



# **2015-2016 Student and Family Handbook**





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Dear Students and Families –

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

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

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

Have a wonderful school year!

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

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

## **Principal's Welcome**

Dear Prospective Parent:

I am excited to be the Principal of GEO (Greater Educational Opportunities) Prep Academy of Greater Baton Rouge! We are currently accepting applications for students entering kindergarten, 1st, 2nd, and 3rd grades for the 2015-2016 school year.

Some of you may be interested in knowing a little bit about me. I was born and raised in Baton Rouge. I graduated from Southern University. I have over 30 years of experience as an educator and believe that educating children is a ministry. I have served as a teacher, principal, supervisor and executive director of school leadership. As a Principal in my prior school, we grew 20+ points in three years. I am one of eleven principals in the state of Louisiana that received credentials from the University of Virginia as a School Turnaround Specialist. Because of my varied experiences, I know what it takes to create a high performing elementary school.

GEO Prep Academy will offer a rigorous college preparatory program that includes music, art, technology, educational field trips, guest speakers, and much more! GEO Prep's academic program will help children who are below grade level "catch up" and help students on or above grade levels "move up".

Through our use of data driven instruction and communication with parents we can ensure that we will consistently monitor your child's progress and keep you informed. At GEO Prep, we believe that the road to college begins in kindergarten and we work tirelessly to ensure a successful future for your child that includes college. We will expand one grade level each year until we reach 5th grade.

I am looking forward to having our new building full of students and staff and all of the energy they will bring. Please visit our website at [www.geoprep.org](http://www.geoprep.org) or call us at (225) 927-1500 to learn more about the exciting opportunities that await your child at GEO Prep Academy of Baton Rouge.

Respectfully,

Sandra A. Douglas  
Principal

Louisiana Turnaround Specialist

## **NONDISCRIMINATION POLICY**

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

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

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

## **MISSION STATEMENT**

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

## **SCHOOL CONTACT INFORMATION**

Front Office..... 225-927-2250

## **SCHOOL HOURS**

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

### **Before-school**

- Students may arrive to school as early as 7:30 AM and enter through the main doors of the school. All students must report directly to the gym and remain there until dismissed to their respective classes.
- Breakfast is served from 7:50 AM-8:10 AM.
- Students will be dismissed to their classrooms at 8:10 AM. All classes begin promptly at 8:15AM. Students are considered tardy at 8:16 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 an after-school activity.
- If students are staying for after-school activities, they must be in their designated area by 3:40 PM.
- Once students leave the school, they are not allowed to re-enter the school building.

### **After school pick up**

- Students are expected to be picked up (if not under direct supervision of a teacher) by 5:00 PM. **Students left after 5:00 PM are subject to being transported to the police station for loitering on school property.**
- **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.

**SCHOOL CALENDAR 2015-2016**

# GEO PREP ACADEMY CALENDAR

## 2015-2016

**July**

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

**August**

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

**September**

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

**October**

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

**November**

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

**December**

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

**January**

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

**February**

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

**March**

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

**April**

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

**May**

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

**June**

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

July 21st–10 Month Employees Report/Teacher Training

August

- ♦ August 6th -Opening of School for Students
- ♦ August 27th- Open House

September 7th

- ♦ Labor Day Holiday
- October 9th (Students Do Not Attend)

- ♦ Parent Conferences/1st Nine Weeks Grading Period

November 23rd –27th

- ♦ Thanksgiving Holidays

December

- ♦ December 18th-2nd Nine Weeks Grading Period
- ♦ December 21–January 1st -Winter Break

January

- ♦ January 4th -Official Professional Development Day
- ♦ January 18th–Martin L. King Holiday

February 8–9 - Mardi Gras Holiday

March/April

- ♦ March 11th - Parent Conferences/3rd Nine Weeks Grading Period (Students Do Not Attend)
- ♦ March 15th–End of 3rd Nine Weeks Grading Period
- ♦ March 25th -April 1st –Easter Holiday/Spring Break

May/June

- ♦ May 20th- End of 4th Nine Weeks Grading Period
- ♦ May 24th–Last Day for Students
- ♦ June 7th–Last Day for 10 Month Employees

## **ATTENDANCE POLICY**

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

**Time Missed from School** – A student is considered to be absent – either for a full day, for being late to school (past 8:00 a.m.), or for leaving early – when time away from school occurs. 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 on the day of the release.

