

Georgia Preparatory School, Inc. (“Georgia Prep” or “GPS”) is a Christian school where we believe that the highest possible achievement for any child is to understand and obey God’s plan and purpose. Our students are taught that they are fearfully and wonderfully made, enabled by God to do great things! We provide instruction and support that addresses the development of the whole child – spiritual, intellectual, emotional, and physical. Our mission is to encourage, excite, and educate students by expanding their knowledge of the world around us in an engaging, rigorous, and fun environment. Our vision is to create conscientious citizens and successful leaders who contribute to the greater good in a global community.

ACADEMICS AND INSTRUCTION

Georgia Preparatory School sets rigorous yet achievable academic goals for our students. Georgia Prep uses various curricula and employs innovative approaches to teaching and learning. Our teachers work on interdisciplinary teams to provide an academically challenging curriculum. Additionally, we use a broad range of integrated programs and assessments to determine mastery and reinforce concepts learned in the classrooms.

ARRIVAL AND DISMISSAL

Georgia Preparatory School’s hours of operation are from 8:25am until 4:00pm. Students are expected to be in the building at 8:25am. Those who arrive after 8:25am must have a parent check him/her in at the front office. Students must be picked up from school no later than 4:30pm. Those students not enrolled in after-school support who are picked up after 4:30pm will be assessed a late pick up fee in the amount of \$15.00 per child. Habitual late pick-ups require a meeting with administration.

Early Check-Out: Students who will be checking out during the day must bring a note to the main office before school starts stating the reason for check-out and listing the name and phone number of a parent or guardian who can be contacted. Parents may also come into the main office to check students out. **Students may not be checked out after 3:30pm and must wait until 4:00pm to be dismissed.**

ASSESSMENTS/TESTING

Our approach to education considers the unique learning goals and needs of each of our students. Georgia Prep utilizes multiple forms of assessments to identify areas of strengths and challenges, which inform the development of our students' individualized roadmaps for success.

ATTENDANCE/TARDY

Regular student attendance and on-time arrival at school is a high priority at Georgia Preparatory School. Both are vitally important to each student and affect a student's academic progress and the development of attitudes for his/her adult life.

Attendance: The Georgia compulsive attendance law requires all children between their sixth (6th) and sixteenth (16th) birthdays to attend public, private, or home school. Any parent or guardian in violation shall be guilty of a misdemeanor, and upon conviction thereof, shall be subject to: one) a fine not less than \$25.00 and not greater than \$100.00; two) imprisonment not to exceed 30 days; three) community service; or four) any combination of such penalties at the discretion of the court having jurisdiction. Each subsequent absence shall constitute a separate offense.

Tardiness: Prompt and on-time arrival is just as important as school attendance. Making sure students arrive to school on time is imperative in maintaining the flow and continuity of student learning. Late arrivals disrupt the entire classroom atmosphere. Tardiness can also affect a student's eligibility for honor roll and principal's list. When a student arrives to school late, a parent must sign the student in at the front desk.

- A student is considered tardy if they arrive after 8:25am. Any student arriving to school late must be signed in at the front desk.
- More than five (5) tardies in a semester is the equivalent of one (1) unexcused absence.
- Six (6) to ten (10) tardies is the equivalent to two (2) unexcused absences and a letter will be placed in the student's permanent academic file.

- Continued tardiness will require a meeting with the principal and administrative team.

Excused Absences: Absences and tardies will be considered excused for the following reasons only:

- Personal illness or when attendance would endanger their health or the health of others.
- Illness or death in the immediate family.
- Observance of a religious holiday.
- Absences mandated by other governmental agencies such as court order or pre-induction physical for the armed services.
- Conditions that render attendance impossible or hazardous to health or safety.
- Registering to vote or voting for a period not to exceed one (1) day.
- Absences for a student whose parent is in military service in the armed forces of the United States or the National Guard, and such parent has been called to duty for, or is on leave from, overseas deployment to a combat zone or combat supporting post. Such student shall be granted excused absences up to a maximum of five (5) school days per school year to visit with his or her parent prior to such parent's deployment or during such parent's leave.

