



GEORGIA PREPARATORY SCHOOL, INC.

Student Enrollment/Admissions Packet



GEORGIA PREPARATORY SCHOOL, INC.

Dear Future Georgia Prep Student and Family:

Thank you for your interest in attending Georgia Preparatory School, Inc., or Georgia Prep as we're affectionately known. This checklist will assist you in organizing the necessary documents and paperwork for your student's enrollment.

For families with multiple children, a separate application must be filled out for each student. Please complete all pages in their entirety (answer all questions) and make sure pages requiring initials and/or signatures are initialed and signed.

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In addition the completed documents above, we will need copies of the following:

1. Student Immunization Records
2. Georgia Department of Health Form 3300 (Certificate of Eye, Ear, and Dental Exam)
3. Student Health Insurance Card
4. Student Birth Certificate
5. Student Social Security Card
6. Parent's Drivers License

Once completed, please contact the school to set up an admissions appointment. Please bring all documents to your appointment along with an application fee of \$25.00 per student. **Incomplete applications or applications with missing documents will not be processed; no student will be matriculated until all required information has been submitted.** If you have any questions, please feel free to contact us at 770-922-4636 or via email at admin@georgiaprep.org. Thank you again for your interest. We look forward to meeting you soon!

Sincerely,

Georgia Preparatory School

Georgia Preparatory School Admissions Team



STUDENT APPLICATION

Student's Legal Name: _____
Last First Middle Initial

Birth Date: _____ Sex: _____ Current Age: _____ Current Grade: _____

Home Address: _____

.....
Mother/Guardian Name: _____ Phone: _____

Address: _____
(If different from student's)

Mother's Email Address: _____

Employer: _____ Work Phone: _____

.....
Father/Guardian Name: _____ Phone: _____

Address: _____
(If different from student's)

Father's Email Address: _____

Employer: _____ Phone: _____

.....
Student's Legal Guardian(s): Both Parents Mother Father Other

Student's Living Arrangements: Both Parents Mother Father Other

If you selected "other," please explain below:

Is there a current custody situation involving this child? Y ___ N ___

If yes, please provide details: _____

Is there a current court order involving this child? Y ___ N ___

If yes, please provide a copy.

.....



STUDENT APPLICATION

If requested, please provide explanations in the space provided.

Current School: _____ School Phone: _____

School Address: _____

If registering mid-year, could the student continue at the current school? **Y** ___ **N** ___
(If no, please explain why)

Has the student ever repeated or skipped a grade? **Y** ___ **N** ___ If yes, what grade(s)? _____

Has the student ever been homeschooled? **Y** ___ **N** ___ If yes, what grade(s)? _____

Does the student have a current IEP, EIP, 504, or other special education needs? **Y** ___ **N** ___
(If yes, please provide a copy and details)

Has the student had discipline problems, been suspended, expelled or withdrawn from any school? **Y** ___ **N** ___
(If yes, please provide details)

In what subject(s) does the student excel? _____

In what subject(s) does the student have the most difficulty? _____

Why do you want your student to attend Georgia Prep? _____

Please provide any additional information about your child you think we should know. _____

.....

By signing below I affirm that the information provided by me is, to the best of my knowledge, accurate and true.

Student Name (please print): _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ **Date:** _____



STUDENT RECORDS RELEASE AUTHORIZATION

In accordance with the federal regulations regarding the privacy rights of parents and students under the Family Educational Privacy Act, of 1974, the undersigned hereby consents release to Georgia Preparatory School all educational records, including statement of disciplinary action or disciplinary records, and other information as may be requested about the individual named below.

Student's Legal Name: _____
Last First Middle Initial

Birth Date: _____ Sex: _____ Current Age: _____ Current Grade: _____

Current School: _____

School Address: _____

School Phone: _____ School Fax: _____

School Registrar - Please fax or email the following documents to 770-922-4643 or admin@georgiaprep.org

- Complete Transcript and Current Grades
- Standardized Test Results
- Special Education Documents (IEP/504)
- Disciplinary Records or Official Statement of Disciplinary Action

.....
By signing below, I hereby consent to the release of my student's confidential academic records.

Student Name (please print): _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ **Date:** _____



STUDENT MEDICAL INFORMATION

Student's Name: _____ Birth Date: _____

Address: _____

Student's Physician: _____ Phone: _____

Insurance Provider: _____ Policy #: _____

Known Allergies: _____

Current Medications: _____

Special Needs/Conditions: _____

If you answer "yes" to any question, please provide an explanation in the space provided.

