



Where ALL Roads Lead To College



2022-2023

Student and Family Handbook



Table of Contents

Table of Contents	2
Greetings	3
School Board Members	4
GEO District Leadership Team.....	5
Welcome.....	6-8
GEO Prep Baker	9
2022-2023 School Calendar.....	10
School Hours	11
Attendance Policy.....	12-13
Make-Up Work/Bullying.....	13
Cafeteria/Cellphone/Electronic Devices/Change of Address.....	14
Child Protection Guidelines/Suspicion of Abuse Reporting Policy	15
Communicating with the School/Cancellations and Emergency Closing.....	16
FERPA(Family Educational Rights and Privacy Act).....	16-17
Communicating with the District/Image and Contact Information OPT-OUT Designation/ Parent-Teacher Conference.....	18
Field Trips/Parent Visitation and Participation.....	19
Student Laptop Agreement/Technology Use Policy.....	20
Tobacco FREE Policy/Medication Policy.....	21-25
Communicable Disease Control/Student With Diabetes.....	26-27
Money/Parents Rights to Student Records.....	27
Grading System.....	28
Cell Phone Electronic Devices/Care of School Property.....	29
Counseling Services/Excused Participation from PE/Uniform Policy/Personal Property.....	30-31
Lost and Found/Transportation.....	32-33
Arrival & Dismissal Procedures.....	34
Classroom Treats/Parties/Items From Home.....	35
Activities/Exclusion from Activity or Bus/Book Bag.....	36
Grievance Policy.....	37-39
Homework Policy/Student Deliveries/Student Fees/Summer School.....	39-40
Discipline Philosophy.....	40--50
Appendix (Requires a Signature.....	51-53



Greetings for 2022-2023

Welcome to GEO Prep Baker 2022-2023 school year! This handbook has been prepared for all parents and students of the GEO Prep Baker 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 Baker will continue to follow the core principles of 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 Baker.

This handbook content may be changed 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.



School Board

Linda Johnson
Board Chair

Dr. Daisy Slan

Dr. Linda Fontenot

Levar Anderson

Debra Dixon

Dr. Tamiara Wade



District Leadership Team

<p>Kelvin Teasley Founder/President</p>	<p>Dana Teasley Vice President/CFO/General Counsel</p>	<p>Sandra Douglas Chief Academic Officer Louisiana</p>
<p>Shirlon Clay Deputy Academic Officer Louisiana</p>	<p>GEO</p>	<p>Kimberly Baker Principal GEO Prep Academy Baker Baker, Louisiana</p>
<p>Terry Pickett Principal GEO Prep Academy K-8th Baton Rouge, LA</p>	<p>Christina Kelly Principal GEO Prep Academy MidCity K-8th Baton Rouge, LA</p>	<p>Brandon Fontenot Principal GEO Next Generation High School Baton Rouge, LA</p>

GEO PREP BAKER

A GEO ACADEMY



Dear Scholars and Families –

Welcome to GEO Prep Academy of Baker, 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!



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



Dear Families:

I am excited to welcome you to the 2022-2023 school year. I am excited to be the Chief Academic Officer of GEO (Greater Educational Opportunities) Academies of Greater Baton Rouge! We are currently offering opportunities for students at four GEO locations in the Greater Baton Rouge area and one location in the area of Baker for students entering Kindergarten - 12th grades for the 2022-2023 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 37 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 Principal and school instructional leader 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 Academies of Greater Baton Rouge and Baker will offer a rigorous college preparatory program that includes music, art technology, education field trips, guest speakers, and much more! GEO's academic programs will help children who are below grade level "catch up", "keep 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 our academies, 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 have expanded our schools to now include 11th grade in our high school. I am excited to announce that this school year we will be graduating our first class from GEO Next Generation High School.

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

Respectfully,

Sandra A. Douglas
Chief Academic Officer
Louisiana Turnaround Specialist

GEO PREP BAKER

A GEO ACADEMY

Principal's Welcome

Greeting GEO Prep Baker Families:

Welcome to the 2022-23 school year! I am honored and excited to be the first principal of GEO Prep Baker Academy. I eagerly anticipate a successful year partnering with the staff and community to ensure that our scholars have an exceptional educational experience.

The mission of GEO Prep Baker is that we believe ALL children should have access to a quality equitable education that includes college. It is also the belief of All stakeholders that *“Through these doors of GEO Prep Baker will walk future college graduates”*. We will provide real college and career readiness programs that are essential to prepare students for success beyond high school.

It is our vision to provide all scholars a college prep education that will empower our scholars with SEL experiences, college and workforce readiness, and community leadership skills so that they are prepared to compete, excel and lead in the 21st Century's global economy.

