

GERARD




Preparatory
School

2017 - 2018

Parent-Student
Policy & Procedure
Handbook

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Welcome to Gerard Preparatory School

Dear Parents and Students,

Welcome to a new school year at Gerard Preparatory School!

It is our goal to serve, support, and engage all our talented, gifted and advanced learners. By providing a student centered learning environment, GPS offers challenging academics through the 360° approach assuring each student a personal learning experience.

By the end of the school year students know most of the students in every level in the school. This provides all of them with optimal opportunities to relate to many age levels, sharing information and ideas; growing in responsibility, caring and patience. For GPS students it means they will have many leadership opportunities that they may not have in a larger school. At all levels there are daily opportunities to discover their own talents and pursue intellectual and creative interests.

The staff and I are all looking forward to getting to know our new families and continuing the journey with our returning families. Our goal is to work with all of you to ensure that each and every student in the school is academically and socially successful. To that end we ask that every student comes to school every day, on-time, with all his or her required materials prepared to do his or her best. A successful learning journey begins with pre-planning and readiness. A successful journey is completed when the goal is reached. This year our goal is to widen the road, extend the opportunities, and we will not stop until we are handing out year end awards and applauding the year, well done!

In His Service,

J.G. Sinclair

Gerard Preparatory School

Founder -

The 360° Approach to Education

Please read this Parent/Student Handbook completely and discuss relevant policies with your child or children.

Sign the parent commitment form and have your child or children sign the student form and return to the school.

"The difference between 'involvement' and 'commitment' is like a ham and eggs breakfast:

The chicken was 'involved' - the pig was 'committed!'" -unknown



At Gerard Preparatory we are COMMITTED to their successful journey!

Our Mission is Their Success!

Our Vision GPS Setting a course today for tomorrow.

To guide and nurture each student as they grow into young men and young ladies who fully utilize their gifts and talents to honor God and serve others.

Home Relations

We teach that the authority for a Christian education comes from God's command, that children be taught to love God and place Him first in their lives. We believe that parents, especially fathers, are responsible for a child's Christian education, training them up in the Lord, disciplining and admonishing them in love, for their character and spiritual growth.

Eph. 6:13, 2 Tim. 3:17, Gal. 4:2, Deut. 6

Student Self Discipline

We believe that each student is responsible for their own actions, as age appropriate. We expect students to develop honesty, self-control, kindness, compassion, personal responsibility, respect for parents, teachers, staff, and their peers. *Therefore, when mistakes are made, we will hold each student personally responsible for their actions and involvement and expect that each parent will look to their own child for admonishment and correction.*

A Family Commitment

Our desire is to offer each student a balanced education, instilling academics, enriching the arts, and supporting the discovery and advancement of personal gifts and talents. We fully realize however, this goal can only be attained through cooperation and communication between staff, parents and students. Therefore, as a pre-requisite for enrollment, GPS requires that parents be involved, committing to devote the time and attention necessary to fully support their child's complete character and educational development (see GPS Commitment form).

GPS does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and other school administered programs.

Obstacles are those frightful things you see when you take your eyes off your goal."

Henry Ford (1863-1947)



Contractual Responsibilities

The Contract of Enrollment is a legally binding obligation between parents or legal guardian and GERARD PREP LLC.

Full tuition and fees are due and payable as per the terms in the contract.

Contract Payments

Payments are due ON or BEFORE the 20th of each month and late after the 25th.

GPS offers multiple payment plans to fulfill the terms of student enrollment contracts. Contracts may be paid with one full payment. Or parents may choose a payment plan; two semi-annual payments, four quarterly payments or monthly payments. Families that choose a payment plan must submit credit card information to be used in case payment must be charged, mailed or phoned in.

Checks or Money Order for payment must be made payable to GPS.

- ◆ **Cash Payment Method:** Cash payments must be brought directly to the Finance Office. **Any parent making payment in cash MUST HAVE A WRITTEN RECEIPT SIGNED BY A GPS ADMINISTRATOR.** It is the parent's responsibility to keep the receipt as it is the only approved record of payment.
- ◆ **Credit Card Payment:** May be made in the office or GPS can debit your credit card for tuition payment as per contract payment plan with prior written approval.
* GPS accepts MasterCard, Discover, and Visa.

◆ **Late Payment Fee:**

There is a \$75.00 fee for tuition received AFTER the 25th OF EACH MONTH

If payment is not received by THE 30th of the month, it will be processed to the credit card on file.

◆ **NSF Fees on Returned Checks**

There is a \$25.00 fee on all returned checks. If payment by check is returned more than twice parents will have to make payments by cash or money order for a period of 3 months to assure that all banking problems have been cleared.

◆ **Non-Payment Suspension Policy:**

In addition to the late fee, a valid credit card **MUST** be on file and will be charged if payment is not received by the 25th of each month. If payment can not be charged, and payment is not received, **after the 30th of the month, student(s) will be suspended until payment in full is received.**

◆ **Procedures for Release from Contractual Obligations**

Contract release information is explained on each contract. Parents must sign contracts prior to enrollment and are given a copy of the contract, therefore, all contract policies will be upheld.

1. **All prepaid fees are non-refundable.** Pre-paid tuition will be considered a donation to the school IF the enrollment contract is not released in writing by school administration.

Note: A contract of enrollment secures a position for a full year, therefore contract release procedures must be followed. Unless release from contract is approved, all terms, agreements and obligations remain in full effect and payable. If legal collections must proceed, all fees, fines and costs incurred by and through the collections process will be added to the amount of contract.

2. GSNS Payments: If withdrawing, parents are responsible for *all tuition and fees* unless payments from Georgia Dept of Education are secured prior to final exit date.