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 unexcused absences, the student will be considered a "habitual truant" and **will be recommended for expulsion.**

**MAKE-UP WORK:** If a student is to be out of school for an approved extended absence, it is his/her parent/guardian's responsibility to make arrangements for assignments with the teacher. Written assignments will be gathered during the absence and provided to the student upon his/her return to school. Please be aware that up to 70% of the classroom activities consist of class participation, projects, discussion and practice that cannot be duplicated or made-up. In all absentee cases, class assignments must be completed within the time specified by the teacher to receive credit.

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

## **BULLYING**

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

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

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

## **CAFETERIA**

*Food Professional Services* will provide quality breakfast and lunch for our students. The menus will be distributed on a monthly basis and posted in the lunch area. Students may bring their lunch to school if they choose to do so. Students are asked to prepay for their meal plans with the cafeteria. Students may not order food from outside vendors during school time AND parents may not bring lunch to their students before or during their child's lunch time.

Our school participates in the Federal Free/Reduced School Lunch Program. If you think you may qualify, or would like more information, please see stop by the front desk for forms, or talk to the School Principal.

## **CELL PHONE/ELECTRONIC DEVICES**

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

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

## **CHANGE OF PERSONAL INFORMATION**

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

## **CHILD PROTECTION GUIDELINES**

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

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

**COMMUNICATING WITH THE SCHOOL**

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

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

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

**DISCIPLINE PHILOSOPHY**

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

**Discipline Steps and Procedures**

VIOLATION	PROCEDURE FOR CORRECTION
Dress Code violation: Not in complete uniform for school/classes	(1) <b>First offense:</b> letter of reminder (warning) sent to the parent/guardian from the principal or designee with the requirement that it be signed and returned the following day. (2) <b>Second offense:</b> telephone call by the principal or designee to the parent/guardian and parent must bring appropriate clothing for student. (3) <b>Third offense:</b> 1 day suspension
Continued classroom disruption and failure to follow directives from staff members	(1) <b>First offense:</b> The student will lose any special privileges including recess, clubs, or field trip.

	<p>(2) <b>Second offense:</b> The student will spend time in the Character Action Training (CAT) room and the parent is contacted</p> <p>(3) <b>Third offense:</b> 1 - 2 days suspension with the requirement that the parent/guardian return to school with the student and participate in a conference with the principal or designee to assist with developing a behavior intervention plan.</p>
<p>Fighting: Any confrontation in which both parties have contributed in a conflict by words, actions, or deeds</p>	<p><i>Depending on severeness:</i></p> <p>(1) <b>First offense:</b> The student will spend time in the Character Action Training (CAT) room after school and the parent is contacted</p> <p>(2) <b>Second offense:</b> 1 - 2 days suspension with the requirement that the parent/guardian return to school with the student and participate in a conference with the principal or designee to assist with developing a behavior intervention plan.</p>
<p>Vandalism: Damage of school property</p>	<p>1x Suspension, possible recommendation for expulsion</p> <p>2x Reimbursement or repair of damages</p>
<p>Technology misuse: Visiting unassigned site</p>	<p>1) Suspension, possible recommendation for expulsion</p> <p>2) Reimbursement or repair of damages</p>
<p>Electronic devices during school hours: (Including, but not limited to: cell phones, mp3 players, game systems, etc.)</p>	<p>1) <b>First Offense:</b> The parent must collect from the Principal on behalf of the student</p> <p>2) <b>Second Offense:</b> Held until the end of the semester-any item not collected within 2 weeks after semester will be donated to charity</p> <p>3) <b>Third Offense:</b> Held until the end of the year-any item not collected within 2 weeks of the end of the school will be donated to charity</p>
<p>Theft of school property Removing school property from a designated location without permission from school personnel</p>	<p>1) Suspension ,possible recommendation for expulsion</p> <p>2) Reimbursement or return of undamaged property.</p>
<p>Cafeteria disruption: Causing a disturbance in the cafeteria and not following the directives of staff members</p>	<p>1) <b>First Offense:</b> Contact is made to parents</p> <p>2) <b>Second Offense:</b> Parent must eat lunch with student from 1-5 days</p>
<p>Obscenity/ profanity: Using language that is offensive and profane in conversation</p>	<p>1) <b>First Offense:</b> Referral to office and parent is notified</p> <p>2) <b>Second Offense:</b> The student will spend time in the Character Action Training (CAT) room after school and the parent is contacted</p> <p>3) <b>Third Offense:</b> Suspension from 1-5 days</p>



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

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

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

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

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

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

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

## **DUE PROCESS**

No student shall be disciplined for misconduct or for committing any offense except in accordance with applicable law, School Board policy, and implementing regulations. Every student shall be afforded due process of law.