I am privileged to lead such an outstanding school community. Please do not hesitate to contact me with questions, concerns, or input at any time.

It's a GREAT day to be a Cub!



Kimberly Baker

Principal, GEO Prep Baker Academy



What Makes GEO Prep Baker Special!

GEO Prep Baker will provide a positive school culture by promoting personal achievement among scholars and staff members, encouraging meaningful parent involvement, developing models of positive behavior, and providing consistent teacher support.

The classrooms at GEO Prep Baker are special places to be. Teachers will be engaging and challenging scholars in learning that is joyful, tailored to meet students' individual needs, and aimed at making them think. An example of this is our daily intervention that is designed to provide individualized support to scholars based on their strengths and weaknesses and a Teacher and Teacher Assistant in every class. Teachers analyze data in weekly data meetings on their scholars' progress to make instructional decisions to meet the needs of scholars that will maximize student growth.

We will celebrate scholars and staff for showing hard work and achievement. Teachers will set scholars up for success in making good choices. Teachers will use school-wide systems and differentiated support tools such as PBIS, Teach Like a Champion Techniques, and Second Step Curriculum to support and reinforce our scholars' character development and social and emotional experience.

GEO Prep Baker views parents as partners and will work to ensure they know they are an integral part of our school and their child's success. We will work in partnership with parents on how to support their child academically and behaviorally.

All staff will support each other in our personal development as educators and teammates, as well as in our overall growth and development as a school. As a team and family, teachers, scholars, families, and the community will work together to provide all of our scholars with the opportunity to excel after high school.