◆ **OTHER FEES (Not included in regular tuition)**

Application Fee	\$75
Annual Registration Fee	\$200

◆ **Student Fees:**

Agenda	\$10
School Development Fund	\$600 per family (Tax deductible*)

◆ **After School Camps and Activities** * Fees published by activity

◆ **After School Late Pick-Up** \$5.00 PER 15 MINUTES LATE

◆ **Graft School Development Fund**

GPS tuition is kept low to provide education at reasonable rates, affordable for most family incomes. In addition each family agrees to contribute a minimum of \$600.00 per year into the school development fund. The donations are 100% tax deductible when paid into the Graft Fund, Inc. See our finance office for details.

ALL FEES ARE NON-REFUNDABLE

◆ School development fund donations can be made directly to the Graft Fund Inc. which is a tax deductible non-profit foundation benefiting GPS students through tuition subsidies.

School Hours ~ Specific Hours per Level

	Drop off	Class Begins	Class Ends	Pick Up
PreK Half Day	7:45 AM	8:00 AM	12:00 PM	12:00 – 12:15 PM
School Age (PK–3rd)	7:45 AM	8:00 AM	2:30PM	2:30 – 2:45PM
4th– 12th Grade	7:45 AM	8:00 AM	3:00 PM	3:00 – 3:15 PM
After School Camps or Activities		3:00 PM		4:00 – 4:15 PM

◆ **School Closures**

Quarterly and Mid-Term Breaks: See school calendar

Other Closures

Inclement Weather

Announcements for school closings will be heard on local radio (WSB) and Fox TV station. Depending on the circumstances, GPS may dismiss early, close for the day, or open late. **GPS does not always follow the decisions of local county schools. We will endeavor to email and post all notices.**

◆ **Emergency Closures**

Should weather demand school closure, a bulk e-mail will be forwarded to advise parents. Every effort will be made to contact parents.

In an emergency please do not try to contact the school as it will be impossible to properly answer the telephone and focus on our students. Parents must proceed immediately to pick up their children or wait until a safety signal has been given through the e-mail. Other reasons for closure would be: loss of power or water for more than 2 hours, gas main break nearby, or any other catastrophic emergency outside the school's ability to control or resolve.

Forms and Student File Information**◆ Immunization Form (GA #3231)**

Certificate of current immunization must be on file for all students within two weeks of attendance. Thereafter, parents must update all files as applicable.

◆ Vision, Hearing & Dental (GA #3300)

Children above age four must have record of vision, hearing and dental screen through a doctor or local health department. A certificate must be on file within two weeks of attendance.

◆ Transcripts ~ Full Disclosure

GPS requires that the parents of incoming students have all records forwarded from past schools. Records must include immunization records, vision/hearing/dental screen, any testing or academic information, including 2 years prior report cards or other non-school type tests, and those that determine learning differences or behavioral tests.

GPS reserves the right to terminate enrollment contracts for students with behavioral issues if not fully disclosed during the application process.

◆ Updating File Information

Student files must contain all current and applicable information, including home address, phone numbers and emergency contacts. **Parents are responsible to update file information by submitting a NEW Emergency Contact/Authorization form.** (see website "Forms")

◆ Authorized Pick-Up

Students will only be released to those persons authorized for pick-up on the appropriate form. Should pick-up persons need to be added or deleted, *it must be done in writing by submitting a NEW updated Emergency Contact/Authorization form.* (see website "Forms")

◆ Visitors - Parents - Family - Guests

All visitors or parents of enrolled students must check in **at the front desk when entering the School and receive a name tag.**

Any visitor NOT on the authorized list will not be allowed contact with any student. Parents can send written notice in advance to authorize visitation.

◆ Closed Campus

In order to provide the highest level of safety and security for our students, GPS operates a closed campus. This means that once a student arrives at school, he/she cannot leave campus without permission from the Administrative Office, and must sign out at the front desk.

During the school day, all doors are locked .

All students must enter through the front side door at drop off.

◆ Emergency Lock-Down

In the event of lock-down, school personnel have been trained to ensure custody and accountability of all students. During emergencies we will be unable to take your phone calls. During lock-down, all doors will be locked and NO ONE will be admitted or released until approved by local authorities.

DRESS CODE

• Dress Code / Attire / Personal Grooming

At GPS, we intentionally endeavor to support growth in modesty, morals and integrity. One of the ways we do this is through the students' clothing and personal style. While we want them to explore and expand their personal gifts, talents and celebrate their identity, *we also want them to learn that real identity comes from within, and is not just a factor of what they "put on."* The dress code at GPS therefore is modest, conservative, and may be deemed "old-fashioned." And while our educational methods are 21st Century progressive, our approach to our students is not. We want them to enjoy being young while they are young...*not a new idea!*

School Uniforms See Uniform Code outline on our website at Gerardprep.com

• Dress-Down Friday

Students may pay \$1.00 in homeroom on Thursdays to participate in dress-down Friday. For dress-down, students are allowed to wear non-uniform clothes of their choice, provided they are conservative and appropriately modest.

Unapproved styles for Fridays include but are not limited to:

- Tank tops, sleeveless shirts, T-shirts with inappropriate slogans or writing
- Oversized t-shirts that fall below the regular hip line
- Shirts that expose the midriff, or are cut more than 2" below the collar bone line at the neck
- Hats may not be brought to school unless requested for a specific event
- Clothing in sheer or see-through fabrics
- Open toe shoes, flip-flops/sandals, heavy boots, or any style deemed inappropriate by staff
- Fitted jeans or leggings NOT covered by a long blouse (must cover to below your bottom)
- Pajama-style pants, over-sized drooping pants

Jewelry

Due to participation in physical activities, it is suggested that girls not wear dangling earrings. Boys and young men may not wear earrings at any time on campus or during off campus events. Inappropriate jewelry: Skulls and other items representing death or negative connotations may not be worn.

