AM.
- Students will be dismissed to their classrooms at 7:40 AM. All classes begin promptly at 7:45AM. Students are considered tardy at 7:50 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.
- If students are staying for after-school activities, they will receive their snack then they will be dismissed to their designated area by 3:40 PM.
- Once students leave the school, they are not allowed to re-enter the school building.

**NOTE: NO CHILD WILL BE ALLOWED TO CHECK OUT AFTER 2:45 p.m.**

**Extended Day**

**After school pick up**

- Extended day students are expected to be picked up between 5:00 -5:15 PM. **To respect the time of the staff working Extended Day, scholars must be picked on time.** Scholars not picked up by 5:15 p.m. will be charged a late fee of \$1 per minute. Parents must park and walk in to get children. Parents/Drivers will be given an invoice at that time. Payment will be due within 5 days of the invoice. Consecutive late pick ups can result in the following:
  - ❖ A written reminder of the policy. (A pink late slip)
  - ❖ A letter of removal if late pick up continues.
  - ❖ Students can be removed from extended day.
- 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.***

**ATTENDANCE POLICY**

*Every Child, Every Classroom, Every Day*

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. If the student is chronically absent or chronically late (tardy) to school, the parent and/or student will be referred to the Office of Child Welfare and Attendance or (CWA). To support academic growth, the school has put in place the following attendance policies and procedures:

**Time Missed from School** –Such 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 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:**

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.

A student who is absent from school on a given day may not participate in any extracurricular activity on that day.

**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 their promotion will be in jeopardy.

**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.

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

## **Tardy Policy**

In order to fulfill the mission and the vision of GEO Prep Academy, students must be at school on time. Arriving late to any class is disruptive to student progress and learning. Scholars who transition to more than one class must report to each scheduled class on time or they will be issued a tardy.

Students arriving after 7:50 a.m. must stop at the Front Office and obtain an Admit Slip before going to class.

- Parents cannot excuse first period tardies unless it is for a legal absence reason (illness, medical/dental, religious holiday or funeral). All other reasons are considered to be illegal and will remain unexcused.
- **Tardies due to oversleeping, carpool trouble or any other “personal” reason will not be excused.**
- Students who are not in their assigned seats when the tardy bell rings should assume that they were marked tardy.

### **Discipline Action:**

- 5th unexcused tardy, within a 4 week period results in Saturday School.
- Excessive Unexcused Tardies: - More than 5 unexcused tardies- will be assigned Saturday School and mandatory parental conferences as well as lose the privilege of PBIS incentive or extra-curricular activity. Additional Saturday Schools may be scheduled for continuing tardiness.
- School starts at 7:45 a.m.

- Students are marked tardy at 7:50 a.m.

**Parent must sign-in scholars who arrive late:**

- 2nd tardy- Parent will receive a written notification
- 5th tardy- A conference will be scheduled with the Dean of Students.
- A total of 5 unexcused tardies will result in 1 absence.**

## CELL PHONE POLICY /ELECTRONIC DEVICES



### **NO CELL PHONES**

- No student will be allowed to use a cell phone during the hours of 7:40 a.m. to 5:00 p.m.
- Cell phones must **not be visible**.
- **Cell phones must be off (not on vibrate mode) and secured out of sight.**
- **Cell phones cannot be visible hanging out of pockets.**
- **Cell phones are not allowed in the restrooms.**

The best security for the cell phone is to leave it home. If a student is found to be in possession or use of a cell phone, the phone will be confiscated, placed in a labeled envelope, and delivered to the office. The consequences will be as follows:

- **1st offense:** Cell phone held in office until the end of the next day. A parent or guardian will need to sign for the cell phone at the end of the next day in the office.
- **2nd offense:** Cell phone held in office for three (3) days. A parent or guardian will sign for the cell phone after a meeting with the student and principal. The student will be subject to a one (1) day in-school suspension.
- **3rd offense:** Cell phone . A parent or guardian will sign for the cell phone after a meeting with the student and principal. **Cell phones must remain at home for the remainder of the school year.** The student will be subject to a one (1) day in-school suspension.

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.

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

**All students must adhere to the GEO Prep cell phone policy.**

### **CARE OF SCHOOL PROPERTY**

Students will be held responsible for the proper care of all books, supplies, devices, accessories or equipment furnished to them by the district. Students who deface, damage or lose school property shall be required to pay for the damage or loss. **If a student does not return a textbook or resource, the student who was issued the resource is responsible for its replacement cost.** The teacher and student will note the condition of books before checking them out. Students are then responsible for the condition of the books until they are returned to the teacher. If a book is damaged, the student will be assessed the cost of repair or replacement of the text. Students with outstanding fines may incur consequences in the form of loss of privileges as determined by the school on a case-by-case basis.