GEO Prep Baker Contact Information

13855 Plank Road
Baker, Louisiana 70714
225-533-6829
geoprepbaker.org

GEO PREP BAKER

A GEO ACADEMY

2022-2023 School Calendar

GEO Prep Baker – K-12 | 2022 – 2023 Calendar

<p>PD/Teacher Conferences</p> <p>Holiday</p> <p>Return Date</p> <p>12-14- Principal's Retreat 15- New Teacher/TA Training 15-29- Employee In-Service</p>	<p>JULY 2022</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>JANUARY 2023</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>3 -Employee In-Service 4 -Scholars Return Beginning of 2nd Semester Report Cards Go Home 16-M.L.K. Day (No School for Scholars & Employees) 20-100 Days of School</p>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
S	M	T	W	Th	F	S																																																																																														
					1	2																																																																																														
3	4	5	6	7	8	9																																																																																														
10	11	12	13	14	15	16																																																																																														
17	18	19	20	21	22	23																																																																																														
24	25	26	27	28	29	30																																																																																														
31																																																																																																				
S	M	T	W	Th	F	S																																																																																														
1	2	3	4	5	6	7																																																																																														
8	9	10	11	12	13	14																																																																																														
15	16	17	18	19	20	21																																																																																														
22	23	24	25	26	27	28																																																																																														
29	30	31																																																																																																		
<p>1- Employees Return Back to School Orientation 1-5- Employee In-Service 5-Scholar's Signing Day @ 1-4 PM 8- First Day of School for Scholars PBIS Activity every Friday</p>	<p>AUGUST 2022</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>FEBRUARY 2023</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>6-10 Counselor's Week 8-Progress Reports Go Home 13-17 Kindness Week 15- Early Dismissal/Professional Development K-8 @ 12:45 p.m. 17-Father & Daughter Sweetheart Dance 20-21 Mardi Gras Holiday (School System closed) 22-Professional Development (No School for Scholars) 28-Multicultural Program</p>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																		
S	M	T	W	Th	F	S																																																																																														
	1	2	3	4	5	6																																																																																														
7	8	9	10	11	12	13																																																																																														
14	15	16	17	18	19	20																																																																																														
21	22	23	24	25	26	27																																																																																														
28	29	30	31																																																																																																	
S	M	T	W	Th	F	S																																																																																														
			1	2	3	4																																																																																														
5	6	7	8	9	10	11																																																																																														
12	13	14	15	16	17	18																																																																																														
19	20	21	22	23	24	25																																																																																														
26	27	28																																																																																																		
<p>5- Labor Day (School System closed) 7-Progress Reports Go Home 8-Grandparents Day 9-Fall Picture Day 16-Donuts with Dad 21-Early Dismissal/Conference Day K-8 @ 12:45 p.m. 22-Open House @5:30 PM</p>	<p>SEPTEMBER 2022</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p>MARCH 2023</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> <p>1-Literacy Carnival@ 5:30PM 9-Cub Talk@5:30 PM 10- End of 3rd Nine Weeks 15- Early Dismissal/Conference Day K-8 @ 12:45 p.m. Report Cards Go Home 21-31 Food Drive 22-Honors Program 30 Spring Pictures</p>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31															
S	M	T	W	Th	F	S																																																																																														
				1	2	3																																																																																														
4	5	6	7	8	9	10																																																																																														
11	12	13	14	15	16	17																																																																																														
18	19	20	21	22	23	24																																																																																														
25	26	27	28	29	30																																																																																															
S	M	T	W	Th	F	S																																																																																														
			1	2	3	4																																																																																														
5	6	7	8	9	10	11																																																																																														
12	13	14	15	16	17	18																																																																																														
19	20	21	22	23	24	25																																																																																														
26	27	28	29	30	31																																																																																															
<p>7-End of 1st Nine Weeks 10-11- Fall Break (School System closed) 12-Report Cards Go Home 19- Early Dismissal/PD K-8 @12:45 p.m. 20-Honors Day 23-31 Red Ribbon/Pink Week 31 Teachers Trunk & Treat 31- K-3 Literacy Screener DIBELS window closes 21--Mid-City Homecoming Participation</p>	<p>OCTOBER 2022</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>APRIL 2023</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>6-PBIS Easter Egg Hunt 7- Good Friday (School System closed) 10-14- Spring Break (School System closed) 27-Administrative Day 4/26-5/19- 3-8 LEAP 2025 4/18-5/19- 9-12 LEAP 2025</p>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
S	M	T	W	Th	F	S																																																																																														
						1																																																																																														
2	3	4	5	6	7	8																																																																																														
9	10	11	12	13	14	15																																																																																														
16	17	18	19	20	21	22																																																																																														
23	24	25	26	27	28	29																																																																																														
30	31																																																																																																			
S	M	T	W	Th	F	S																																																																																														
						1																																																																																														
2	3	4	5	6	7	8																																																																																														
9	10	11	12	13	14	15																																																																																														
16	17	18	19	20	21	22																																																																																														
23	24	25	26	27	28	29																																																																																														
30																																																																																																				
<p>3-Family Math Night 9-Progress Reports Go Home 10-Cub Talk @ 5:30 11-Veteran's Day 15- Thanksgiving Luncheon 21-25- Thanksgiving Holiday (School System closed) 11/29-12/16- 9th -12th LEAP 2025 Fall Administration</p>	<p>NOVEMBER 2022</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<p>MAY 2023</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>1-5 Teacher Appreciation Week 4-Kindergarten Pictures (Cap & Gown) 12-Mommy & Me Canvas Day 15-Kindergarten Recognition 16-Grade 1 Recognition 18-19- Early Dismissal K-8 @12:45 p.m. 19- Last day for Scholars End of 2nd Semester/Report Cards Go Home 22 -Last day for Teachers 29 -Memorial Day (School System closed)</p>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30													
S	M	T	W	Th	F	S																																																																																														
			1	2	3	4																																																																																														
5	6	7	8	9	10	11																																																																																														
12	13	14	15	16	17	18																																																																																														
19	20	21	22	23	24	25																																																																																														
26	27	28	29	30																																																																																																
S	M	T	W	Th	F	S																																																																																														
						1																																																																																														
2	3	4	5	6	7	8																																																																																														
9	10	11	12	13	14	15																																																																																														
16	17	18	19	20	21	22																																																																																														
23	24	25	26	27	28	29																																																																																														
30																																																																																																				
<p>1-Holiday Pictures 14-16- Early Dismissal/Professional Development K-8 @ 12:45 p.m. 16- End of 2nd Nine Weeks End of 1st Semester 16-Charoling for Christmas 19-30- Christmas/Winter Break (School System closed)</p>	<p>DECEMBER 2022</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>JUNE 2023</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>5-30 Summer Enrichment</p>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
S	M	T	W	Th	F	S																																																																																														
					1	2																																																																																														
3	4	5	6	7	8	9																																																																																														
10	11	12	13	14	15	16																																																																																														
17	18	19	20	21	22	23																																																																																														
24	25	26	27	28	29	30																																																																																														
31																																																																																																				
S	M	T	W	Th	F	S																																																																																														
						1																																																																																														
2	3	4	5	6	7	8																																																																																														
9	10	11	12	13	14	15																																																																																														
16	17	18	19	20	21	22																																																																																														
23	24	25	26	27	28	29																																																																																														
30																																																																																																				

Revised 7/14/22



SCHOOL HOURS

Monday – Friday (Teachers Report)..... 7:35 AM – 3:45 PM

Monday - Friday Scholars Report to School 7:45AM - 3:30PM
Instruction Begins 8:00 AM

Extended Day Hours

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

Before-school Tutoring

- Students may arrive at school as early as 6:30 AM 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 7:40 AM - 8:05 AM.
- Students will be dismissed to their classrooms at 7:45 AM. All classes begin promptly at 8:00AM. Students are considered tardy at 8:15 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 after school tutoring.
- If students are staying for after-school tutoring, they will be dismissed to their designated area by 3:45 PM.
- Once students leave the school, they are not allowed to re-enter the school building.