Hair

Students must be clean and groomed at all times. Hair may not be dyed in unnatural colors or worn in fashions that are worldly or faddish. Boys and young men must have short hair in traditional styles, **and cannot extend mid-way over ears, below eyebrows, or over collar.** Boys may not wear fads such as Mohawks, Spikes or Dreads. If desired, middle and high school girls may wear very light daytime make-up.

Book Bags

Preschool and kindergarten students can purchase a book bag of their choice, however, it must be the smaller size with minimal pockets and only one (1) main compartment. All students in grades 1-12 may purchase a book bag from GERARD PREP for \$15.00 Book bags should be clearly identified with the student's name written on the exterior or a "bag-tag".

What NOT to Bring in Book Bags, Pockets, purses or in any other form or fashion...

Gum, candy, electronic games, trading cards, headsets, radios, I-Pods, sports balls, electronic devices, cellular telephones*, any type or form of weapon, including any type of knife, lighters, or tobacco products, personal magazines (such as Teen or Glamour), make-up, nail polish, perfume, medication (left in book bags), jewelry and anything that you do not want lost, broken or confiscated.

Medical Information **Emergencies and Wellness Policies**◆ **Emergencies**

If, in the event a student has an accident or medical emergency while at school, every effort to contact parents will be made first, and immediate first aid will be given as needed. However, should your child require additional medical attention, they will be transported by ambulance to the nearest hospital unless a request for another hospital is made in writing. If you cannot be reached, your emergency contacts will be notified.

◆ **Allergies**

Parents must notify the school of any known or discovered allergies or medical issues. **All notifications must be made in writing.**

◆ **Medications – Prescription Medications**

Due to legal restrictions, staff at GPS may only administer prescription medications which **are in the original container along with a signed medical release from the parents.** A marked dosage spoon or cup must accompany the medication to ensure the correct amount is administered.

***Please note: GPS does not have an RN on staff.**

◆ **Medications- Over the Counter Medications**

From time to time students may need or request over-the-counter medications such as Tylenol or Advil for mild headaches, muscle pain or cramps. **For this reason, parents are required to sign a “Consent to Administer Medications” form. Students may not carry or keep any medications on their person, in bookbags or purses at any time.** All medications must be turned into the front office, fully labeled as described above.

◆ **Wellness Policy** For the protection of your child and other students, **GPS only accepts well students into school. GPS depends on parents to respect and maintain this policy.** Students who have or exhibit the following must be kept home, or will be sent home if necessary: fever above 100°, vomiting, diarrhea, deep harsh cough, unexplained rash, extreme swollen glands, pink eye, head lice, lethargic and pale, or problems breathing.

Lunch Options at Gerard Preparatory School◆ **Lunch Period**

The lunch period is 30-40 minutes long depending on the age of the students. Students therefore have ample time to eat a nutritional lunch. Students will be expected to use proper manners and exhibit behavior conducive to mealtime. ***Rough housing or rude behavior will not be permitted and parents will be notified if such problems persist.***

There are TWO options for lunch at GPS. Parents may choose a combination of any;

- **#1 Bring a nutritional lunch from home.** Lunch box or bag must be clearly labeled with the student's first and last name. Food from home must be nutritious and balanced in content. Students may not bring soda, candy, large bags of chips or ***more than one dessert.*** **Students may not bring Powder Additives, Energy drinks containing caffeine, sugar or ginseng, or glass bottles.** Food from home cannot be heated or re-heated; microwave not available. **If food requires a fork or spoon, it must be provided from home.** Please note: Parents will be notified if lunch contents do not provide nutrition for the students.
- **#2 Purchase School Hot Lunch IN ADVANCE** Make Lunch checks payable to : GPS Orders are placed by the MONTH in ADVANCE on or before the date given on THURSDAY by 9:00 A.M. Lunch orders must be PRE-PAID and ordered **ON THE SCHOOL LUNCH ORDER FORM.** (See form on school website)

Orders cannot be taken on a daily basis **for any reason**. Credit slips for lunch will not be given **for child illness or absence**. Credit slips WILL BE GIVEN if GPS closes the school due to inclement weather or other school emergency.

It is the parents' responsibility to provide their children with lunch. Students will not be permitted to go without eating, therefore if a student does not have a lunch, the parent will be called and a lunch solution will have to be provided prior to the lunch period.



Nutrition is very important to our growing students, therefore, lunch policies are taken very seriously and will be adhered to as outlined.

◆ Daily Snack

Students are encouraged to bring a snack daily. Snacks must be easily eaten *and not require utensils*. Snack must go in their bookbag, NOT their lunch box. Students should not eat lunch at snacktime.

Class Parties and Socials

Birthday Bunch Students celebrating birthdays will be honored on **the last Friday of each month** during their lunch period in the cafeteria. **Parents may not send party invitations, sweets or gifts to class for the student's actual birthday, however they may send a cookie cake on the last Friday of the month to be shared at lunch with classmates.** (Room Moms coordinating Birthday Bunch will try to schedule your turn to bring a cookie cake to coincide with your child's birthday, but understand this may not always be possible. — Sign-ups are available during Orientation.)

- ◆ **End of Unit or Other Special Class Parties** Teams may decide to have special festivities to celebrate the conclusion of a unit or quarter. In this event, teachers will coordinate with their Room Mom through PIE. (see Parent Information & Communications)
- ◆ **Evening Socials~ Christmas and Spring Parties** will be held as outlined with the invitation.
- ◆ **RSVP's and or PARENT PERMISSION FORMS must be turned in on time otherwise students or families WILL NOT be permitted attendance for any event.**

Other General Policies

◆ Library Books on Loan

Students may use and check out books from the school library. All books must be returned after one week (five days) without damage. Note: GPS cannot be responsible for books brought in book bags from home or the public library.