### **COUNSELING SERVICES**

GEO Prep's counseling and guidance program implements a comprehensive counseling and guidance program that supports the academic, career and personal and social development of 21st-century learners. The school guidance counselor has the right to speak with each student unless otherwise noted by the parent or legal guardian. The guidance counselor's duties may consist of but not limited to:

- Guidance curriculum supports academic, career and personal and social development through classroom and group activities.
- Individual plans include counseling activities that assist students to plan, monitor and manage their own 21st-century learning.
- Responsive services include counseling or referral activities to meet the immediate needs and concerns of students.
- System support includes indirect guidance services that manage and promote the academic developmental needs of students.

### **EXCUSED PARTICIPATION FROM PHYSICAL EDUCATION CLASSES**

If your child is to be excused from activity participation in physical education classes for health reasons, a written doctor's recommendation is required. Students will be required to attend the classes for the instructional component and observation and complete an alternative assignment or to complete missed activities when physically able to participate.

### **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, “**LA Uniforms**” on Florida Blvd., “**Fashion Era**” on Florida Blvd, and “**Uniform Mart**” on Airline Hwy.

### **Elementary grades, K-5<sup>th</sup>**

#### TOPS:

**Girls:** School uniforms must be a red polo style collared shirt with the school’s logo. Spirit shirts may be worn on Friday’s.

**Boys:** Red polo style shirt with the school’s logo. Spirit shirts may be worn on Friday’s.

#### BOTTOMS:

- All students must wear **Navy** pants/slacks or shorts, with no embellishments/designs
- Girls may wear plaid skirts or navy skirts/jumpers.
- Socks must be solid **BLACK** or **WHITE**, with no color combinations allowed
- Males must **ONLY** 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) ( No Crocs)
- All slacks must cover students’ socks

### **MIDDLE SCHOOL GRADES, 6<sup>th</sup> - 8th**

#### TOPS:

**Girls:** School uniforms must be a navy polo style collared shirt with the school’s logo. Spirit shirts may be worn on Friday’s.

**Boys:** Navy polo style collared shirt with the school’s logo. Spirit shirts may be worn on Friday’s.

#### BOTTOMS:

- All students must wear **Khaki** pants/slacks or shorts, with no embellishments/designs.
- **NO Khaki jeans 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) (No Crocs)
  - All slacks must cover students’ socks

#### SWEATERS:

- **Students are only permitted to wear jackets with a zipper only.**
- **HOODED Jackets and sweaters are not allowed.**

## **DRESS CODE**

- **NO Bandanas or doo-rags.** Head coverings are not allowed except for religious purposes.
- **NO HOODED JACKETS or SWEATERS INSIDE THE BUILDING.**
- **NO Hats** worn during class or inside building. See-through, strapless, inappropriate tops showing cleavage, bare midriffs, or lace exposing skin/cleavage.
- Bra straps may not be seen;
- Blankets worn as jackets.
- **Earrings shall not be worn by male students at school or any school-related activity.**
- **NO hair extensions pass the waist length.**
- **NO visible Cell Phone; Confiscated devices will be returned only to parents**
- Chains connecting wallets to belts or pants. Dangerous jewelry/jewelry adorning weapons.
- Clothing or backpacks displaying and/or insinuating obscenity, profanity, tobacco, alcohol, drug logos, weaponry, violence, degrading or inflammatory statements.
- Sagging pants – If your pants can not stay up without a belt and are showing your undergarments, you will need to use a zip tie or change into loaner clothing for the remainder of the school day.
- Short shorts/skirts, more than 4” above the knee.
- **NO Pants with holes/rips.**
- **No pajamas;** bottoms or otherwise.
- NO Slippers, socks, or high heels/spiked , No Crocs
- Boys **ARE NOT** allowed to wear earrings
- Girls’ **ARE NOT** allowed to wear large or long drooping earrings

### **PERSONAL PROPERTY**

GEO Prep is not responsible for recovery, reimbursement or replacement of lost, stolen or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home. Examples of personal property include but are not limited to: purses, wallets, watches, jewelry, band instruments, electronic devices, credit cards, cash, checks, books, notebooks and book bags.

### **LOST AND FOUND**

Please label all items of clothing. Students always have access to the lost and found area at school. Parents are encouraged to look through the lost and found items on conference days and times they visit the school. If you do not find a lost item, please ask in the office. Unclaimed items will be donated.

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

## Transportation Policy



### **COVID-19 Bus Expectations:**

We will continue to follow all guidelines provided by LDOE in their Strong Start document. Families are being encouraged to sit together and all other scholars will continue social distancing guidelines.