Each student is entitled to due process, which includes that a student:

1. Must be informed of accusations against them.
2. Must have the opportunity to accept or deny the accusations.
3. Must have explained to them the factual basis for the accusations.
4. Must have a chance to present an alternative factual position if the accusation is denied.

## **EXPULSIONS**

### **REQUIRED RECOMMENDED EXPULSION HEARING**

The following conduct requires a principal or designee to immediately suspend the student and to recommend expulsion. Upon conclusion of a hearing and upon finding that a student is guilty of conduct warranting expulsion, the Hearing Officer shall determine whether such student shall be expelled from the school or if other corrective or disciplinary action shall be taken. La. R.S. 17:416(C)(1).

1. Battery, assault or making statements threatening physical harm to a school teacher, instructor, administrator, staff person or employee of the school system. The student

- shall be immediately removed from the school premises. The student shall not be readmitted to the school of the assaulted or battered or threatened employee until all hearings and appeals have been exhausted.
2. If found guilty of violating La. R.S. 14:34.3 or 38.2 or both by competent Court or as a result of an expulsion hearing of committing a battery or an assault on any school employee or a threat to harm any school employee, the student shall not be assigned to attend or attend the school to which the assaulted, battered or threatened employee is assigned, unless the school system has no other school of suitable grade level for the pupil to attend or if the assaulted, battered or threatened employee agrees to allow the student to return to the same school.
  3. Communicating false information of planned arson or bomb threats.
  4. Inciting or participating in a major disturbance on campus.
  5. Possession of alcoholic beverages.
  6. Possession and/or distribution of counterfeit money.
  7. Use of any object as a dangerous weapon.
  8. Possession or use of an object as a weapon, such as mace, pepper spray, or a box cutter.
  9. Possession or use of explosive devices/fireworks, and/or ammunition or look-alike devices, such as replicas of guns similar in appearance to a real gun.
  10. Tampering or destroying school records, roll books, or school property.
  11. Terrorizing.
  12. Engaging in conduct that contains the elements of an offense relating to sniffing glue or spray paint, including possession, use, delivery to a minor, or possession of paraphernalia used with abusable glue or spray paint.
  13. Engaging in conduct that contains the elements of an offense relating to use, possession, delivery to a minor, or possession of paraphernalia used with volatile chemicals.
  14. Carrying or possession of BB guns, pellet guns, paint ball guns, air rifles or other dangerous instrumentality.
  15. The principal or designee shall immediately suspend a student who is found carrying or possessing a knife the blade of which equals or exceeds two inches in length. The principal shall immediately recommend the student's expulsion except, in the case of a student less than eleven years of age in pre-kindergarten through grade five who is found carrying or possessing a knife which exceeds two inches in length, the principal or designee may, but shall not be required to recommend the student's expulsion. La. R.S. 17:416(B)(1)(b)(ii)(cc).
  16. Two (2) or more on one (1) fight or battery.
  17. Sexual battery.

18. "Hacking" or other use of computers to gain unauthorized access to the School System or other data bases, including student, faculty, or district data files, without permission. In addition to any criminal penalties, students may have their computer privileges suspended.

For recommendations for expulsion, if found guilty by the Hearing Officer, the expulsion, except as otherwise provided in Required Expulsion (below) or by applicable law for students with disabilities, will be a removal from all regular school settings for a period of not less than one complete school semester and placement in an alternative school or setting.

The Hearing Officer may determine that a long-term suspension is appropriate instead of an expulsion.