◆ Computer Usage

Computers are protected to significantly block inappropriate web sites. However, GPS cannot guarantee that all sites are blocked. Computers may not be used to send or receive e-mails, open or use Facebook or other communication/social media websites, chat rooms or other inappropriate sites. Students who do so will lose their privileges to use the computer lab for any reason. **Please Note: GPS strongly recommends that parents do not allow their children to have or participate in Facebook, MySpace or Twitter accounts as it can expose them to harrassment and other dangers supported through personal internet access. These sites also promote gossip, inuendo and character defamation which can do real and lasting harm.**

◆ Emergency Drills

The staff and administration conduct Fire and Weather Emergency drills monthly to prepare students for emergency situations such as fire, tornado or local crisis.

◆ Student Medical Insurance

GPS does not provide individual student insurance. Parents must provide insurance cards and information when enrolling their children. All insurance information must be updated as applicable.

◆ Lost and Found

All personal items must be clearly labeled. That includes outerwear (coats, jackets, sweaters), books, book bags, lunch boxes, and purses. Items which are misplaced are collected and kept in the cafeteria area. Items not claimed by mid-year and end-of-term will be donated to other students. Students may only visit the lost and found area during lunch or as permitted by staff members.

Attendance

Parents are expected to encourage prompt and regular attendance. Doctor appointments and family vacations should be scheduled so that attendance at school is affected as little as possible. **If a student will be absent, parent must email or phone the school office to report his/her absence.** A parent phone call is normally sufficient to excuse a student from school; however, a written note of explanation will be required upon returning to school. Students are expected to attend all classes each day. Regular and punctual attendance to class is expected. Students are permitted no more than seven (7) absences in a semester not to exceed ten (14*) absences in the school year. Regardless of the status of the absence, excused or unexcused, every absence will be counted in calculating the number of permitted absences. (*Excused by medical exception only.)

General Attendance Requirements

The Georgia Compulsory School Attendance Law requires that accredited schools offer 180 days per year or the hourly equivalent for attendance. Schools in good faith are obligated to provide a program that allows parents to meet this law. Gerard Preparatory School requires that a student may not be absent more than seven (7) days in either semester, not to exceed fourteen (14) days per year, *without acquiring academic assistance to complete make up work.* *This policy may be waived for an extended illness validated by a physician's signature and approved by the administration.

Extraordinary circumstances, if approved by the administration, may also result in the policy being waived.

- If a student is absent for two (2) consecutive weeks or more for illness, the family must arrange for a private tutor, a homebound teacher, or complete assignments on line.
- Absences over 5 days require a note by a physician on medical letterhead and submitted within five (5) school days of the absence.
- For absences in excess of the above limits, the Georgia Department of Families and Children Services (DFACS) may be notified.

◆ Absences

Excused absences include those due to illness or death in the family. Certain family trips, medical appointments, and other reasons may be excused if approved by the administration prior to the absence.

- If a student is absent, a parent must notify the school office by 10:00am of the reason for that absence. **Upon return, the student must present a written note from the parent to the front office stating the reason for the absence. An absentee slip will be given to the student to take to class.**

◆ Make Up Class Work

Students absent from school or a class due to an absence will be permitted to make up work, take tests, and/or turn in assignments. Students will have ONE make up day *per day absence.*

**Lateness to School (Tardiness)**

For grades 4th- 11th, the bell rings at 8:15 AM. **Students who arrive after 8:15 AM must be signed in by a parent at the front desk.** Tardy marks are recorded in student permanent records.

Students arriving late to school are to report directly to the school office **with a parent to sign in** and obtain a class admittance slip. Only four (4) morning-arrival unexcused tardies will be permitted without penalty each nine weeks (quarter). Should a fifth tardy occur, a conference will be scheduled by the office for the parent(s) and department lead. At that meeting, steps will be taken to eliminate the existing pattern of tardiness. A Warning Statement will be given to the parent(s) and signed by the parent(s), stating that there is an understanding of the tardy policy which will also explain the steps to be taken in case of further tardiness. Travel distances, traffic circumstances, or parental working conditions are not accepted reasons for consistent lateness to school.

Following the issuance of a Warning Statement, continued lateness to school will result in disciplinary action as described below:

◆ Tardy Policy per Quarter

5 Tardies: After school detention from 2:45-3:30 **Cost will be \$20.00 per day of detention**

- ◆ In the event a carpool is late, **the driver must come to the front office and sign in all students involved.** Only the children of the parent driving the carpool will be counted as tardy.

◆ Excused Tardiness

An excused tardy may be allowed for morning doctor, dental or optical appointment (must have doctor's note), auto accident, car problems, or extreme weather.

◆ Early Dismissal from School

Parents are encouraged to schedule appointments with their doctor or dentist outside school hours. However, when emergency demands, the appointment should be made as early or as late in the day as possible.

Should an early dismissal be necessary, a written note from the parents must be given to the home room teacher in the morning before early dismissal is requested, or the school must receive an email notification by 10 Am in the morning.

◆ Family Trips

A student may be excused for a family trip, if the following steps are taken:

1. Obtain the necessary request form at least two (2) weeks prior to the requested dates.
2. Submit the request form to the front office for approval.
3. Copies of approved request form will be given to the department supervisor, parents and another to the students personal file.

Students with low achievement, students not current in their assignments, or students seeking to be absent during inopportune times of the school year (testing period, etc.) will be advised not to be absent. Any special make-up sessions by teachers, caused by absences for reasons other than illness, may necessitate special tutoring.

ATTENDANCE POLICIES~ The POINTS TO REMEMBER

1. Call the school by 10 Am if student will be absent
2. When students return they must have a note from parents or doctor (see policy)
3. Tardiness: There is afterschool detention for students who accumulate over 5 tardies.
4. Students can not come into school after 11:00Am
5. Early dismissal: Students may only be dismissed for medical appointments or by special permission requested by 10:00 Am the day of the request. You MUST call the school if you are picking up early. Classes may not be interrupted or students released without prior notification.