Has the student ever been diagnosed with any disabilities such as ADD/ADHD, Autism, etc.? Y ___ N ___

Does the student have any hearing, vision, speech, or other issues? Y ___ N ___

Does the student have any food allergies or other medical concerns? Y ___ N ___

Will Georgia Prep staff be required to administer medication to your student on a daily basis? Y ___ N ___

.....

By signing below I affirm that the information provided by me is, to the best of my knowledge, accurate and true.

Student Name (please print): _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ **Date:** _____



MEDICATION ADMINISTRATION AUTHORIZATION

Except for standard first aid treatment for minor injuries (cuts and scrapes), Georgia Preparatory School staff requires specific written authorization from a student’s parent and physician to administer and/or dispense prescription and non-prescription medications. Such authorization must include the date, full name of the child, name of the medication, dosage, and dates/times to be given.

With the exception of first aid treatments such as anti-bacterial sprays, ointments, and band-aids, the parent must supply all necessary medications for the student including sunscreen, insect repellent, antihistamines, anti-itch medicine, pain/fever reducers and antacids. By checking below, I agree for Georgia Prep staff to administer the following medications to my child:

- Pain/fever reducer (i.e. Tylenol/Advil)
- Antacid (i.e. Tums)
- Antihistamine (i.e. Benadryl)
- Anti-itch Medication (i.e. Hydrocortisone)
- Sunscreen
- Insect Repellent
- Other (name of medication) _____
- I do not give Georgia Preparatory School consent to administer non-prescription medication to my child.**



By signing below I certify that I agree to the terms and conditions set forth above.

Student Name (please print): _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ **Date:** _____



STUDENT RELEASE AND EMERGENCY CONTACTS

All individuals authorized to pick up your student from Georgia Preparatory School, Inc. must provide a copy of a valid driver's license. Additionally, anyone picking up your student must follow the Georgia Child Passenger Safety Law (40-8-76). **Georgia Preparatory School will not release any student in our care to anyone not following the Georgia Safety Laws.**

Student's Name: _____ Birth Date: _____

Mother/Guardian's Name: _____ Cell Phone: _____

Father/Guardian's Name: _____ Cell Phone: _____

Please list ALL people authorized (not including parents) to pick up student from Georgia Preparatory School.

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

EMERGENCY CONTACT INFORMATION

Please list, in order, the first people to call in the event we cannot reach parent/guardian:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____



By signing below I agree to the conditions set forth herein and authorize Georgia Preparatory School, Inc. to release my child to the individuals listed above.

Student Name (please print): _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ **Date:** _____



EMERGENCY TREATMENT, TRANSPORTATION, AND EVACUATION AUTHORIZATION

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. As indicated by my signature below, in my absence I agree to the following:

- I authorize Georgia Prep personnel to consent to any emergency treatment on behalf of my child deemed necessary by a licensed medical professional. This shall include but not be limited to examination, anesthesia, medical diagnosis, surgery, and/or hospitalization. I acknowledge that I am responsible for any and all medical costs incurred.
- I also acknowledge that Georgia Prep shall be held harmless and accepts no liability (to include financial) for the emergency medical treatment of my child. This authorization shall be valid during the current school year only.
- I agree for my child to be transported from Georgia Preparatory School to a designated safe location should an evacuation of the school be necessary.



By signing below I certify that I agree to the terms and conditions set forth above.

Student Name (please print): _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ **Date:** _____



CODE OF CONDUCT AND DISCIPLINE POLICY

In addition to setting high academic standards for our students, Georgia Preparatory School (Georgia Prep) expects our students to conduct themselves with honesty, integrity, and decorum. The rules and regulations of the Georgia Preparatory School Disciplinary Policy shall apply to students while on school owned property, including 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. The rules may also apply to students who are not on school property and who are not at a school function, activity, or event if a student engages in misconduct that could create a direct or potential danger or disruption to the general welfare and discipline of the school or other students.

Please be advised that policies set forth herein, to include consequences for discipline policy violations, are non-negotiable. By reading and signing this document, you certify your duty and commitment to abide by the discipline and code of conduct policies of Georgia Preparatory School, Inc.

Behavior Expectations 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 directions given
- Respect themselves and others
- Conduct themselves with order and manners
- Be kind

Behavior Support: Georgia Prep utilizes a strength-based approach to academic and social-emotional growth. We will make every attempt to re-frame behavioral challenges and code of conduct violations into teaching opportunities. Reasonable efforts will be made to use a behavior support process to avoid student disciplinary problems. Head of School and Principal have the ultimate responsibility and authority to oversee the application, interpretation, and enforcement of this discipline policy and code of conduct according to the specific situation and Georgia Prep's mission and vision.