### **Phase III Guidelines (Contingency Plan)**

<b>Maximum Group Size (including adults)</b>	<b>50</b>
<b>Maximum Bus Capacity (including adults)</b>	<b>75%</b> The maximum bus capacity is 75%, including adults. During this phase, we will provide transportation for scholars.

### **School Bus Safety**

- 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

## **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 10 minutes prior to the scheduled pick up time.

### **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.

Parents will be notified of disciplinary problems and may become responsible for transportation of children who lose their bus privileges. Each bus is equipped with a camera system.

Students must ride their assigned buses and get on and off at their regular assigned stop. In unusual or emergency situations, a parent may make a written request to have their student(s) temporarily depart at a stop other than their regular stop or ride a bus other than their assigned bus. The school principal or designee must approve the parent's request prior to the student using alternate services.

Parents will not be able to call the office and make a phone request in regards to bus transportation unless deemed an emergency.

Changes to your child's normal after school routine that affects their mode of transportation must be in writing. Please do not call or email teachers with end of the day messages as they may not be received on time.

### **Bus 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.
13. Keep feet, objects, and hands to yourself.

### **Non-Negotiable Behavior Expectations & Consequences**

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

1. **Cell phones can be used to alert parents or guardians that a student has boarded or departed the bus , otherwise they should be off and not visible.**
2. No hanging out of the window.
3. Must ride the assigned bus unless given permission.
4. Throwing/Shooting of any object inside or out of the bus
5. Physical aggression against any person ( **Fighting will warrant an automatic 3 day suspension**)
6. Use of tobacco or any controlled substance
7. Vandalism to bus (restitution will be made)
8. Holding or attempting to hold any portion of the exterior of the bus
9. Lighting of matches, fireworks or any flammable object or substance
10. Unauthorized (a) entering or leaving the bus, (b) use of emergency door, (c) tampering with bus equipment ix.
11. Profanity, verbal abuse, harassment, position of unacceptable material
12. Other offenses as reported by driver and/or principal

### **Bus Consequences**

<b>First Offense</b> Warning – Parent notification by principal or his/her designee	<b>Second Offense</b> Warning – Parent notification and 2 school days loss of recess/ancillary	<b>Third Offense</b> 1 day suspension of bus services  b. Mandatory Parent/Principal meeting before service resumes
<b>Fourth Offense</b> 3 days suspension of bus services b. Mandatory Parent/Principal meeting before service resumes	<b>Fifth Offense</b> Loss of all bus service for 1 full week.	<b>Final Offense</b> 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](mailto: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 First Student dispatch services immediately. The school will also send out a pace message through their automated system.

## **ELEMENTARY SCHOOL – K-5<sup>th</sup>**

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### **COVID 19 Phase III**

#### **Classroom Treats**

To protect the health and safety of our children, **parents may not** bring in any outside food for students. Parties are not allowed at this time. We will continue to operate under the health and safety protocols for phase III as recommended by the CDC.

**Party invitations are only to be brought to school if they are distributed to the entire class.**

#### **Items from Home**

Students are not to bring toys, games, sports equipment or electronic devices to school unless special permission has been granted. In case of special permission, only E-rated games will be allowed. Other electronic items, such as cell phones, should not be seen, heard or used in the school building during school hours without permission. If a student violates this rule, the student is subject to disciplinary action, and the item will be held

in the office until the parent/guardian can pick it up. Students should not carry extra money to school. Students are not allowed to sell items of any kind at school, with the exception of school-sponsored activities. GEO Prep is not responsible for valuables students bring to school.

### **Parties**

Social events are planned to help students develop and mature socially. Events are planned according to the maturity and age level of the students who participate. All social events are sponsored and chaperoned by the school staff. Principals are responsible for determining when special events, parties or special activities are to occur.

### **Activities/Athletics Extra- and co-curricular Activities:**

The district's extracurricular activities program is intended to provide opportunities for student participation in activities designed to meet leisure, recreational, social and emotional interests and needs. Extracurricular activities will be those district-recognized and supervised activities, occurring outside academic class time, for which no grades or units of academic credit are awarded. These activities shall provide for individual, small group and student body participation. All extracurricular activities must have an appointed sponsor, supervisor or coach. **To participate, student's grade reports each term must be in good standing academically. Scholars participating in clubs and extracurricular activities must also be signed up for after care tutoring, as these groups often meet after academics are complete. This may include, but is not limited to, practices, rehearsals, fellowships, seminars, etc.**

### **Exclusion from activities or bus transportation:**

When a student's conduct in school results in a suspension of any type, the student may be excluded from the activities program for a specific length of time. Parents/guardians may become responsible for their student's intramural or after-school activities transportation when a bus conduct notice has been issued for a disciplinary problem.