Drop Off and Pick Up Procedures

GPS provides a drop-off and pick-up service for all parents and childcare centers. However, to assure this service is safe and efficient, **these procedures must be adhered to:**

◆ **DROP OFF** PLEASE READ CAREFULLY

1. *Driver may not park in drop off/pick up lane and exit the vehicle for any reason.*
2. All students must be able to exit on the passenger side of the car or vehicle.
3. Students must be ready to exit when the vehicle enters the drop-off lane - this means they have all materials for the day and are prepared to exit when the car pulls up to the drop-off area(s).
4. Students PreK4-3rd, will NOT enter or exit vehicles *unless school personnel is present for car-pool duty.*
5. Need to come inside? To safely enter the building, park in a space and come inside.

6. **PICK-UP** PLEASE READ CAREFULLY

7. All cars picking up must display a 8 x 10 carpool sign with the students name clearly written. Have as many copies as needed for all cars that might pick up during the year. Carpool signs must be clearly visible at all times while in the school carpool lanes by hanging it from the rear-view mirror (using a baby or toddler pant hanger). Do not lay name tag on the dash board as they cannot be seen.
8. If your student forgets anything in school you will have to park and escort them inside.

NOTE: Children will NOT be released for early check-out unless they have a doctor's appointment or other emergency and the early release was requested prior to 10:00 Am.

Student DRIVING Policy & Procedures

Students will **ONLY** be allowed to drive on school property when **ALL** of the following criteria are met:

- A "Student Driver & Parking Agreement" must be signed and on file in the school office. Only students on the driving form will be permitted to leave the campus in a vehicle with another student.
- Copy of students valid Drivers License and Insurance must be on file.
- Students with drivers permits may not drive on school property during school hours.
- **A student cannot be on academic or behavioral probation.**



◆ **Revocation of Driving/Parking Privileges**

A student's driving privilege can be revoked at any time if: The Student Agreement policies and procedures are not adhered to. In this case the privilege will NOT be returned until the following school year.

GRADING POLICIES

Developing a Standard of Excellence

“We are expecting nothing less than their personal best.”

This statement defines the expectations for GPS students. The standard for classwork and homework is their progressive personal best. Work must be handed in neat, tidy and as complete as the student is capable, *showing ongoing improvement*.

◆ Grading Scale

A	90-100	Exemplary Performance
B	80-89	Commendable Performance
C	74-79	Average Performance
D	70-73	Deficient Performance
F	69-Below	Unacceptable Performance
IC	Incomplete	Assignments not complete (See Make Up Work Section)
0		No work turned in.

◆ Grading Scale for Students on Trellis Programs (Modified Assignments)

Grades are given based on the percentage of correct work completed in modified assignments.

A	90-100%	Advanced Progression
B	80-89%	Best Effort: Using new skills independently
C	66-79%	Commendable Effort: Using new skills with support
NE	55-65%	Needs More Time: Emerging
U	Less than 55%	Unsatisfactory work: Little or no effort
0		No work turned in: Students may only have one (1) Zero per quarter

◆ Calculation of Character Grades

Our goal at GPS is to support each student as they grow, developing moral and ethical character and conduct. As in Galatians 5:22; “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, **and self control**”. We hold students accountable and responsible for their own actions, words and deeds.

◆ Character Grading Scale

E	Shows Integrity - demonstrates personal respect, honesty, good judgment and morals, setting an example for others.
S+	Shows respect - listens to teachers and those in authority with regard.
S	Makes an effort generally - listens normally and tries to adhere to directions.
S-	Has some difficulty listening or following directions - needs secondary directions or redirection.
N	Needs to Improve in this area - must work towards measurable growth and progress.
U	Unsatisfactory does not meet expectations and does not try to improve thus far.

Grading

◆ Progress Reports and Report Cards

- Progress reports are issued at five weeks in each quarter. Report cards are issued at the end of each quarter.
- Report card envelopes must be signed by a parent and returned to the school **within three days**.
- Report cards will not be issued if financial obligations are unsatisfied.

◆ The GPS Honor Roll

- Academic requirements for 1st-6th: Students must have 90% and above in all core subjects, and an S or greater in conduct/citizenship.
- Academic requirements for 7th-12th: Students must have a 90% semester average or higher, with no individual grades below 85%.
- Character evaluations will be made in areas of leadership, service, honesty, cooperation, responsibility, humility, and personal effort. Students will be evaluated by their teachers and make nominations to the Administration .
- Honor Roll Introductions will be made at the Final-Term Programs.

◆ Failures

Any grade below a 70%* is a failing grade. Parents will be notified of the student's failing grade. Parents will also be notified that the student is in danger of failing a specific subject when the grade average drops below a 75%. Parent conference will be required if grades remain below 75%.

◆ Academic/Behavioral Probation

A student who consistently receives referrals for academics or behaviors, will be placed on daily report/probation for not less than FIVE weeks. The parents are informed of this action. If the teacher and administration do not see marked improvement by the next grading period, the parents may be asked to withdraw the student or to enter him/her in a specially designed program of study. A student will be automatically placed on academic probation upon receiving an "N" (PreK – Kindergarten) or less than a 75% (Grades 1st-12th) in any academic subjects during a given nine-week period.

Incomplete Grades**Lower and Upper Elementary (Grades 1st-6th)**

A student receives an incomplete when (due to circumstances beyond his control) he does not complete all work within a grading period. The responsibility of making arrangements for makeup work belongs to the student and his/her parents. Incompletes must be made up within a reasonable period of time agreed upon by the Lead Teacher.