BEFORE AND AFTER SCHOOL SUPPORT

Georgia Prep provides before and after school support as a convenience to our parents. Before-school is available between 6:30am – 7:45am, and after-school operates from 4:30pm – 6:00pm. The cost for before-school support is \$5.00 per day, and after-school support is \$15.00 per day. During after-school, students will receive a snack and are expected to complete their homework assignments. Please be advised that after-school is not intended to provide one-on-one instruction and/or guarantee homework completion for your child.

Tutoring Services: Tutoring services are available after school for those students requiring additional academic support and/or special accommodations to complete

homework and in-class assignments. Tutoring services are scheduled after school at the rate of \$25.00 per hour. Arrangements for such services can be made by contacting the school.

BEHAVIOR AND CODE OF CONDUCT

Georgia Preparatory School students are expected and required to honor their teachers, faculty and staff members, peers, parents, and themselves. Georgia Prep students must:

- Follow the teachings of Jesus Christ
- Follow directions given
- Respect themselves and others, both in words and in deeds
- Conduct themselves with order
- Follow Georgia Prep rules of decorum

Administrators of Georgia Prep may develop and promulgate such rules and regulations as are necessary. These rules and regulations shall apply to the student from his/her arrival on school property until his/her departure from school property.

CALENDAR

Georgia Prep's school calendar is available on the school website, www.georgiaprep.org. Georgia Prep's calendar includes information regarding school events, vacations/holidays, report/progress reports, field trips, and other date-specific school information. Unless otherwise noted, Georgia Preparatory School follows the Rockdale County school system's annual calendar for school vacations/holidays, half days, professional learning, and planning days.

CHAPEL

Attendance at weekly chapel is mandatory and an important part of the mission of Georgia Preparatory School. Chapel is a time of worship and students are expected to approach this time with honor, respect, reverence, and order.

COLLECTION PROCEEDINGS

In cases where outstanding and/or delinquent student account balances necessitate collection proceedings by agency or law, Georgia Prep will be entitled to recover reasonable attorney's fees in addition to any other relief to which it may be entitled.

COMMUNICATIONS

Communication is sent out frequently to keep parents and families abreast of pertinent information and school-related activities.

Newsletters: Newsletters are published periodically throughout the school year. Newsletters contain useful information, a calendar of events, and also articles written by our teachers and students.

Response Time: Teachers and staff members are required to reply to communications within 24-hours from the time the original communication was sent.

COMPUTER AND TECHNOLOGY USAGE

Georgia Preparatory School is networked and provides technologies allowing students to share information and access data via the internet and other electronic devices. This access is for the sole purpose of enhancing and supporting research activities and providing additional educational opportunities for students. Both students and parents are required to sign Georgia Prep's Computer Usage Agreement affirming that they have read, understand, and will fully abide by the acceptable computer and technology usage rules set for the by Georgia Preparatory School. Any student who violates the agreement will lose his/her usage privileges.

DISCIPLINE

Georgia Prep students and families are required to read and sign the "Georgia Preparatory School Discipline and Code of Conduct Policies and Procedures," which details code of conduct expectations and behavior violation consequences. The rules and regulations of the Georgia Preparatory School Disciplinary Policy shall apply to students while on school owned property,

including school buses, or property not owned by the school but used by the school with permission of the owner, while at school functions, or while under school supervision.

Reasonable efforts will be made to use a behavior support process to avoid student disciplinary problems. Parents/Guardians are advised that a student's disciplinary history will be taken into account when disciplinary action is required. The Head of School and Principal have the ultimate responsibility and authority to oversee the application, interpretation, and enforcement of the Code according to policy and regulations.

EXTRACURRICULAR ACTIVITIES

A well-rounded education consists of not just academic preparation but social, emotional, and interest-based instruction as well.

Clubs: Georgia Preparatory School currently hosts the following extracurricular clubs and activities for our students. Participation in some of the clubs is based on the student's grade, age, ability, and/or academic standing. Students on disciplinary probation and/or who have received any grade lower than a "C" are not eligible to participate.