## **MIDDLE SCHOOL – 6<sup>th</sup> & 8<sup>th</sup>**

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### **Activities/Athletics Extra- and co-curricular Activities:**

The district's extracurricular activities program is intended to provide opportunities for student participation in activities designed to meet leisure, recreational, social and emotional interests and needs. Extracurricular activities will be those district-recognized and supervised activities, occurring outside academic class time, for which no grades or units of academic credit are awarded. These activities shall provide for individual, small group and student body participation. All extracurricular activities must have an appointed sponsor, supervisor or coach.

### **Exclusion from activities or bus transportation:**

Participation in the activities program in middle school is a privilege. When a student's conduct in school results in a suspension of any type, the student may be excluded from the activities program for a specific length of time. Parents/guardians may become responsible for their student's intramural or after-school activities transportation when a bus conduct notice has been issued for a disciplinary problem.

### **Book Bags and Backpacks**

Students are NOT allowed to use book bags and backpacks to carry supplies, books and materials to and from school. ALL students in grades 2<sup>nd</sup> – 7<sup>th</sup> are required to purchase a zipper binder. Binders can be purchased from amazon, Office Depot, or Wal-Mart.

## **DISCIPLINE POLICY**

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### **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.

### **GEO Prep Academy Discipline Goals**

- To help students develop self-respect.
- To help students develop respect and tolerance for others and their property.
- To help students see the need for self-discipline.
- To guide students toward choices which lead to improved behavior

## **BULLYING: Zero Tolerance**



**Students have the right to expect respect from all fellow students and to be free from any form of bullying by another student.**

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 including but not limited to hitting, kicking, pushing, tripping, damaging personal property, or unauthorized use of personal property, repeatedly and purposefully shunning or excluding from from activities, that make our school feel like an unsafe place.

**Cyberbullying**—A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.



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 and texting with the use of cell phones, 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.**

### **Consequences**

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

- Automatic conference with parent and student. Out of school suspension.
- ***\*\*Each student will be required to sign the GEO Prep Academy Anti-Bullying pledge. \*\****

# GEO Prep – School Wide & Classroom PBIS

## Positive Behavioral Interventions & Supports Matrix

<u>Expectations</u>	<u>Classroom</u>	<u>Cafeteria</u>	<u>Hallway</u>
<b>GEO Prep</b> <b>Students will be</b> <u>S</u> <b>Smart</b>	<ul style="list-style-type: none"> <li>Sharks actively participate in classes daily.</li> <li>Sharks complete all assignments</li> </ul>	<ul style="list-style-type: none"> <li>Sharks use good manners (SAY PLEASE &amp; THANK YOU)</li> <li>Sharks only touch and eat their food.</li> <li>Sharks keep food and drink in the cafeteria.</li> </ul>	<ul style="list-style-type: none"> <li>Sharks transition in the hallway quietly and quickly.</li> <li>Sharks walk directly to their destination.</li> </ul>
<u>H</u> <b>Hardworking</b>	<ul style="list-style-type: none"> <li>Sharks always give their best effort.</li> <li>Sharks are on time.</li> </ul>	<ul style="list-style-type: none"> <li>Sharks clean up their spot and trash (even when its not yours)</li> </ul>	<ul style="list-style-type: none"> <li>Sharks bring all needed supplies from their last class.</li> </ul>
<u>A</u> <b>Accountable</b>	<ul style="list-style-type: none"> <li>Sharks have all their materials needed daily.</li> </ul>	<ul style="list-style-type: none"> <li>Sharks sit in their assigned area.</li> <li>Sharks stay seated until dismissed.</li> <li>Sharks get all necessary items while in line.</li> </ul>	<ul style="list-style-type: none"> <li>Sharks always have a hall pass.</li> </ul>
<u>R</u> <b>Respectful</b>	<ul style="list-style-type: none"> <li>Sharks respect everyone's personal space.</li> <li>Sharks follow directions the first time they are given.</li> <li>Sharks are courteous and polite.</li> </ul>	<ul style="list-style-type: none"> <li>Sharks follow directions the first time they are given</li> </ul>	<ul style="list-style-type: none"> <li>Sharks keep their hands to their sides</li> <li></li> </ul>
<u>K</u> <b>Kind</b>	<ul style="list-style-type: none"> <li>Sharks help their classmates and teachers.</li> </ul>	<ul style="list-style-type: none"> <li>Sharks help their classmates and teachers.</li> </ul>	
<u>S</u> <b>Safe</b>	<ul style="list-style-type: none"> <li>Sharks follow all safety procedures (ex. Wash hands, wear masks, clean their areas)</li> <li>Sharks do not horseplay.</li> </ul>	<ul style="list-style-type: none"> <li>Sharks notify adults when anything is out of the ordinary.</li> </ul>	<ul style="list-style-type: none"> <li>Sharks avoid dangerous or hazardous environments.</li> </ul>

## Discipline Actions

Some students make choices which require the use of the discipline rubric. When the rubric is used, consequences such as detention, suspension, or expulsion may result.