Middle and High School (Grades 7th-12th)

A student's nine-week grade is incomplete when (due to circumstances beyond his control) he does not complete the assigned work in a subject. The student will receive a IC (Incomplete) on the progress or report card. A student will be permitted to make up work. Upon completion of the work, the teacher will change the grade appropriately. The responsibility of making arrangements for makeup work and/or exams belongs to the student alone. Incomplete work must be completed **within two weeks of the end of the grading period or the course grade will remain as posted with work and test grades missing (0's) Parents will be contacted at the end of the first week if no make-up work is received or tests made up.**

◆ Group Placement/ On level/Review/ Advancement

A sincere and conscientious effort is made at the time of admissions to place students at the proper age/grade level. Skipping a grade is not considered to be a beneficial practice and is rarely considered or permitted. The nature of the curriculum is such that a student usually misses critical concepts and skills by skipping a grade. The administration must also consider other factors, such as emotional and social development and age-appropriate maturation.

Home to School Connection:

- ✓ The Teacher Blog: Will contain a weekly and daily overview of subject content and pacing.
- ✓ The Agenda: will give parents the BIG IDEA from each class period daily.
- ✓ The Monday Folders-will contain all work from the previous week from each core subject.
- ✓ The Khan Academy will give at home reinforcement reviews for lessons on a daily basis
- ✓ Quarterly Projects: Will involve parents and students in collaborative learning experiences.*

Grades 1st-12th SEMESTER PROJECTS

All students MUST complete one project per semester per the rubric.

Completed projects encourage the usage of many academic skills, allowing teachers to assess students' global comprehension and progressive skills application.

Project grades will factor as a TEST grade and added to their Language and Math class grades.

◆ **Advanced Placement and Honors Level Courses**

Students in 9th grade or higher who carry a GPA of 3.5 or higher may be offered AP courses in Math, Language Arts or both. Students in these courses must maintain a 3.0 GPA or higher.

◆ **Middle and High School (Grades 7th – 11th)**

1. When a failing grade is received in a course in a 9-week period, student will have to remain after school to complete missing assignments and bring the grade up to 70%.
2. *Afterschool tutoring will be charged at \$20.00 per session until 4:00 PM.*
3. If a student receives a percentage grade below 70% for a semester, and does not make up the work, the student cannot earn credit in that subject for the semester.
4. To earn credit for the course the student will have to either;
 - A) Repeat the course another year and earn a passing grade.
 - B) Attend an approved summer school program with a minimum grade of 70% in the course (135 hours per course).
4. When a failure is received in only one semester of a two-semester course, the student will be required to make up only that semester in which the failure occurred.
5. **Grades 7th-11th: A failure in LA or Math must be made up before promotion in the next grade.**

◆ **The TRELIS Programs: Accommodations and/or Modifications**

The Trellis Program is designed for students who have a documented requirement for academic accommodation or modifications in order to achieve success in the daily classroom environment. Trellis students learn strategies for managing their personal learning differences, and receive additional in-class support. All students enrolled in the Trellis Program will have a written plan on file. If a student requires additional remediation, after school tutoring may be warranted.

- *Trellis Accommodations:* May require, but not limited to; preferred seating (specific seating), assistance with organization from class to class, increased parental communications (weekly/ monthly), reduced amount of required in-class work, untimed testing, tests read aloud, reduced writing assignments, assignments on final draft typed rather than written, use of specific math calculator, and other support measures that permit student to remain in on-grade level work.
- *Modified Trellis Program:* Students requiring modified programs may need some or all of the accommodations listed above, in addition to core subjects taught below grade level. Modified programs will include the use of below level text books, work books, and modified tests and homework. Students on a Modified Trellis will receive a Modified Report Card which will show the grade the student is enrolled in and the grade level AKS he or she is participating in. (Ex: In the 5th grade class, on 4th grade level math) *Note: There is an additional cost of \$500.00-\$1,000.000- per core subject for a Modified Trellis Program.

TRAIN THEM UP IN THE WAY THEY SHOULD GO... Discipline Policies at Gerard**What is C.a.T.? Correction and Training**

Since we “live by the Spirit, let us walk in the Spirit” (Gal. 5:25). “Each one should test his own actions. Then he can take pride in himself not comparing himself to anyone else, for each one should carry his own load” (Gal. 6:4 & 5), “And let us not become weary in doing good, for in due season, we will reap a harvest if we do not give up” (Gal. 6:9).

◆ **Pre-Primary and Lower Elementary (Grades Pre-K – 3rd)**

GPS teachers may design a classroom reward and consequence management system appropriate to their grade level and consistent with the general policies and philosophy of the school.

Discipline for Pre-K 3 through Kindergarten These early years of development can at times, prove quite trying, mainly because children are trying many new behaviors and watching for the reactions from those in authority. We have had children cry, hit, bite, run away from us, throw things, tear up their work, their neighbors work, or choose to do no work, in exasperating defiance. They might crawl under tables or stand on them, climb up on chairs and in their very loudest voice demand the attention of all those gathered to see the unraveling of their day. Or so many other things children can do...*So, what do we do?* We stop them. Quiet them. Tell them it is not acceptable. We put a scowl on our faces where a smile generally resides, and let them know we are VERY serious. Normally this change from warm and fuzzy to firm and frowning will make the child stop and be remorseful for their behavior. We then talk, calm and help the child re-enter into the actives of school. For on going defiance or aggression towards peers, parents are contacted and a plan to go forward is put in place.

Motivational Incentives Teachers use incentives such as stickers, extra free time, end-of- day or week awards, “extra” points for extra efforts and special class helpers to motivate students. and, they may be sent to the office for a cool down. Parents will be told if the behaviors continue, and if they continue the parents may be called and the child may be sent home depending on the severity of the problems.

Discipline/Correction Teachers may use reduction of recess period (5-10 minutes off), seating assignments, and notes to parents for parental correction and support from home for students. If warranted, students may receive an office referral to the Head of School. Notations will be written in the daily agenda to parents as needed.