Consequences: Each behavior/code of conduct offense is assigned a level from one (1) to five (5). Unless otherwise noted, consequences for behavior offenses are listed below. Additional disciplinary infractions during the probation period will result in escalation to next level consequences, suspension, and/or expulsion. Please note that the Founder and Principal retain the right to make necessary adjustments and amendments to any of the consequences listed below.

Consequence Levels

- Level 1: Verbal reprimand; and loss of electives and/or recess.
- Level 2: Verbal reprimand; referral to principal; loss of electives and/or recess; and written/verbal parent communication.
- Level 3: Disciplinary write-up; referral to principal; loss of elective and/or recess; written/verbal parent communication; and **possible suspension**.
- Level 4: Disciplinary write-up; parent conference with principal; suspension (1-3 days); disciplinary probation; and **possible expulsion**.
- Level 5: Disciplinary write-up; parent conference with principal; suspension (3-5 days); disciplinary probation; and **possible expulsion**.



CODE OF CONDUCT AND DISCIPLINE POLICY

Counselor Referral and Mandatory Reporting: Students whose behavior infractions are of a sexual and/or violent nature will be referred to the school counselor. Please be advised that certain behaviors and code of conduct violations mandate reporting to appropriate agencies. Such agencies include but are not limited to the Rockdale County Sheriff's Department and the Georgia Department of Family and Children Services Child Protective Services.

Disciplinary Probation: Any student suspended from school will be placed on a 30 or 60-day disciplinary probation, depending on the duration of suspension and severity of the offense. During this probationary period, students will be required to follow a strict discipline plan. Students will not be allowed to participate in school field trips, extra curricular activities, or other school-sponsored special events while on disciplinary probation. Subsequent code of conduct infractions may result in expulsion.

Disciplinary Write-Up: Parents/Guardians are advised that a student's discipline/behavior history will be taken into account when disciplinary action is required. Additionally, disciplinary write-ups will be included in the student's permanent school records.

Offenses: Following is a list of code of conduct violations/offenses and their coordinating levels of severity and consequences. Please note that although every effort was made to compile a detailed list, it is not all-inclusive. As such, the Georgia Prep administrative team reserves the right to amend and/or add to this listing as necessary.

OFFENSE		LEVEL
1.	Academic dishonesty: major (e.g. cheating on tests, plagiarism, etc.)	3
2.	Academic dishonesty: minor (e.g. allowing parents, etc. to do homework)	2
3.	Assault/Fighting (to include spitting, hitting, kicking, choking, punching, etc.)	5
4.	Bullying (on or off campus)	4
5.	Cell phone use without permission	1
6.	Damage and/or destruction of property (purposeful)	3
7.	Dishonesty/Lying/False Accusations (to or on teacher, administration; on another student)	2-5
8.	Disrespectful and/or disobedient behavior towards teachers or staff	2
9.	Intimate touching; kissing	3
10.	Leaving class without permission; being in an unauthorized area	2
11.	Major disruption (e.g. belligerent, harassing, and/or aggressive behavior; outbursts, etc.).	3
12.	Minor disruption (e.g. incessant talking, not following directions, etc.)	1
13.	Misuse of electronic devices to access inappropriate material/information/media	3
14.	Possession of drugs, alcohol, and/or drug paraphernalia; will result in immediate expulsion	5
15.	Profane and/or vulgar language and/or writing	3
16.	Profane, satanic, occult, and/or pornographic/sexually explicit media and/or images (to include books, music, magazines, symbols, and/or pictures)	3



CODE OF CONDUCT AND DISCIPLINE POLICY

Table with 2 columns: OFFENSE (CONTINUED) and LEVEL. Rows include offenses like Sexual assault, Stealing/theft, Threats of violence, and Weapons of any kind.

Re-Offenses: Additional re-offenses will result in escalation to next level consequences (e.g. two (2) or more reprimands for minor classroom disruptions will receive Level 2 consequence).

Suspension: Students who are suspended are still required to complete class assignments, homework, and make-up any tests given during their suspension.

By signing below I certify that I agree to the terms and conditions set forth in the Code of Conduct and Discipline Policy of Georgia Preparatory School Inc.

Student Name (please print): _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____



TUITION AGREEMENT/FINANCIAL OBLIGATION

Matriculation at Georgia Preparatory School, Inc. is an investment in your child’s future. Please initial in the space provided next to each statement to indicate your full understanding of and agreement to the terms and conditions set forth.