- 4-H
- Art Club
- Chess Team
- Chorus
- Cooking Club
- Dance Team
- Drumline/Percussion Team
- Honor Society
- Technology & Innovation Club
- Yearbook Club

GRADE PLACEMENT

In an effort to ensure that students are taught according to their academic and social-emotional capacities, Georgia Preparatory School reserves the right to place students in the grade that best accommodates **both** of these needs.

Advanced Placement: Students must demonstrate cognitive abilities, appropriate developmental milestones, as well as social-emotional maturity in order to be considered for advanced placement in any grade. A meeting with the parents, Head of School,

Principal, and/or School Counselor is necessary to determine eligibility for advancement placement.

- **Pre-K:** Students who have reached **three (3) years** of age may be considered for placement in **Pre-K** pursuant to results of aptitude assessments administered by Georgia Prep.
- **Kindergarten:** Students who have reached **four (4) years** of age may be considered for placement in Kindergarten pursuant to results of aptitude assessments administered by Georgia Prep.
- **1st Grade:** Under no circumstances will students younger than five (5) years of age be considered for matriculation in 1st grade.

GRADES

Students are evaluated in two areas: Academics and Conduct. The academic grade is based on the actual work completed on quizzes, tests, exams, and class participation. The conduct grade is determined by evaluating the student's behavior, attitude, and general demeanor both in and out of the classroom. Georgia Prep's grading system is as follows:

ACADEMICS:

A: 90-100

B: 80-89

C: 70-79

D: 65-69

F: 64 and below

CONDUCT:

E: Excellent

S: Satisfactory

NI: Needs Improvement

I: Improvement Demonstrated

U: Unsatisfactory

Academic Probation: Students who fail two or more core courses (Math, Science, History, English/Language Arts) will be placed on academic probation.

HEALTH & WELLNESS

Maintaining a healthy school environment for students, teachers, and staff is a priority at Georgia Preparatory School. Students are required to comply with all state immunization laws.

Communicable Diseases: Communicable diseases refer to illnesses that arise as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher, staff member, or administrator who reasonably suspects that a student or employee has a communicable disease shall immediately notify administration. Reportable diseases include, but are not limited to: botulism, chicken pox, influenza virus (the flu), head lice, strep throat, measles, tetanus, diphtheria, ringworm, rabies, mumps, conjunctivitis (pink eye), norovirus, etc.

Illness: A parent will also be required to pick up their student if the student has a temperature of 100° F or more. In order to return to school, the student must be fever-free for 24 hours without medication. Additionally, if a child vomits at school, they will be sent home immediately. They may return to school after 24 hours has passed from the time they last vomited.

Injury/Medical Emergency: If a student becomes ill or is injured while at school, parents will be notified immediately. In case of serious illness or injury, Emergency Medical Services (EMS/911) will be called for immediate transport to the nearest hospital. On behalf of their student, parents/guardians must authorize Georgia Prep personnel to consent to any necessary emergency treatment as deemed necessary by a licensed medical professional. This shall include but not be limited to examination, anesthesia, medical diagnosis, surgery, and/or hospitalization. Any cost incurred by emergency medical treatment is the sole responsibility of the parent/guardian. Additionally, Georgia Prep shall be held harmless and accepts no liability for the emergency medical treatment of the student.

Medical Insurance Coverage: All students enrolled at Georgia Prep are required to have current and valid medical insurance coverage. Parents/Guardians must provide their child’s insurance information as well as a copy of their current insurance card.

Medication: All medication must be brought to the school by a parent or legal guardian and checked in through the school clinic or front office. School staff will not administer medications if they are not accompanied by a “Request for School Staff to Administer Medication” form. All medications, prescription or nonprescription (OTC), must be sent in the original container. Medication will be administered only in accordance with the written instructions from the physician/pharmacy. However please note that Georgia Preparatory School is not obligated to provide medication of any kind to students.