Discipline and Correction for Groups 3-6 (4th-12th Grade)

We believe we all have freedom of choice. The choice to do the right thing, whether someone is watching or not. However, we also know that sometimes we chose to do the wrong thing. That choice is the responsibility of each student, and cannot be blamed on anyone else, anyone else’s behavior, or any other condition. Therefore, when wrong choices are made, it is the full responsibility of the student to make atonement for their decision.

Site 1. Offense: Blatant disrespect of a teacher- refusal to follow directions or comply.

C.a.T. *In-school suspension: all work must be done for the remainder of that day or class period in either another classroom or under administrative supervision. Student must also write an apology letter to the teacher and present it the next day with a verbal apology. If offense continues, student may be suspended out of school or expelled.*

Site 2. Offense: Inappropriate language (swearing) and or conversations of a sexual nature (continued after personal correction).

C.a.T. *Student will write a letter stating the words used and/or content of the conversation. The letter will be forwarded to their parents, with an attachment from the Head of School. Students will apologize to anyone they offended and if necessary, to the other student’s parents. If offense continues, student may be suspended or expelled.*

Site 3. Offense: Physical altercation with other students: Engaged in pushing, hitting, rough-housing or other physical aggression with or towards another student.

C.a.T. Steps that will be taken:

- 1) Student(s) will be sent to the office immediately.
- 2) Parents will be called.
- 3) Student(s) will be suspended out of school for up to three days depending on the degree of the offense and circumstances.

Fighting, hitting and angry aggression are never allowed for any reason. Students always have a choice to walk away from a situation that could escalate into an altercation therefore, "I did this because they did that" will not be accepted as an excuse. Students will be made responsible for their own choices and their actions. While at home students must: 1. Write an ACTION Plan describing what they can do to make better choices in the future. Parents must sign the plan. 2. Write an apology to the other student(s).

3. Complete all missing assignments and turn in all work on time.

If student continues to show aggressive behaviors, they may be expelled.

Site 4. Offense: Taunting, Disparagement, Belittling, or Bullying of any student

C.a.T. Student will be sent to the Head of Schools to discuss the situation and bring clarity as to what is being said, and why it has been occurring. The student will be required to sign a non-bullying promise, stating that this type of behavior will cease in totality.

If the behavior occurs again, with any student, the parents will be called to the Head of School's office for a conference with the student. A solution to the problem will be agreed upon and all parties will sign a promise letter that this behavior will cease or the student will be expelled. Should it occur again, the student will be expelled.

Site 5. Offense: Student does not complete required assignments in school and makes no effort in class to progress in the academic work as requested. (For either regular or modified lessons):

C.a.T. Parents will be notified in writing that student is not progressing and a plan for daily communication will be put in place. If this procedure and support system does not show benefit, the parents will be called in for a conference with the teacher and Head of School.

AFTER-SCHOOL TUTORING may be required. (\$20.00 per daily session)

Site 6. Offense: Inappropriate Lunchroom behavior: Throwing food, overt and gross lack of lunch room manners.

C.a.T. Student will not be allowed to sit with other students during the lunch period for up to one week depending on the behavior and the number of verbal warnings given.

Site 7. Offense: Destruction of school property

C.a.T. Parents of students involved will have to make financial restoration for the cost to repair or replace any items broken due to horseplay or inappropriate usage.

Site 9. Offense: Leaving school property without permission (walking or driving off campus)

C.a.T. Parents of student will be notified and student will receive a one day out of school suspension.

Site 10. Offense: Invasion of personal locker/cubby/personal belongings- Student goes into another students book bag, locker or cubby without explicit permission by the student.

C.a.T. Depending on offence student must make restitution to the offended student, and receive up to 2 days ISS or OSS.

Site 11. Offense: Student brings any of the following items to school : Weapon of any kind, illegal drugs, alcohol, cigarettes, lighter, books-photos-magazines or movies with explicit sexual content.

C.a.T. Items will be confiscated and parent(s) of student will be called. Depending on the item, student may receive suspension or expulsion from school. If warranted, GPS will also file a complete report with the governing authorities and file a complaint which may result in legal ramifications.

Site 12. Offense: Public Displays of Affection- Kissing, intimate contact or sexual contact while at school or during an off-site school function

C.a.T. Parents will be notified. Students will receive up to 2 days ISS or OSS depending on the offense.

Site 13. Offense: Out of Uniform (1) Parents will be called to bring other clothing or (2) student must go home for the day, or (3)

Site 14. Offense: Reckless driving 1st Offence-Student and parent will be notified 2nd-Student will lose driving privileges for up to two weeks.

Site 15. Offense: Excessive make up for teens Student and parent will be notified. If the problem continues the student will be suspended.

Site 16. Offense: Disrespect during the Salute to the American Flag Student will be spoken to and parents will be notified. If problem continues the student will be suspended.

Site 17. Offense: Disrespectful comments or attitude during Chapel or Prayer Student will be spoken to and parents will be notified. If problem continues the student will be suspended. If problem continues student may be expelled.

Site 18. Destroying School Property In-House or Out of school suspension. Restoration of items or payment to cover the cost of restoration.

COMMUNICATIONS: Home to School

◆ Curriculum Nights

Held the first week of each semester, (see calendar for the date) these MANDATORY Curriculum Nights present the parents with an overview of the academic content for the upcoming quarter of school. However, the content goes further than descriptive... Teachers give mini lessons in math and language, at home suggestions for writing, reading and interactive learning, plus website connections and other valuable learning tools are presented in these meetings.

◆ Organizing : Each school year all students 1st-12th must have a new clear cover binder

Binders must be 1.5", with clear plastic cover on front and back sides. The binder is used to organize all daily work, home assignments and other paper work. Work should never be carried "loose" in the book bag. Completed homework must be placed in the correct section in the binder and returned to school in a neat and tidy condition. To assure that notes and all work are carried to and from school each day, it is MANDATORY that students bring their **SCHOOL BINDER** in their school bag **EVERY DAY**.