NOTE: NO STUDENT CHECK OUTS AFTER 2:45 PM.

After School Tutoring Pick Up

Students are expected to be picked up by 5:00 PM. Scholars not picked up by 5:15 PM, after three late pick-ups, will be in jeopardy of being dismissed from after school tutoring.

Parents that are late must park and walk in to get scholars. Parents will be asked to sign the late pick up form and given a copy. The original copy will be placed on file of the after school tutoring program.

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

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 may 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) 533-6829, before 8:30 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 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.

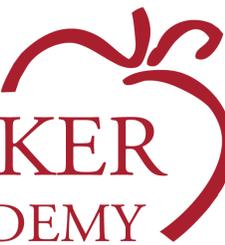
Parents are required to call the school office when they know that their child is going to be absent.

BULLYING

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 Baker.

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



GEO PREP BAKER
— A GEO ACADEMY

CAFETERIA

All meals during the 2022-23 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.**

CELL PHONE/ELECTRONIC DEVICES

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

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

CHANGE OF 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



CHILD PROTECTION GUIDELINES

1. All adult employees and volunteers must pass a national criminal background check, including all applicable sex-offender registries, prior to beginning work.
2. Adults who have been convicted of either sexual or physical abuse of children/youth and/or those who have a history of inappropriate conduct with children will not be employed and shall not volunteer service in any activity and/or program involving minors at GEO Prep.
3. Employees and volunteers who work with children and youth shall observe the "two-person rule" or the "open door policy" at ALL times. Any situation where one person is alone with a child or youth must be avoided.
4. Reporting Incidents: Reports shall be documented in writing with the date of the report, the time of the report, the telephone number and name of the recipient to whom the report was made, name of person making the report, and a brief synopsis of the report. If at all possible, oral reporting will be recorded in the presence of a witness. General 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 Baker 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 Baker 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: Kimberly Baker, Principal	...225-533-6829 ext.3910
Amechie Trahan, Associate Principal	...225-533-6829 ext.3911
Tia Rheams, School Counselor	...225-533-6829

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.



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/Parent Square

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.geoprepbaker.org.

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, text message, and Parent Square. Parents should monitor local media, check their email or messages outlets to determine if school has been canceled or closed early.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights apply to all schools.

These rights are: (1) The right to inspect and review the student's education records within 45 days of the day the GEO Academies of Greater Baton Rouge receives a request for access. Parents or eligible students should submit to the Principal or designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school's principal to clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student



of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202



COMMUNICATION IN THE DISTRICT

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

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

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 complete, sign, and return the GEO Prep Baker Image/Contact Information Opt-Out form to your child's teacher.

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.



FIELD TRIPS

Students will go on field trips within and outside the city limits of Baker 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 issues.

PARENT VISITATION AND 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 (*because of the Pandemic we will closely monitor visitation to the classrooms*). 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.

PARENT VOLUNTEERS

Families, community organizations, businesses, and other groups are encouraged to apply to volunteer at GEO Prep Baker 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. A parent volunteer can be any parent who freely offers their time, skills and/or expertise to contribute to the lives of scholars in the school. A parent volunteer is someone who performs a task(s) at the direction of and on behalf of the school, but does not hold sole responsibility for students. Parent volunteers are welcomed to share their skills and/or expertise within the teaching, learning, and well-being programs of the school, however, they cannot be contracted or have any permanent roles. Parent volunteers can assist teachers and/or support staff inside and outside of the classroom and can also be involved in school community-related projects. If you'd like to volunteer, please contact the Principal or designee to share your interest.



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 Baker 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 Nurse.

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 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 school nurse, 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 Baker 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 labels.

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).

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.