HOMEWORK

Parents are encouraged to provide a quiet place for uninterrupted study time for their child. Homework assignments are given on an as-need basis by teachers and must be completed by the student with minimal assistance from the parent/guardian. Parents who complete their children’s homework assignments are in violation of Georgia Prep’s standards of integrity and academic honesty. Homework must be turned in on the due-date assigned or students will not receive credit. **It is at the teacher’s discretion to accept late assignments and/or allow additional work (extra credit) to improve low grades.**

HONORS/HONOR ROLL

Grades from all academic subjects, including bible, are considered when determining eligibility for honor roll. The honor roll is divided into the following classifications:

- **Principal’s List:** Students who have achieved an A average in each subject by the end of each semester. Students must have no disciplinary write-ups, and have no unexcused absences.
- **Honor Roll:** Students who have achieved a B average or above in each subject by the end of the semester. Students must have no disciplinary write-ups, and have no unexcused absences.

IMMUNIZATIONS

All students attending Georgia Preparatory School must be current and up-to-date with their immunizations and recommended vaccinations.

Exemptions: Georgia law allows for two types of exemptions from the immunization requirements: medical and religious. Medical exemptions are used when it is deemed medically necessary for the health of a child. A medical exemption must be marked on Form 3231. A letter from a physician, Advanced Practice Registered Nurse, or physician assistant attached to the certificate will not be accepted as a medical exemption. It must be marked on the certificate. Medical exemptions are valid for a one-year period. Families may object to vaccinations on religious grounds by filing an affidavit noting their objection. The only affidavit that may be used to register a religious objection to required vaccinations is the Georgia Department of Public Health (DPH) Form 2208. Religious affidavits must be notarized and kept on file. The affidavit does not expire.

INCLEMENT WEATHER/SCHOOL CLOSINGS

In the event of severe weather or other emergencies, schools may be closed or students may be dismissed early. Inclement weather days will be observed in accordance with Rockdale County Public Schools. Information regarding school closures will be reported to the local television stations to include WSB TV, WAGA TV, 1040 AM. Additionally, Georgia Prep will send out notifications via “GP Remind.” If no report is heard/notification received, schools will be in session.

LATE PICK UP

Students not enrolled in after-school support who are picked up more than 30 minutes after the school’s dismissal time will be assessed a late pick up fee in the amount of \$15.00 per incident per child. **Students picked up more than 30 minutes after dismissal on days when after school support has been cancelled and/or is not scheduled will be assessed an inconvenience fee of \$75.00.** Chronic late pick up may result in the student being administratively withdrawn from the school.

LUNCH

Georgia Prep provides a nutritious, catered school lunch for our students. The cost for school-provided lunch must be prepaid at least one (1) week in advance. For students who bring their lunch, parents must provide a healthy, well-balanced meal. Sugary snacks, sodas, energy drinks, candy, and junk food are not permitted. Microwaves are available for students to heat their lunch. Teachers will heat lunches for students in grades 2 and under. **Students with food allergies and/or dietary restrictions must bring their lunch.**

MANDATORY REPORTING, CHILD ABUSE, AND NEGLECT

According to O.C.G.A. § 19-7-5(b)(5), anyone “employed by or volunteering at a business or an organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children” is a mandatory reporter. Mandatory reporting of abuse is intended "to cause the protective services of the state to be brought to bear on the situation." and the law "shall be liberally construed so as to carry out the[se] purposes."

If a school employee or volunteer has reasonable cause to suspect child abuse/neglect, sexual abuse, or molestation has occurred by a parent, employee, or other caretaker, the employee or volunteer must report it to the principal or designee in person or by phone immediately or face criminal penalties. If the designee suspects abuse, he or she is required to make an oral report to the Department of Family and Children’s Service or law enforcement within 24 hours.

NON-DISCRIMINATION STATEMENT

Georgia Preparatory School, Inc. does not discriminate on the basis of race, ethnicity, color, national or ethnic origin and admits students and hires employees of all races, ethnicities, colors, and national and ethnic origins. All students and staff members are afforded all the rights, privileges, programs, and activities offered by the school in administering its educational policies, admission policies, scholarship and loan programs, athletic and other school-sponsored and led programs.