◆ Staff or Administration Communications

Send notes, questions or request meetings directly with teachers or other staff members via e-mail addresses. (Note: if you do not have access to internet, we will set up a system of paper communications with you; however, paper is often "lost" when traveling from teacher, to student, to parent or back.

◆ Meetings or Conferences with Teachers

As teaching staff oversee students from 7:45 to 3:00 PM and then often participate in afterschool activities, **parents may not "drop in" on teachers during or after school without scheduling a meeting or conference through the front office in advance, in writing.** Parents may also contact teachers through their school email addresses. Teachers will respond within 24 hours to all parent emails. If parents have any problems contacting teachers, *please report the difficulty directly to the main office.*

◆ **Conferences with Administration**

All conferences must be scheduled through the front office *in writing 24 hours in advance.*

◆ **Professional Communications Conducted Through the School**

Teachers can schedule return calls. Please call the front office to schedule phone calls.

Note: To maintain appropriate professional relationships with staff members, parents may not direct communications to personal email or call staff members at their home or cell phone.

◆ **Conflict Resolution**

Occasionally misunderstandings or problems can arise between a teacher and a student, a teacher and parent, or a parent and the school. Most often it is due to a communication breakdown.

GPS staff will make every effort to resolve conflict in a forthright spirit, as in Matthew 18:15-17. Therefore, as parents of a child or children enrolled at GPS, you also agree to the following:

- I agree to discuss the problem with School Administration FIRST.
- The conversation will be conducted without anger or pre-disposed judgment.
- I will seek resolution in which I will be part of the solution.
- I will not pass gossip among parents or to others as it may tarnish or harm the reputation of the staff member, school, parent or student.

"These are things that the Lord hates, a heart that devises wicked schemes, feet that are quick to rush into evil, a false witness that pours out lies, and a man who stirs up dissension among brothers." Proverbs 7:16-19

◆ **Personal Searches**

GPS reserves the right to search lockers, book bags, purses or students' pockets if there is evidence of the student possessing ANY unauthorized items.

After-School Community: Growing Through Interaction and Activities

GPS seeks to support student development in all areas of growth: knowledge, social skills, the arts and physical dexterity, offering extensions through personal application. Therefore extra curricular events are coordinated and planned throughout the school year.

To participate in after-school clubs or camps students must have at least an S in conduct in all areas for the previous quarter.

GPS reserves the right to discontinue activities due to lack of student participation (6 or less students involved). Clubs and camps are offered on specific days, Tuesday-Thursday 3:00-4:00.

- ◆ **Clubs:** Fall Clubs may include; basketball, drama, and other TBA.
- ◆ **Crusaders Archery Team** Each August GPS will hold an Archery Tournament and open positions on the Crusaders Archery Team. Students must be in grades 4th-12th. They must have satisfactory grades in citizenship and a GPA of not less than 2.8 to be on the team. Team fees are announced at the beginning of each season in August. Team season runs from August to May, a full school term. Regional and State tournaments are held in February and March, however other tournaments will be held in the Fall. Dates TBA.

Parents Involved in Education- PIE

Statistics have proven that students who have parents who are actively involved in school functions, and verbally support the school policies and teachers, score higher on all their work, do their homework and have a good self image as learners. They value their school experience because their parents value it... therefore parent involvement is fundamental at GPS. We come together as a community school because we are building community for our children, providing them with a safe space where the interests and values are so similar that interaction provides them active support.

In order to do this parents at GPS pledge to:

1. Participate in a volunteer committee each school term
2. Attend the 1st and 2nd Semester Curriculum Nights

3. Attend school functions as outlined on the school calendar
(Mark your calendar NOW so you can be an active supporter of GPS)

School Contact Information

Gerard Preparatory School 263 Jackson Street Lawrenceville GA 30046

Main School Office Number: (770) 277-4722

School WebSite: www.gerardprep.com

- ◆ Head of Education Mrs. JG Sinclair Founder 360° Approach
Certified: Orton Gillingham
Email: jgsinclair@gerardprep.com
- ◆ Vice Principal Addison Baker Master Degree in Special Education
Bachelor Degree in Business Administration
Email: mrabaker4gerard@gmail.com

Lower Elementary *Ms. Keisha Reed* Master Degree in Elementary Education (Math)

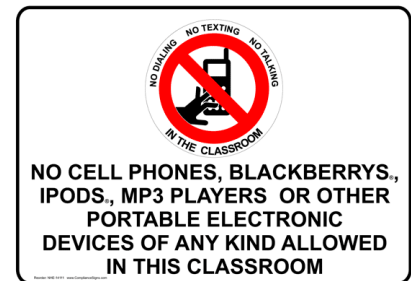
Miss Stephanie Hines Master Degree in Teaching
Bachelor Degree in Early Childhood Education (Language Arts)

Upper Levels *Ms. Kelsie Treadway* Master Degree in Education (Language Arts)
Mrs. Sarah Looney Bachelor Degree in Secondary Education (Math)
Ms. Keara Reed Bachelor Degree in Secondary Education (Social Studies)
Ms. Stacy Sage Associates Degree in Art and Design (Art & Electives)

THE GERARD PREP CELL PHONE/ELECTRONICS POLICY

Cell Phones, I-Pods, I-Pads or other electronic devices.

IF students bring a cell phone to school, it must be turned off and kept in their book bag. They may not be taken out or turned on at any time during school hours.



If a device is found IN VIEW OR IN USE at school, it will be confiscated. There is a \$25.00 fee to have the phone returned the first time. 2nd time the fee is \$50.00. If it occurs again, the student will be suspended for two days and charged \$50.00 to have their phone returned.