### Detention/Saturday Detention

Teachers, teams, and administrators may assign detention before school, after school, or on Saturdays to students who disrupt or misbehave in class and/or fail to do assigned classroom work. The letter will state the date of the detention and the reason. The administrator and/or the detention supervisor can make the detention a working detention or a classroom detention where the missed homework and assignments are completed. If a student is assigned more than one detention on the same day, at the same time, one of them must be served the next available date. It is the student's responsibility to coordinate this with the teachers/administrators. Students who are absent or tardy to detention or otherwise disruptive may be subject to further disciplinary action.

### After-School Detention

Students will be assigned after-school detention with an administrator or designee. The detention will be held on Thursdays from 3:45 pm – 5:00 pm in the school cafeteria or designated location. If there is a school holiday on Thursday's detention will be held on the next available school day. Students and parents will be notified of after-school detention by the administrator or teacher. If the student is a bus rider, it is the parent's responsibility to pick up the student. If a student receives more than 3 after school detention in a month it will result in 1 day out of school suspension.

### Suspension

Off-Campus Suspensions from one to ten days require involvement of school administration. Students and parents will be notified of the reason for the student's suspension. Within one school day of the assigned suspension, teachers will have prepared assignments and placed them in the administration office for pick-up by parents. Assignments will be graded as though the student was in class. Tests, quizzes, and exams given during the suspension must be made up within **five days** of the student's return from suspension. While on suspension, students **may not** participate in any school activity. While serving an out of school suspension, students **cannot** be on campus for any activities. This includes any weekend activity such as sports events, dances, etc. A formal Discipline Committee hearing must be held in the event that a student is suspended for more than ten consecutive school days in one school year. Parents will be provided written notification of suspension and the reason(s). **Also, a conference with parents may take place before and/or after each suspension.** In-school suspensions may precede some level one conducts. "ISS " will take place at the discipline center, on campus in our administrative building, following the same schedule. **If assigned, attendance is mandatory.**

### Expulsion

Expulsion is a disciplinary consequence that terminates the student's education at the school. Expulsion may also occur for single infractions that are particularly serious (see the discipline rubric Category D for examples). GEO Prep will inform parents in writing of the expulsion hearings. The notification will tell parents the reasons for the proposed expulsion. This will include the following: a description of the offense(s), the date and time of the hearing.

### **Specific Prohibited Behaviors**

The school expects you to know and follow laws and rules that you apply at home and in the community. The handbook does not include all expected and prohibited behaviors, but rather focuses on school-specific standards.

### **Classroom Misconduct**

Each teacher/team will establish classroom rules and enforcement procedures. Students have a responsibility to be appropriate active participants in the learning process.

### **Hallway or Common Area Misconduct**

Students are to conduct themselves in an orderly manner when passing between classes. Students will go directly to classes. Students out of class for any reason **MUST** have their hallway pass. Individual teachers establish policies for allowing students to leave their classroom during class time.

### **Cafeteria Misconduct**

Breakfast/Lunch this year will take place inside the classrooms. We will not be utilizing the cafeteria space. During lunch you are expected to:

- Sanitize hands properly and travel orderly to and from lunch
- Take your plate at the end of the cafeteria line, from the designated lunch retrieval area
- Talk at a normal conversation level
- Stay seated unless putting away your tray and trash or exiting to the play area
- Deposit all trash in appropriate containers
- Return excess items to appropriate place

During lunch you are NOT to:

- Run, chase or engage in physically unsafe activity
- Share food or snacks

### **Bullying, Teasing and Gang-like Behaviors**

Any actions or behaviors that result in bullying or teasing will not be tolerated and will be dealt with according to the discipline rubric. Dress related to gangs or actions related to gang-like behavior will likewise be handled according to the discipline rubric.

### **Physically Dangerous Behavior**

Running, wrestling, throwing objects, pushing, shoving, inappropriate touching, and horseplay on school grounds are not acceptable behaviors. Punching and/or pinching another student as a part of their birthday "celebration" is inappropriate. Students physically intimidating classmates in this manner will be disciplined.

## **Harassment**

If a student feels uncomfortable with the actions of another student, he or she should first tell the other student that the actions are not appropriate. If the behavior continues, the student must report the harassment to an adult employee or authorized volunteer at the school.