GEO PREP BAKER

A GEO ACADEMY

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 – 7th)

100% - 93% =A
92% - 85% =B
84% - 75% =C
74% - 67% =D
66% - 0% =F

Ancillary

100%-93% =E
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

<u>Send Home to Parents</u>
September 7,2022
November 9, 2022
February 8, 2023
April 19, 2023

REPORT CARD DATES

<u>Send Home to Parents</u>
October 12, 2022
January 04, 2023
March 15, 2023
May 19, 2023

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



CELL PHONE/ELECTRONIC DEVICES

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

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

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 Baker’s counseling and guidance program implements **Second Steps**, a social-emotional learning program that teaches various social and emotional skills such as emotion recognition and management, empathy, problem solving, bullying prevention, and goal-setting. It is our goal to have a healthy and happy school learning environment which will impact student growth and achievement. *Second Step will be implemented by our school’s counselor during ancillary classes. Key social and emotional skills will be emphasized schoolwide by administrators, teachers, teacher assistants, support staff, and scholars through our Our Morning Messages, Monday Memo, and Monthly School’s Newsletter.*

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.

The school guidance counselor has the right to speak with each student unless otherwise noted by the parent or legal guardian.

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 Baker 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” Florida Blvd. and Fashion Era, Florida Blvd.**

Elementary Grades

TOPS:

Girls: Gray polo style collared shirt with the school’s logo. Spirit shirts may be worn on Friday’s.

Boys: Gray polo style shirt with the school’s logo. Spirit shirts may be worn on Friday’s.
Males cannot wear earrings

Girls & Boys: White oxford shirt with school’s logo. (Optional)

BOTTOMS:

- All students **must** wear **Navy** pants/slacks or shorts, with no embellishments/designs
- Girls may wear plaid skirts(Fashion Era) or navy skirts/jumpers.
- All student must wear a belt
- Shoes must be closed toe and either with a back or strap. (No sandals, flip flops, or light ups)

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

PERSONAL PROPERTY

GEO Prep Baker 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.

TRANSPORTATION

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, and all other forms of transportation provided by the district or provided incidental to a school activity, are considered school property. Students are subject to district authority and discipline while entering, departing and riding district transportation. The bus driver is responsible for students and has a delegated responsibility for maintaining discipline on the bus.

Students who have disciplinary problems on the bus will be given conduct notices and referred to the school principal or designee for counseling and corrective action. The “level” of offense (e.g. first, second, or third) will generally be based upon the total number of bus discipline referrals accumulated by a student during the current school year. Consequences for each offense are determined by site, scope and sequence. Furthermore, the third bus conduct may result in suspension from the bus for 1 to 3 days depending on the incident, and the fourth offense may result in suspension from the bus for the remainder of the school year.

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 Driver Behavior Expectations:

1. Observe the same conduct as in the classroom and follow the driver's directions at all times.
2. Enter the bus and immediately go to the assigned seat.
3. Talk in a normal tone of voice.
4. Remain seated and facing forward in the assigned seat until time to exit the bus.
5. Keep head, hands, and feet inside the bus.
6. Refrain from throwing objects within the bus or out of the windows
7. Use acceptable language. (Obscene, profane, or other unacceptable language, and/or gestures are prohibited)
8. Refrain from eating and/or drinking on the bus.

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:

Call the school or email Mona Collins who is the school transportation contact liaison. You can reach her at the school or by email mcollins@geoacademies.org . If Mrs. Collins is unavailable; you may leave a message and she will return any messages within 24 hours. Communication procedures between the bus operator, the school, and parents in the event of an emergency situation. Communication is vitally important. In case of an emergency situation the parent will be notified by the building principal of dispatch services immediately. The school will also send out a pace message through their automated system.



ARRIVAL AND DISMISSAL PROCEDURES

Arrival Procedures

Bus Riders: Upon arrival, students will exit the bus one student at a time, and enter the gym to sit in their designated area until the teacher picks them up to escort them to their classroom for the first 1-2 weeks.

Once students have become familiar with the routines and procedures, they will pick up their breakfast and go straight to their classroom in the morning upon arrival. Staff members will be on duty to monitor and make sure all scholars are going to their appropriate destination.

Car Riders: Parents shall drive around the building following the GEO Prep Baker carpool signs to enter the carpool line. Parents will be directed to pull under the covered driveway to drop off their scholars. **We ask that all parents stay in their vehicles during arrival to ensure the safety of everyone.** Upon arrival, students will be escorted from their vehicle to the gym to sit in their designated area until the teacher picks them up to escort them to their classroom for the first 1-2 weeks.

Once students have become familiar with the routines and procedures, they will pick up their breakfast and go straight to their classroom in the morning upon arrival. Staff members will be on duty to monitor and make sure all scholars are going to their appropriate destination.

Dismissal procedures

Bus Riders: Students will be dismissed from the gym and escorted to the bus at 3:30 p.m.

Car Riders: Parents shall drive around the building following the GEO Prep Baker carpool signs to enter the carpool line. Parents will be directed to pull under the covered driveway to pick up their scholar. A staff member will escort each scholar to their vehicle. **We ask that all parents stay in their vehicles during dismissal to ensure the safety of everyone.**

Scholars who are participating in our before and after school tutoring programs will follow dismissal procedures for car riders.