PARENT-TEACHER/SCHOOL RELATIONS

An effective parent-teacher, parent-school relationship is a fundamental cornerstone of student learning. Effective parent-teacher communications/relationship requires that both parties work together to create a mutually beneficial, cooperative, and collaborative environment to discuss questions, concerns, and share ideas to ensure academic success. Teachers and parents are expected to behave and communicate in a mutually respectful manner. **Disrespectful behavior (to include but is not limited to yelling, belligerent, aggressive, profane, demeaning, and/or threatening words and/or actions) towards Georgia Prep teachers and staff by parents will not be tolerated and will result in the administrative withdrawal of their student.**

Parent-Teacher Organization (PTO): PTO is Georgia Prep's auxiliary Parent-Teacher organization, a group of parents who assist with the coordination of parent involvement, event planning, teacher appreciation events, and fundraising efforts throughout the year. Unless otherwise noted, meetings are held on the second Tuesday of each month.

Parent Contract: Parents/guardians of Georgia Prep students are expected to commit to working cooperatively and collaboratively with the school's teachers, faculty, and administrators to create a positive, healthy, and effective academic experience for all involved. As such, parents/guardians are required to sign a parent contract to ensure that they are fully informed of and agree to Georgia Prep's policies and procedures.

Parent Meetings: Parents and guardians of Georgia Prep students meet regularly throughout the year for parent meetings. This is a time for parents to fellowship with one-another and discuss ways in which to improve and/or augment their child's educational experience. Additionally, this time will be used for workshops, guest speakers, and presentations on a variety of useful topics.

Teacher Meetings and Conferences: Parents/guardians may schedule appointments to meet with their student's teachers by contacting the teacher via phone or email. Every effort will be made to accommodate the schedules of all parties involved. However such meetings may only be held before or after school hours. **Parents may not interrupt teachers during classroom and/or school hours to discuss concerns/issues.**

PARTIES/IN-CLASS CELEBRATIONS

Georgia Preparatory School allows birthday parties to be held during the student's lunch period. Students may bring cupcakes, etc. for their classmates to enjoy. Balloons, flowers, table cloths, etc. may be used for decoration. However, parents are responsible for setting up such items as well as removing them from the cafeteria immediately following celebration. Arrangements must be made in advance by contacting the school and the student's homeroom teacher.

PHOTOGRAPHY/MEDIA RELEASE

Parents/guardians and students hereby grant Georgia Prep the right to photograph, videotape, or otherwise digitally collect student's likeness, voice, and sounds ("works") during the student's matriculation at Georgia Prep and attendance at GPS-sponsored events. Georgia Preps retains the rights to these works and may use or sublicense works and student names, likenesses and biographies, at Georgia Prep's discretion, for the promotion of Georgia Prep and its mission and program.

Commercial Guests: Georgia Prep events are semi-public events that may be attended by members of the press, business corporations, media ("commercial guests") not under the control of Georgia Prep who might photograph or videotape the event. Georgia Prep asks all commercial guests to comply with the GP policy of not printing minor's name with his/her picture, and GP asks them not to use images of the participants or attendees for the commercial purposes without obtaining specific written permission from the person or minor's parent or guardian.

PHYSICAL RESTRAINT

In accordance with state board rule 160-5-1.35, Georgia Prep teachers and administrators may physically restrain a child as an emergency intervention to prevent immediate or imminent injuries to him/herself or others. If a student is physically restrained, an attempt shall be made to notify the parent on the day of, or within twenty-four hours after, physical restraint is used. Such notification shall be made by phone, e-mail or other method, which may include, but is not

limited to, sending a note home with the child. The parent of such child, regardless of whether he or she received such notification, shall be sent a copy of the incident report no later than two business days after the emergency use of physical restraint.

PROGRESS REPORTS/REPORT CARDS

Students will receive progress reports every nine (9) weeks. Progress reports are intended to inform parents/guardians of the student's current academic standing and identify areas in which the student is excelling and/or may need assistance.

SAFETY PLAN

Fire drills are conducted periodically according to state and local requirements. Georgia Prep teaching staff is required to become familiar with the **Georgia Preparatory School, Inc. Safety Plan** and fulfill the specific responsibilities detailed therein.