## **Possessing Inappropriate Items at School**

You should not bring to school any items that interfere with learning or endangers the health and safety of other students. The following are examples of inappropriate items:

- Water guns
- Digital players
- Hand-held computer games
- Laser pointers
- Dice for gambling
- Sports equipment
- Wheeled objects

*Please note: This is a partial list and may include other items.*

Teachers and administrators can determine other items as inappropriate on campus, and they will **confiscate** them and **keep** them until a parent comes to pick them up, if the item is otherwise acceptable in the community. Such items not claimed by the close of the school year will be **donated** to charity or destroyed. Items which are contraband under law will not be returned. If a school authorized activity requires specific items that would otherwise be inappropriate, you will receive instructions from your team or teacher on their authorized and limited usage. If you are in doubt about whether an item is appropriate, ask before you bring it. If you are too embarrassed to ask if the item is appropriate at school, it is more than likely inappropriate. If a teacher has any reason to believe that a container of liquid contains alcohol, that container will be confiscated.

## **Improper Computer Use**

You may use GEO Prep Academy's laptop and/or computers in accordance with your Student Computer Use Contract. The "Computer Technology Acceptable Use Agreement" signed by you and your parent/guardian must be on file at GEO Prep before you may use a school computer. Unauthorized access to a computer, unauthorized copying to or from a computer, entry into non-authorized websites (such as chat or game sites), and any actions that interfere with an authorized user's access are each serious offenses that will call for the student's actions to be evaluated by the school administration. Students will be authorized to access a Google email account at school. This is to be used instead of commercial email accounts; however, this mail system is NOT private, and the school retains the right to review student electronic mail. Google is set up by the school for school purposes only. All students will sign the user agreement which acknowledges that GEO Prep retains

the right to monitor any student communications or information exchanges made with school computers to any other computer. Transmitting or receiving unauthorized content will warrant disciplinary evaluation.

## **Weapons**

The most serious inappropriate items at GEO Prep are weapons and drugs. The following list provides examples of prohibited weapons although it is not an inclusive list:

- Guns, machine-guns, shotguns, pistols, rifles, and air-soft guns
- Any device that acts to destroy property or injure
- Knives
- Club-type weapons, e.g. blackjacks, brass knuckles, nunchucks
- Gas pistols and shooting pens
- Straight razor, razor blades or weapons made from razor blades
- Ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instruments, including piercings
- Clubs, or any object that may be used as a club, e.g. pieces of wood, pipe, stones or bricks
- Authentic-appearing replica of a firearm, e.g. a toy or BB gun
- Blank cartridge pistols
- Objects that might be readily used to inflict bodily harm, e.g. bicycle chains, cans with sharp points, broken bottles or glasses, knives with retractable blades
- Locking blade knives regardless of length
- Items that are not normally considered dangerous but could be reasonably misconstrued to be a weapon.

Teachers, administrators or appropriate base support staff will seize the items immediately.

## **Drugs**

Do not possess illegal drugs. If you must take authorized prescription medicine, your parent or guardian must administer medication at home unless the nurse received permission from the doctor to administer the medicine.

## **Tobacco Products**

Cigarettes, cigars, snuff, smokeless tobacco or any other type of tobacco product or similar product are prohibited from school or school activities.

## **Prohibited Student Behavior**

Any specific misbehavior not included in the below list of Prohibited Behaviors will be categorized by the administrator as the incidents occur.

## **ZERO TOLERANCE:**

Zero tolerance policies require specific and generally serious responses – such as suspension or expulsion – for certain types of student misconduct. The Department of Education's Office for Civil Rights [defines a zero](#)

tolerance policy as one that "results in mandatory expulsion of any student who commits one or more specified offenses.

**Prohibited Behavior Definitions**

Behavior	Category
<b>Affection</b> , Excessive public display (more than holding hands).	B
<b>Alcohol</b> , possession or use.	D
<b>Assault</b> or intentional physical act to inflict injury or damage to another person.	D
<b>Bomb threats</b>	D
<b>Bullying</b> (including cyber bullying) another, or a group (i.e., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).	B
<b>Cheating</b> includes copying another student's work, either partly or the whole assignment, allowing another student to copy your work, copying from a book or the web (plagiarism), or using illegal notes or other information on a quiz or test. No credit will be given for the assignment or test. ***Use of cell phones or any other unauthorized electronic devices during test constitutes cheating.	B
<b>Disrespectful, disobedient or defiant</b> to school personnel such as not following directions from any teacher or staff member, in a classroom or in common areas, immediately and not interacting with adults in a mature, respectful manner.	B
<b>Disruptive behavior</b> , in classroom or common areas including disrespectful comments to fellow students. Also includes improper use of cell phones, iPods, and other electronic devices including internet social media networks. At the second offense, the item will be held in the office for parent pick up. At the third offense, the item will be confiscated until the end of the year.	A
<b>Dress code</b> violation (See above section on dress code).	A
<b>Drug</b> possession, use, or sale.	D