#### **REQUIRED EXPULSION**

If found guilty by a Hearing Officer, the Hearing Officer may not assign a lesser punishment for the following offenses:

1. Any student in kindergarten through grade five who is found guilty of possession of or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug or other controlled substance on school property, on a school bus, or at a school sponsored event following a hearing shall be referred to the School Board through a recommendation for action by the Superintendent. La. R.S. 17:416(C)(2)(c)(ii).
2. Under the above circumstances, students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941, et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 - Regulations for Students with Disabilities, Sections 530-537 or Section 504 of the Rehabilitation Act of 1973.
3. Any student in kindergarten through grade five who is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event, shall be expelled for a minimum period of two complete school semesters. La. R.S. 17:416(C)(2)(c)(i).
4. Under the above circumstances, students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 - Regulations for Students with Disabilities, Sections 530-537 or Section 504 of the Rehabilitation Act of 1973. The Superintendent may modify the length of the minimum requirement, stated in paragraphs 4-5 above, on a case-by-case basis with the modification reduced to writing. The parent or student may make a written request to the Superintendent for any reduced length of expulsion.

#### **EMERGENCY CLOSINGS**

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

## **FIELD TRIPS**

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

## **GRADING SYSTEM**

GEO Prep follows the Louisiana Uniform Grading Policy, as follows, according to Bulletin 741 §2302:

<b>Grading Scale for Regular Courses</b>	
<b>Grade</b>	<b>Percentage</b>
A	100-93
B	92-85
C	84-75
D	74-67
F	66-0

## **HARASSMENT and BULLYING POLICY**

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

Bullying is defined as a pattern of any one or more of the following:

- (a) Gestures, including but not limited to obscene gestures and making faces.
- (b) Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
- (c) Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
- (d) Repeatedly and purposefully shunning or excluding from activities.

Where the pattern of behavior described above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event, the pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school. La. R.S. 17:416.13

Engaging in bullying may result in suspension or expulsion including possible criminal consequences and loss of driver's license as provided in La. R.S. 17:416.1. 3.

Any student that believes that he or she is the subject of bullying, shall report the incident to his/her teacher and/or to the principal's office as soon as possible and cooperate in an investigation of any such incident.

Any student, or any parent or guardian, who witnesses bullying of a student or students or has good reason to believe bullying is taking place, may report the situation to the principal. A student or

parent or guardian, may also report concerns regarding bullying to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. A report of bullying shall remain confidential.

Any teacher, counselor, bus driver or other school employee and any parent chaperoning or supervising a school function or activity:

- (1) who witnesses bullying of a student by a student or
- (2) who learns of bullying from a student shall report the incident to the principal or designee. A verbal report shall be submitted on the same day as witnessed. A written report shall be filed no later than two days thereafter. (La. R.S. 17:416.13(2)(c)).

The principal or designee shall investigate any report of bullying in accordance with La. R.S. 17:416.13 or any report on dating violence and as required by applicable policies or regulations provided by the School Board or the Department of Education. An investigation shall include an interview of the reporter, the victim, the alleged bully and any witnesses and shall include obtaining copies or photographs of any audio-visual evidence. In the event, after three documented attempts in a 48-hour period, the parents or legal guardians for a student involved in a bullying incident cannot be reached or do not respond, then the student may be interviewed. The principal shall file any and all reports as required by the Department of Education. If the principal or designee determines an act of bullying, the principal shall take prompt and appropriate disciplinary action pursuant to La. R.S. 17:416 and 17:416.1. If appropriate, the conduct shall be also reported to law enforcement.

### **HOMEWORK POLICY**

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

### **LOST AND FOUND**

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

### **MEDICATION POLICY**

1. As a general principle, medication shall not be given at school unless it is certified in writing by the attending physician or other licensed prescriber licensed in Louisiana and such medication cannot be administered before or after school hours. Antibiotics and other short-term medications, including non-prescription medication, shall not be given at school, except such medications may be given at schools with assigned full-time Registered Nurses.
2. Possible medication exceptions to the general principle:
  - a. Behavior modification
  - b. Insect sting allergy
  - c. Anticonvulsant (e.g. Dilantin, Phenobarbital)
  - d. Asthmatic conditions