- 1. I understand that tuition at Georgia Prep is a full year financial commitment and agree to pay my total annual tuition obligation
2. I understand that with the exception of relocation (the terms and conditions of which are set forth below), if the above-named student is withdrawn from Georgia Preparatory School, Inc. for any reason, I am obligated to pay my total annual obligation as set forth in my tuition contract.
3. I understand that if I relocate beyond a 40-mile radius of Georgia Preparatory School, I may withdraw the above-named student with one (1) month’s written notice and payment of a \$500.00 withdrawal fee. I understand that I must also provide official documentation verifying my new residence/address with the one-month written notice. I understand that failure to provide this information will result in my obligation for payment in full of my total annual obligation as set forth in my tuition contract.
4. I understand that tuition is due on the first (1st) of each month and that if the tuition payment is not received by the fifth (5th) of month, a late fee of \$10.00 per day (to include weekends and holidays) will be assessed.
5. I understand that a fee of \$100.00 will be assessed on all returned checks and/or canceled and/or declined debit/credit card payments. This fee must be paid in cash. I understand that I will be charged late fees in the amount of \$10 per day until I make good on the returned check or canceled, and/or declined payment at issue.
6. I understand that two (2) consecutive returned checks and/or cancelled or declined payments will result in the student’s disenrollment from Georgia Preparatory School, Inc. and I acknowledge that I still must pay the balance of my total annual obligation as set forth in my tuition contract.
7. I understand that continuous late payments (three or more) may result in my child being administratively withdrawn from Georgia Preparatory School, Inc. and I will be liable for my tuition balance.

By signing below I certify that I agree to the terms and conditions set forth in this Tuition Agreement for Georgia Preparatory School Inc.

Student Name (please print):

Parent/Guardian Name (please print):

Parent/Guardian Signature: Date:



PARENT CONTRACT

As the parent(s) of a Georgia Preparatory School, Inc. (“Georgia Prep”) student, I commit to working cooperatively and collaboratively with the school’s teachers and faculty to create a positive, healthy, and effective academic experience for all involved. Please initial in the space provided next to each statement to indicate your full understanding of and agreement to the terms and conditions set forth.

- 1. I have read and understand the Georgia Preparatory School, Inc. parent handbook (located on the school’s website) and will abide by all policies, procedures, and protocols set forth therein. _____
Initials
- 2. I will commit to twenty-five (25) hours of volunteer service per year **to be completed no later than May 15th**. If I have more than one child attending Georgia Prep, I will commit to an additional ten (10) volunteer service hours per child per year. I understand that failure to meet this obligation will result in a non-refundable/negotiable charge of **\$150.00**. _____
Initials
- 3. I will set high yet reasonable academic standards for my child. _____
Initials
- 4. I will a set a positive example for my child by modeling the principles of honesty, integrity, and respect. _____
Initials
- 5. I will uphold the principles of **academic integrity** and will not complete my child’s homework for them. I understand that Georgia Prep students are required to complete their own assignments with minimal assistance from parents. _____
Initials
- 6. I will attend in-school parent/teacher conferences, school events, meetings, etc. to support my child’s progress and participate in fundraisers and other activities to support the financial sustainability of the school. _____
Initials
- 7. I will work cooperatively and interact respectfully with my child’s teachers and all Georgia Prep faculty, staff, and administrators. _____
Initials
- 8. I will not gossip or speak negatively about any teacher or employee of Georgia Preparatory School, Inc. in front of my child or others. I understand that gossiping, negative comments/conversations, and/or disrespectful, belligerent, divisive, and/or disruptive behavior will not be tolerated. Violation of this policy can result in my child being administratively withdrawn from Georgia Prep. _____
Initials

.....
By signing below I certify that I agree to the terms and conditions set forth in this, the Parent Contract of Georgia Preparatory School Inc.

Student Name (please print): _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ **Date:** _____



MEDIA/PHOTOGRAPHY CONSENT AND RELEASE FORM

At Georgia Preparatory School we often share newsworthy and notable events that happen at the school. To highlight our school and student achievements, we publish student’s photographs, art, creative writing, projects, videos, etc. We will never publish any personal student information and when using a student’s name, it is our policy to use first names only. Parents must complete this consent form in order to allow their children to be photographed during normal school activities, special events, field trips, and other organized by Georgia Preparatory School, Inc. Student images and work will be used for the following:

- School website and social media pages
- Television/cable/radio broadcasts
- Newspapers
- Educational periodicals

_____ Yes, I have read the foregoing and consent to have my child photographed and/or recording and to have such photographs and/or recordings, artwork, creative writing, etc. shared on Georgia Prep’s website, social media pages, newsletters, marketing materials, and/or news publications.

_____ No, I do not wish to have my child photographed or recorded. **(Please make sure your student is aware that you do not consent to have them photographed or recorded.)**



Student Name (please print): _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ **Date:** _____