<b>Extortion</b> or using threats or fear to force another student to give up money, school work, possessions, or inappropriate actions.	C
<b>Fighting.</b> Shoving and exchanging of blows with the intent to injure. <b><i>Both offenders will be punished:</i></b> however, if it is determined that one student started the fight, and the other tried to avoid the confrontation, lesser penalties may be applied to the defender.	C
False sounding of <b>Fire alarm.</b>	C
<b>Falsely signing</b> or altering a document	B
<b>Littering</b> on campus.	A
<b>Profanity/vulgarity</b> in public conversation or in class.	B
<b>Sexual harassment,</b> unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.	C
<b>Slander or Spreading rumors</b> about another student or school personnel in any way including verbal or electronic means that is designed to hurt their feelings or reputation.	B
<b>Theft</b> /possession of stolen items.	C
<b>Threat</b> of physical violence to staff or fellow student.	C
<b>Tobacco</b> products or related paraphernalia.	C
<b>Truancy,</b> skipping school or class, failure to appear for teacher-assigned detention, for administrative detention, Saturday School, missing (cutting) classes. An unexcused tardy to a class of more than 5 minutes to any but the first class will be considered truancy.	B
<b>Unsafe behavior,</b> including but not limited to, tripping, shoving, or horseplay.	B
<b>Vandalism</b> or deliberate destruction or school or personal property. This includes malicious or destructive actions on school computers, to include locking files, disconnecting equipment, "hacking" or attempting to "hack" school or student files. Students and parents will be held financially responsible for damages incurred due to vandalism.	C
Possession of <b>Weapons</b>	D

## BEHAVIOR RUBRICS

Administrators have the authority to apply the following Behavior Rubrics for inappropriate behaviors. The rubrics are guidance only and are not binding on Administrators. Each disciplinary case must be judged on the specific facts of the individual case to determine the fair and appropriate penalty.

### “A” CATEGORY RUBRIC

<p><b>“A” CATEGORY BEHAVIORS</b></p> <p>These behaviors are initially handled by individual teachers or teams, and warrant referrals after repeated incidents or if initial incidents are severe.</p>			
<ul style="list-style-type: none"> <li>• Disruptive behavior, in classroom areas</li> <li>• Disrespectful comments</li> <li>• Improper use of electronic devices</li> <li>• Dress code violation</li> <li>• Littering on campus</li> </ul>			
<p><b>****After the classroom discipline plan has been implemented and followed the student will receive:</b></p> <p><b>“A” CATEGORY CONSEQUENCE GUIDELINES</b></p>			
<p><b>1<sup>ST</sup> REFERRAL</b></p> <ul style="list-style-type: none"> <li>• Parent notified</li> <li>• Behavior Intervention/TOR</li> </ul>	<p><b>2<sup>nd</sup> REFERRAL</b></p> <ul style="list-style-type: none"> <li>• Parent(s) are notified.</li> <li>• Parent accompany scholar for classroom shadowing</li> </ul> <p><b>**If a parent does not attend student shall receive 1 day in-school suspension, on-campus at the discipline center.</b></p>	<p><b>3<sup>rd</sup> REFERRAL</b></p> <ul style="list-style-type: none"> <li>• Parent(s) are notified.</li> <li>• Saturday/After School Detention scheduled</li> </ul> <p style="text-align: center;">(1 Day)</p> <p><b>** If a student fails to attend After/Saturday school detention,, student shall be suspended on the school day immediately following missed detention.</b></p>	<p><b>4<sup>th</sup> REFERRAL</b></p> <ul style="list-style-type: none"> <li>• Parent(s) are notified.</li> <li>• Out of school suspension (2 days)</li> </ul> <p><b>** Days may increase based on continued referrals</b></p>

**“B” CATEGORY RUBRIC**

<p><b>“B” CATEGORY BEHAVIORS</b>                  These behaviors are handled by teachers, teams, and administration.</p>			
Affection, excessive public display Cheating Disrespectful or disobedient to school personnel False signature Fire alarm, (false)		Profanity/vulgarity Slander Truancy, skipping class or teacher/administration detention, failure to appear Unsafe behavior	
<p><b>“B” CATEGORY CONSEQUENCE GUIDELINES</b></p>			
<p><b><u>1<sup>ST</sup> REFERRAL</u></b></p> <ul style="list-style-type: none"> <li>• Parent notified</li> <li>• Parent/Teacher/Admin conference, counseling, after-school detention</li> </ul>	<p><b><u>2<sup>ND</sup> REFERRAL</u></b></p> <ul style="list-style-type: none"> <li>• Parent(s) are notified.</li> <li>• Saturday/After School Detention scheduled  (1 Day)</li> </ul> <p><i>** If a student fails to attend After/Saturday school detention,, student shall be suspended on the school day immediately following missed detention.</i></p>	<p><b><u>3<sup>RD</sup> REFERRAL</u></b></p> <ul style="list-style-type: none"> <li>• Parent notified</li> <li>• In School suspension - Discipline Center (2 Days)</li> </ul>	<p><b><u>4<sup>TH</sup> REFERRAL</u></b></p> <ul style="list-style-type: none"> <li>• Parent notified</li> <li>• Out of school suspension (4 Days)</li> </ul> <p><i>** Days may increase based on continued referrals</i></p>