- e. Insulin
  - f. Standing Orders from Medical Director, Health Centers in Schools to be administered by a full-time Registered Nurse.
3. Students shall not be allowed to have medications in their possession on the school grounds. Prescriptions are required for controlled substances and the possession of such prescriptions by a student at school, on the school bus, or other school function is prohibited except students shall be allowed to carry and possess auto-injectable epinephrine (e.g., Epipens) and asthma medication (e.g., inhalers) provided that:
- a. Written authorization/certification from the licensed medical physician or other authorized prescriber and from the student's parent or guardian are on file and communication with the prescriber has been established.
  - b. The school nurse has evaluated the situation and deemed it to be safe and appropriate; has documented this on the student's cumulative health record; and has developed a plan for general supervision. The plan may include observation of the procedure, student health counseling, and health instruction regarding the principles of self-care.
  - c. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
  - d. The medication is handled in a safe, appropriate manner.
  - e. Such medication is transported to the school and maintained under the student's control in accordance with the school policy.
  - f. The Board of Education's policy on self-medication by students and the school Drug Free Zone policy permits.
  - g. The school principal and the school-employed registered nurse determine a safe place for storing the medication for the individual student. The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.
  - h. Some medication should have a backup supply readily available (such as an inhaler).
  - i. The student records the medication administration and reports unusual circumstances.
  - j. The school-employed registered nurse, and/or the designated employee monitors the student.
    - (1) Self-administration is included in the medication administration plan.
    - (2) The plan includes any or all of the following: teaching correct administration; reminding the student to take the medication; visual observation of the student taking the medication; recording the procedure; and notifying the RN, parent, or prescriber of any side effects, unusual occurrences, or noncompliance.
4. Prior to the administering of other medications during school hours, the following will be required.
- a. An order from a licensed medical physician or other authorized prescriber and parental consent. (Forms are available at each school).
  - b. Medication must be brought to the school by the parent or guardian.
  - c. The medication container shall contain clear instructions identifying the student's name, prescription numbers, if any, date, frequency, name of the medication, dosage, route, and physician's or other Louisiana-licensed prescriber's name.
  - d. At the beginning of each school year and anytime there is a change in medication, a new form from the physician or other licensed prescriber licensed in Louisiana must accompany the new prescription.
  - e. No more than one month's supply (twenty-five school days) of the medication shall be kept at school.
5. This policy is in compliance with La. R.S. 17:436.1 and the Joint Policy of LSBN (Louisiana State Board of Nursing) and SBESE (State Board of Elementary and Secondary Education), La. Admin. Code, Title 28, Part CXV, Section 1129, Bulletin 741, Louisiana Handbook for School Administrators.
6. Disposition of medication at the end of the school year - medication shall be picked up by the parent/guardian within 5 days of the end of the academic year. Medication not picked up will be destroyed by the principal or otherwise disposed of in accordance with the law.

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

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

b. Written certification from a licensed medical physician or other authorized prescriber that the student:

(1) Has asthma or is at risk of having anaphylaxis.

(2) Has received instruction in the proper method of self-administration of the student's prescribed medication to treat asthma or anaphylaxis.

c. A written treatment plan from the student's licensed medical physician or other authorized prescriber for managing asthma or anaphylactic episodes. The treatment plan must be signed by the student, the student's parent or other legal guardian, and the student's licensed medical physician or other authorized prescriber and shall also contain the following information:

(1) The name, purpose, and prescribed dosage of the medications to be self administered.

(2) The time or times the medications are to be regularly administered and under what additional circumstances the medications are to be administered.

(3) The length of time for which the medications are prescribed.

d. Any other documentation required by the School Board:

(1) The documentation required above shall be kept on file in the office of the school nurse or other designated school official.

(2) The school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma or anaphylaxis. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma or anaphylaxis.

(3) For the purposes of this Subsection :

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

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

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

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

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

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

(8) Pursuant to Act 624 of 2012, this is notice that the school nurse or a trained school employee is authorized to administer auto-injectable epinephrine, as defined in La. R.S. 17:436.1(J)(4)(a) to a student who the school nurse or trained school employee; in good faith, professionally believes a student is having an anaphylactic reaction, whether or not such student has a prescription for epinephrine. The administration of an auto-injectable epinephrine to respond to a student's anaphylactic reaction may be under a standing protocol from a physician licensed to practice

medicine in the state. 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. Providing such information is voluntary.

## **COMMUNICABLE DISEASE CONTROL POLICY**

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

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

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

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

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

## **STUDENTS WITH DIABETES**

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

A student diabetes management and treatment plan shall contain:

- (1) an evaluation of the student's level of understanding of its conditions and its ability to manage his diabetes.
- (2) the diabetes related healthcare services the student may receive or self-administer at school or during a school related activity.