CLASSROOM TREATS

To protect the health and safety of our children, parents may bring ***pre-packaged treats that are purchased from a store and sealed*** to school to share with classmates in recognition of birthdays and other celebrations as deemed by the teacher and administration. Parents must drop treats off to the front office/teacher. Teachers will share those treats with students during the last 15-20 minutes of the day. In order to address any known allergy concerns, a label listing ingredients should be affixed to the package. ***Homemade treats will not be distributed to students. Due to allergies, other food intolerances, and our instructional schedule parents MUST consult with your classroom teacher at least one week in advance before the pre-packaged treats are brought to school.***

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

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.

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.



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

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

NO Book Bags or Backpacks that include wording or graphics that appear to be sexually suggestive, offensive, or marketing drugs, alcohol, or with visual, written or implied messages that are likely to disrupt the school environment. *Elementary school students frequently bring home information from the classroom and the office for parents and guardians to review. Please check scholars' book bags or backpacks each morning and afternoon.*



GRIEVANCE POLICY

GEO Academies are public charter schools, and as such, supports the voluntary and professional resolution of any conflicts that may arise between students, staff, parents, or other related parties in order to foster a positive and healthy environment for learning for all.

The Board of Directors of the school recognizes that, unfortunately, however, some issues require additional assistance in order to reach a satisfactory resolution for all concerned.

Therefore, in order to support all parties involved, the Board hereby establishes the following Conflict Resolution Policies:

1. One-On-One Resolution

Each issue should first be addressed between those directly involved. Should a student, parent, or staff member fail to begin the process at the lowest level, and instead attempt to go directly to the Head of School, to GEO Academies, or to a Board Member, that person at the higher level shall direct the complainant back to the affected person at the appropriate level in the process. Students may ask for the assistance of a teacher in mediating their discussion.

2. Head of School Resolution

If an appropriate resolution is not reached with direct conversation between the conflicted parties, it may be brought to the attention of the Head of School, in writing, for further discussion. The Head of School will bring all affected parties together within 48 hours (when possible), and will facilitate communication and develop a plan for conflict resolution.

Parents and staff members should expect that all legal rules regarding student and employee privacy and safety will be respected and followed, for the protection of their children and others.

Should the issue concern the Head of School, this step may be skipped, and a parent or staff member may directly contact the school superintendent, Kevin Teasley, at GEO Academies, at kteasley@geoacademies.org. At this stage, all concerns regarding the Head of School shall be communicated in writing so the Superintendent may investigate thoroughly.



The written concern should include the following information:

1. Describe the incident, decision, or practice that gave rise to the concern;
2. Cite the contract, policy, or procedure that has been violated and/or rationale for concern;
3. Describe what conflict resolution strategies were attempted in prior steps; and
4. Explain what corrective action is being requested

3. Superintendent/Board of Directors

If no resolution is reached at the school level, parties may put their concerns in writing (following the steps outlined above) and contact the School Superintendent, Kevin Teasley at kteasley@geoacademies.org. The Superintendent will investigate the issue with all parties involved using the information provided, and will facilitate a resolution within 7 days (where possible).

If a resolution is still not reached to all parties' satisfaction, a written complaint may be sent to the Board of Directors at the school's address. The written complaint shall contain the information above, as well as additional information from the resolution session with the School Superintendent.

The Board President, or designee, shall review the grievance, and shall ensure that all steps have been followed before adding the complaint to the Board agenda. While any member of the public is always welcome to speak in an open meeting, no formal complaint shall be addressed by the Board without it first having followed these proper procedures. Issues of employee or student privacy may be addressed in Executive Session, as is legally proper.

The board, in regular or executive session, shall review any conflict(s) brought before it as requested and as permitted by law. The board shall do one or all of the following:

- a. Remand the conflict back to the Head of School or Superintendent, with a directive to find a reasonable and quick resolution.
- b. Remand the conflict back to the two parties, with the Head of School or Superintendent mediating the conflict.
- c. Mediate the conflict and render a decision to resolve the conflict.

All decisions of the Board of Directors shall be final.



4. Exceptions

- a. Criminal situations will be referred to the proper authorities.
- b. Issues of suspension and expulsion will be handled according to School Discipline Policy and relevant state law.

SCHOOL BOARD

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

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. Homework is an essential part of the learning process and is part of the student's daily responsibility.

State Library of Louisiana and their local public library,
Online Homework Assistance Services – www.homeworkla.org



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.