SCHOOL COUNSELOR/COUNSELING SERVICES

A licensed child psychotherapist is available to Georgia Prep students to promote their academic, personal, and social development, and their overall mental health. The counselor is also available to families. Arrangements for counseling services may be made by contacting the school. Students can request to meet with the school counselor or they may be referred by a teacher, administrator, or parent. **Parental consent is not required to refer a student to the school counselor.** However, parents will be informed that such a referral has been made and the school counselor will contact the parent/guardian prior to meeting with the student.

SPECIAL EDUCATION

As a private school that receives no funds from any state or federal agencies, Georgia Prep is not required by law to provide special education services. However, parents/guardians of any Georgia Prep student requiring special education services, to include Individual Education Plans (IEPs) and 504s, must schedule a meeting with the principal to ensure that the school is equipped to meet the student's needs.

STUDENT ACCOUNTS

Delinquent Accounts: Students with delinquent or outstanding tuition balances are at risk of being administratively withdrawn from Georgia Preparatory School, Inc. Students with outstanding balances at the end of the year will be prohibited from participating in graduation ceremonies. Additionally, student records will be withheld for any student with an outstanding balance.

STUDENT RECORDS

Parents of Georgia Prep students are required to provide the school with updated, current information regarding their child. Such information includes contact information, health records, previous school records, and emergency information.

TOBACCO-FREE ENVIRONMENT

Georgia Preparatory School is a 100% smoke and tobacco-free environment. Smoking and/or the use of any tobacco products is completely prohibited in or outside any Georgia Prep facility or at any other place and/or time when students are present.

TUITION AND SCHOOL FEES

Georgia Preparatory School's financial requirements are detailed in the tuition contract, which parents/guardians of Georgia Prep students are required to sign. As stated in the contract, Georgia Preparatory School's tuition is a full year financial commitment and parents are still obligated to pay the balance of the full annual tuition even if the student is withdrawn. Further, all associated fees with matriculation at Georgia Prep, including but not limited to matriculation, registration, book, capital campaign fees, etc., are non-refundable. Students with delinquent or outstanding tuition balances are at risk of being administratively withdrawn from Georgia Prep by administration.

UNIFORM AND DRESS CODE

To distinguish Georgia Preparatory School as an institution of excellence, we have adopted a uniform policy. Families and students are expected to adhere to the dress code policy and uniform schedule of Georgia Preparatory School.

Uniform-Free Days: Throughout the year, Georgia Prep will allow students to wear their “regular” clothes. However, even on these days, students are expected to dress appropriately. **The following items are prohibited:**

- Tops showing the midriff
- Tank tops; strapless shirts; spaghetti straps
- Jeans and/or other clothing with holes
- Shirts with obscene and/or profane messages, logos, sayings, etc.
- Skirts, dresses, shorts, and/or skorts above finger-tip length
- Leggings or “jeggings”

Violations: Students dressed out of code and/or not in accordance with the uniform schedule will receive violations according to the schedule below. Please be advised that dress code violations can affect a student’s eligibility for the Principal’s List and Honor Roll.

- 1st Violation: Student will receive a violation report
- 2nd Violation: Parents must bring the required items; students will not be permitted to enter class
- 3rd Violation: In addition to the consequences listed above, the student’s account will be assessed a \$10.00 fine. Additionally, a meeting with Administration will be required

VISITORS

Visitors to Georgia Prep are required to check in at the front desk. If visitors need to leave something for a student, they must leave it with front office personnel. In order to maintain student safety, students may not have visitors during school hours unless previously approved by

Administration. However, parents and/or relatives are welcome to eat lunch with their students with approval from the school. **All visitors to Georgia Prep, including parents, guardians, and other family members, must get permission to go to their child's classroom. Parents/guardians/family members may not proceed without permission.** We do not allow flowers, gifts, and/or balloons to be delivered to students at school.

WITHDRAWALS

Students may be withdrawn from Georgia Preparatory School by administration for failure to abide by any of the policies and procedures set forth, and/or for breach of financial obligations (non-payment or frequent late-payment of tuition/fees). Parents may also voluntarily withdraw their student. However, with the exception of voluntary withdrawal due to relocation, parents are still obligated for the balance of the full year's tuition.