(3) A time table, including dosage instructions, of any type of diabetes medication to be administered to the student or self-administered by the student.

(4) the signature of the student, the student's parents or legal guardian and the physician responsible for the student's diabetes treatment.

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

### **MONEY**

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

### **PARENT RIGHTS TO STUDENT RECORDS**

A student's educational record includes things such as – but not limited to – testing records, Individual Education Plans, disciplinary records, medical records maintained by the school, courses taken by the student, and documentation of attendance.

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

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

### **PARENT-TEACHER CONFERENCES**

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

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

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

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

## **PARENT VISITATION & PARTICIPATION**

We will maintain an open-door policy for parents, who may come into the school at any time-after gaining office clearance- and enter any classroom for observation as long as there is no disruption. Please check in at the front office to be issued a visitor badge and to sign in. Visitors/Parents will be issued a Visitors badge upon presentation of a valid picture ID. Visitors/Parents must sign out upon leaving the building. Parents who would like to conference with their child's teacher should make a scheduled appointment. Families, community organizations, businesses, and other groups are encouraged to apply to volunteer at GEO Prep Academy. Background checks must be completed for any volunteer to work with students in our school at any time. The Louisiana Code requires that a limited criminal history check be on file in the school office for each volunteer, each year.

## **PROPERTY POLICY**

Please do not bring personal property such as cell phones, tablets, e-readers, money, credit cards, jewelry, or other valuable property to school. The school is not responsible for personal property, and if it is stolen, lost, or turns up missing, the school will not investigate. Please leave valuable personal property at home.

## **SCHOOL BOARD**

School Board meetings follow all Open Door Laws and will be announced in advance. Parents/guardians are encouraged to attend whenever possible.

## **SEARCH AND SEIZURE POLICY**

STUDENTS AND SCHOOL PROPERTY (La. R.S. 17:416.3) Our school respects the civil rights of the students attending its schools and will uphold those rights, but the Board also will not tolerate violations of law, Board policy, or school rules. Searches are used to ensure the safety of ALL individuals on campus. Any teacher, principal, school security guard, or administrator in the School System may search any building, desk, locker, area, grounds, or vehicle parked on school property for evidence that the law, a school rule, or School Board policy has been violated. The School Board is the exclusive owner of all buildings, all desks and lockers and all are subject to be searched. The permission granted to park an automobile or vehicle on any School Board property constitutes consent of the owner and/or operator to allow a search of the vehicle. The teacher, principal, school security guard, or administrator may search the person or personal effects of a student when, based on the circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a School Board policy.

Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and to the nature of the suspected offense. Random searches with a metal detector of students or their personal effects may be conducted at any time, provided the searches are conducted without deliberate touching of the student.

Standards regarding procedures for searching students shall include the following:

a. Personal Searches

- (1) If at all possible, searches of students should be conducted outside the presence of other students.

(2) Students should be asked to empty all of their pockets before the physical search of a student is conducted.

(3) If a “pat down” search of a student is to be conducted, that search should be conducted by a teacher, principal, school security guard, or administrator of the same gender if at all possible. The delay in finding a person of the same gender should not create a significant likelihood that the item(s) sought in the search will be altered, destroyed, or disposed of in the meantime.

b. Standards

(1) No action taken pursuant to this policy by any teacher, principal, school security guard, or administrator, employed by the school shall be taken maliciously or with willful and deliberate intent to harass, embarrass, or intimidate any student.

(2) Whenever any search is conducted of the person of any student based on individual suspicion of that student, a written record shall be made thereof by the person conducting the search and shall include the name or names of the persons involved, and the circumstances leading to the search, the results of the search, and the disposition of any articles or items found and seized. This record shall be filed and maintained in the principal's office and a copy forwarded to the parent of the student involved.

(3) Specially trained dogs may be used only for searches of lockers, rooms, buildings, and parking lots. A dog may not be used for the search of the person of a student.