STUDENT FEES

Pursuant to R.S. 17:177, GEO Prep Academies of Greater Baton Rouge deems it necessary or beneficial for all students to receive items such as an identification badge, use of a technology device, textbooks, and instructional materials and does not charge for any item that could violate the guarantee of a free public education to each students. All books and instructional materials free of charge. The school will only charge for replacement items or the cost of repairing damages due to student misuse.

SUMMER SCHOOL

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

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 Baker Academy Discipline Goals

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



GEO Prep Baker Core Values

All Members of the GEO Prep Baker Community will:

Be Respectful

Be Responsible

Be Safe

Conduct Charts

A conduct/behavior chart will be a part of scholars' homework folders. Teachers are required to send this home daily and a parent signature is required upon returning to school the following day.

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.

Recess Detention

Recess Detention requires a student to report to and remain at the place designated by the recess detention teacher, team, or administrator. Students will be under supervision at all times during recess detention. Teachers, teams, and administrators may assign recess detention during recess.

Suspension

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.**



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.

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

During lunch scholars are expected to:

- Take your place at the end of the cafeteria line
- Talk at a normal conversation level
- Stay seated unless putting away your tray and/or trash after being directed by staff or exiting to the play area
- Deposit all trash in appropriate containers
- Return trays and silverware to appropriate place

During lunch you are NOT to:

- Run, chase or engage in physically unsafe activity



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 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 may be confiscated.

Improper Computer Use

You may use GEO Prep Baker 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 offense 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 Baker 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 Baker 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

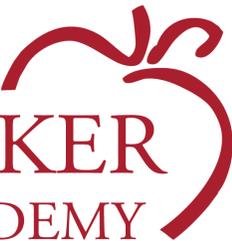
Any specific misbehavior not included in the below list of Prohibited Behaviors will be categorized by the administrator as the incidents occur.

Discipline Steps and Procedures

Violation	Procedure for Correction
<p>Dress Code Violation: Not in complete uniform for school/classes</p>	<p>(1) First offense: 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) Second offense: telephone call by the principal or designee to the parent/guardian and parent/guardian must bring appropriate clothing for the student. (3) Third offense: 1 day suspension</p>
<p>Continued classroom disruption and failure to follow directives from staff members</p>	<p>(1) First offense of continued classroom descriptions: After utilizing the behavior management system and</p>

GEO PREP BAKER

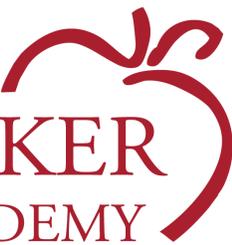
— A GEO ACADEMY



	<p>phone conferences with parents and scholars are a daily repeat offender of infractions (3-5 times) a SBLC meeting will be scheduled to develop a Behavior Intervention Plan.</p> <p>(2) Second offense: Revisit Behavior Intervention Plan</p> <p>(3) Third offense: 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 revisit behavior plan, counselor, and other factors that may be contributing to scholar's behavior.</p>
<p>Fighting:</p> <p>Any confrontation in which both parties have contributed in a conflict by words, actions, or deeds</p>	<p style="text-align: center;"><i>Depending on severeness:</i></p> <p>(1) First offense: The student will spend time in the Character Action Training (CAT) room after school and the parent is contacted</p> <p>(2) Second offense: 1 - 2 days suspension with the requirement that the parent/guardian return to school with the student and participate in a conference with the principal or designee to assist with developing a behavior intervention plan.</p>
<p>Vandalism:</p> <p>Damage of school property</p>	<p>1x Suspension, possible recommendation for expulsion</p> <p>2x Reimbursement or repair of damages</p>
<p>Technology misuse:</p> <p>Visiting unassigned site</p>	<p>1. Suspension, possible recommendation for expulsion</p> <p>2. Reimbursement or repair of damages</p>

GEO PREP BAKER

— A GEO ACADEMY



<p>Electronic devices during school hours: (Including, but not limited to: cell phones, mp3 players, game systems, etc.)</p>	<p>(1) First Offense: The parent must collect from the Principal on behalf of the student (2) Second Offense: Held until the end of the semester-any item not collected within 2 weeks after semester will be donated to charity (3) Third Offense: Held until the end of the year-any item not collected within 2 weeks of the end of the school will be donated to charity</p>
<p>Theft of school property: Removing school property from a designated location without permission from school personnel</p>	<p>1. Suspension possible recommendation for expulsion 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) First Offense: Contact is made to parents (2)Second Offense: 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) First Offense: Referral to office and parent is notified (2) Second Offense: The student will spend time in the Character Action Training (CAT) room after school and the parent is contacted (3) Third Offense: Suspension from 1-5 days</p>
<p>Leaving school grounds, without permission</p>	<p>(1)First Offense: Contact is made to parents (2)Second Offense: Assigned Character Action Training class. (3)Third Offense: Suspension from 1-5 days</p>
<p>Horseplaying: Hitting another student, “excessive playing” outside of recess time</p>	<p>(1) First Offense: Referral to office (2) Second Offense: Assigned Character Action Training class. (3) Third Offense: Suspended for 1-5 days</p>