**“C” CATEGORY RUBRIC**

<p><b>“C” CATEGORY BEHAVIORS</b>                  These behaviors are considered severe and warrant immediate referral.</p>		
Extortion Bullying Fighting Sexual Harassment Theft/possession of stolen items	Threat of physical violence Tobacco products or related paraphernalia Vandalism Computer Abuse	
<p><b>“C” CATEGORY CONSEQUENCE GUIDELINES</b></p>		
<p align="center"><b><u>1<sup>ST</sup> REFERRAL</u></b></p> <ul style="list-style-type: none"> <li>● Parent notified</li> <li>● Out of school suspension (3 Days)</li> </ul>	<p align="center"><b><u>2<sup>ND</sup> REFERRAL</u></b></p> <ul style="list-style-type: none"> <li>● Parent notified</li> <li>● Out of school suspension (5 Days)</li> </ul>	<p align="center"><b><u>3<sup>RD</sup> REFERRAL</u></b></p> <ul style="list-style-type: none"> <li>● Parent notified</li> <li>● Out of school suspension (7 Days)  <i>** Days may increase based on continued referrals</i></li> </ul>

**“D” CATEGORY RUBRIC**

<p><b>“D” CATEGORY BEHAVIORS</b>                  These behaviors are considered severe and warrant suspension or expulsion.</p>	
Alcohol, possession or use Assault Bomb threats	Drug possession/sale All weapons

## “D” CATEGORY CONSEQUENCE GUIDELINES

<u>1<sup>ST</sup> REFERRAL</u>	<u>2nd REFERRAL</u>
<ul style="list-style-type: none"><li>● Parent notified</li><li>● Out of school suspension</li></ul> <p style="text-align: center;">(10 Days)</p>	<ul style="list-style-type: none"><li>● Parent notified</li><li>● Expulsion hearing</li></ul>

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 (i.e. one disruptive in class in addition to one dress code violation would result in parent notification and detention)

### Suspension

#### Types of Suspensions

1. Out-of-school Suspension: The student is sent home in the care of his/her parents.
2. In-School Suspension: The student is temporarily removed from his or her regular classroom(s) for at least half a day but remains under the direct supervision **of the school's** Dean of Students.
3. Discipline Center Suspension: The student is being assigned to attend the discipline center off campus for a prescribed time frame supervised by a TOR moderator. The student is under the care of the GEO Administrative disciplinary team.

## Parent Teacher Association

GEO Prep will be incorporating a Parent Teacher Association (PTA). The Parent Teacher Organization is an integral part of the school. The PTA is dedicated to supporting the children and community of GEO Prep. To reach these goals, our PTA members volunteer many hours and raise funds to support classrooms, encourage communication, and develop community spirit. PTA donations support our science, art, PE, media center, and computer specialists, as well as various enrichment and cultural projects throughout the year. You will be receiving additional information regarding the PTA at your child's school. At the back of the handbook please complete the form letting us know that you are interested in joining and what committee you would like to serve on.

### **Your Role as a Parent:**

- Make classroom visits, offer support to teachers (In person by appointment/per COVID guidelines)
- Understand how to navigate the electronic tools to track child's progress and behavior
- Listen to your child, provide feedback, mentor and be an example
- Show interest in and assist with homework
- Become involved in extracurricular activities
- Attend social emotional activities
- Attend parent/teacher conferences
- Share ideas and other resources

### **YES, COUNT ME IN!**

**Your participation in GEO's Parent Engagement Program (PEP) is needed. Please complete the form below and submit it in google so we can plan our first meeting. Our PEP will join the local and National PTA and other related outreach programs.**

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Committee Selection: \_\_\_\_\_

Student's Name: \_\_\_\_\_

## Orientation Behavior & Signing Day 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.

*Terry Pickett*

Interim 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\*\*\*\*Please return the signed contract to your homeroom teacher\*\*\*\*\*



## GEO Prep 2022 - 2023 Parent Student Handbook Receipt

Name \_\_\_\_\_ Date \_\_\_\_\_

I hereby acknowledge receipt of a copy of GEO'S 2022-2023 Parent Student Handbook. I agree to have read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_