(4) Any prohibited item seized or discovered in any search shall be safeguarded by the principal or designee and maintained in a secure container. If the item is a firearm, knife, any weapon, or an illegal controlled substance or drug, the principal or designee shall notify the police and turn over any such items to the police while obtaining a receipt for the transfer of the item to the police.

c. Other Penalties

(1) Refusal to unlock lockers or vehicles parked on school property will be punishable by short-term suspension, and in the case of a vehicle, the vehicle will be banned from campus.

(2) Students who put their belongings in other student's vehicles or lockers may be subject to the same discipline as the owner(s) of the vehicle or locker.

2. PERSONS OTHER THAN STUDENTS Any school principal, administrator, teacher, or school security guard may search the person, book bag, briefcase, purse, or other object in possession of any person who is not a student enrolled at the school, or a school employee, while in any school building or on school grounds. This search may be done randomly with a metal detector. Also, when there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials or objects in violation of the School Board's policy, such persons may be searched.

### **SPECIAL EDUCATION POLICY**

GEO Prep Academy welcomes and supports all students, including students who are in need of special education services. Special education students shall receive a free and appropriate education, in accordance with all federal and state laws, free from any discrimination. Please see our Special Education Manual for more detail, or speak with our School Principal for more information.

### **SUSPICION OF ABUSE REPORTING POLICY**

Louisiana Law requires a person to immediately report suspected and reported child abuse to the authorities and in organizations such as GEO Prep Academy, to the appropriate individual in charge. A person who fails to do so can be prosecuted for a Class B misdemeanor or, in extreme

circumstances, may be subject to civil liability for money damages. All employees and volunteers at GEO Prep Academy must adhere to the following procedures:

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

Primary Contact: Sandra Douglas, Principal .....225-927-1500

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

**STUDENT DELIVERIES**

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

**SUMMER SCHOOL**

Summer school is required for all students in grades 4 and 8 who require remediation. Since our school only serves grades K-3 for the 2015-16 school year, we will plan on offering summer school to our 4<sup>th</sup> grade students beginning after the 2016-17 school year.

We will, however, offer Extended School Year Services to students who have it required by their Individual Education Plans. Please refer to our Special Education Manual or talk to the School Principal for more information

**TECHNOLOGY USE POLICY**

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

1. **Acceptable Use Policy** - Regardless of the circumstance, each student is expected to be responsible and honest, use common sense, and practice proper etiquette at all times. Millions of dollars have been invested in hardware and software in schools to prepare students for today and tomorrow’s world. It is important that students help protect the investment. In order to comply, the following rules are in effect:
  - a. It is a federal crime to unlawfully copy software; any student attempting to copy the school’s software and/or multi-media materials will be referred to the school’s administration and law enforcement for disciplinary consequences according to the student handbook for vandalism.
  - b. Tampering with or vandalizing any part of the hardware or software will result in disciplinary consequences according to the student handbook for vandalism.
  - c. Using any commands on the computer that could alter the operations of any part of the computer system, including the default settings, will result in disciplinary consequences according to the student handbook for vandalism.
  - d. The downloading of programs from any source is strictly prohibited. Failure to comply will be treated as vandalism.
  - e. Use of computers outside of class period and after school is at the discretion of the teacher. No student is to use computers without an authorized faculty or staff member or parent (at home) present. Failure to comply will be treated as vandalism.

- f. Students are not allowed to take computers out of the school without teacher approval. Failure to comply will be treated as theft.

**2. Consequences for misuse -**

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

**UNIFORM POLICY**

The dress code policy at GEO Prep Academy 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 Uniform Mart at 9535 Airline Hwy, Baton Rouge, LA 70815, Phone: (225) 925-9552.

**TOPS:**

- Elementary grades, K-3: **RED school logo** shirts

**BOTTOMS:**

- All students must wear **Navy** pants/slacks, with no embellishments/designs (No jean material will be 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

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

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

**I have read the 2015-2016 GEO Prep Academy School Handbook which includes Teacher/Student/Parent Compact and Parental Involvement Policy. I will support and adhere to all information included in the Handbook.**

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**Print Student's Full Name**

**Student Signature**

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

**Parent/Guardian Signature**

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**Teacher**

**Grade**

**Teacher Signature**

## **GEO Prep Academy School**

### **Teacher Commitment**

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

### **Student Commitment**

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

### **Parent/Guardian Commitment**

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

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

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**Student**

**Teacher**

**Parent/Guardian**

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**Principal**