GEO PREP BAKER
A GEO ACADEMY

SEVERE Violation not limit to:	Disciplinary Actions to be Followed:
<p>Use of or threat with a weapon, or any item that can be construed as a weapon:</p> <p>An act or action where the use of a weapon is implied or the verbal threat of the use of a weapon, including but not limited to such on social media</p>	<ol style="list-style-type: none"> 1. 10-day suspension while an investigation is conducted. 2. Possible suspension/expulsion after the completion of the investigation. 3. Possible arrest.
<p>Use of tobacco on school grounds at any time:</p> <p>including school activities/functions</p>	<p>Possible suspension/expulsion after the completion of the investigation.</p>
<p>Possession of smoking materials</p>	<p>Possible suspension/expulsion after the completion of the investigation.</p>
<p>Sexual Harassment:</p> <p>Unwelcome sexual advances, requests for sexual favors and/or inappropriate verbal/non verbal conduct of a sexual nature, including such on social media</p>	<p>Possible suspension/expulsion after the completion of the investigation.</p>
<p>Bullying:</p> <p>Repeated acts or gestures including verbal, written, or physical acts committed by a student or group of students with the intent to harass, ridicule, humiliate, intimidate, or harm another student, including such on social media</p>	<p>Possible suspension, expulsion, arrest, and/or prosecution after the completion of the investigation.</p>
<p>Firecrackers and other explosives devices</p>	<ol style="list-style-type: none"> 1. 10 day suspension while an investigation is conducted. 2. Possible suspension/expulsion after the

GEO PREP BAKER

———— A GEO ACADEMY



	<p>completion of the investigation.</p> <p>3. Possible arrest.</p>
Possessing, using or transmitting alcohol, drugs, look-alike drugs while on school property or attending a school function	<p>1. 10-day suspension while an investigation is conducted.</p> <p>2. Possible suspension/expulsion after the completion of the investigation.</p> <p>3. Possible arrest</p>
Attending a school function while under the influence of a controlled substance, drugs or alcohol	<p>1. 10-day suspension while an investigation is conducted.</p> <p>2. Possible suspension/expulsion after the completion of the investigation.</p> <p>3. Possible arrest.</p>
Possession of drug paraphernalia	<p>1. 10-day suspension while an investigation is conducted.</p> <p>2. Possible suspension/expulsion after the completion of the investigation.</p> <p>3. Possible arrest.</p>
Bomb Threats	<p>1. Possible suspension/expulsion after completion of the investigation.</p> <p>2. Possible arrest.</p>
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 for 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.

Suspension

Types of Suspensions

1. Parent Accompanied In-House Suspension: A student will attend school with his/her parent accompanying the student to all classes for the duration of the suspension.
2. Out-of-school Suspension: The student is sent home in the care of his/her parents.



Compact

The success of the Behavior Management Discipline Plan for GEO Prep Baker 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 Baker Academy, I pledge to fulfill the responsibilities and uphold the expectations outlined in the Behavior Management Discipline Plan.

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

Kimberly Baker/Amechie Trahan
Principal/Assistant Principal, GEO Prep Baker Academy

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 Baker 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 Baker Academy and support the rules and expectations outlined herein.

Parent Signature: _____ Date: _____/_____/_____

Student Signature: _____ Date: _____/_____/_____

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



Teacher/Student/Parent Commitment Form

Please detach and return the signed form to your child's teacher.

I have read the 2022-2023 GEO Prep Baker School Handbook which includes Teacher/Student/Parent Compact and School Policies. I will support and adhere to all information included in the Handbook.

Print Student's Full Name

Student Signature

Print Parent/Guardian's Full Name

Parent/Guardian Signature

Teacher

Grade

Teacher Signature



GEO Prep Baker Image/Contact Information Opt-Out Form

I have read the 2022-2023 GEO Prep Baker School Handbook which includes Image Sharing and Contact Release Information.

I DO NOT wish for my child's Image or Contact Information to be shared or released by the district or school for the purpose of school events, programs at school, newspaper, television, webpages, and/or social media.

Print Parent/Guardian's Full Name

Parent/Guardian Signature

Date

Teacher

Grade

Please sign and return to your child's teacher if you would like to OPT- OUT of Image/Contact Information