



2018-2019 Parent/Student Handbook

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Our Vision

Leadership Preparatory Academy opened its doors in August 2010, with the vision of becoming the highest performing charter school in the nation that produces well rounded leaders for the 21st century.

Our Mission

Leadership Preparatory Academy will develop scholars through a rigorous academic program that engages all stakeholders to maximize our students' potential to lead in the 21st century

Our Creed

I am a proud believer and achiever of Leadership Preparatory Academy. I will follow the rules, respect myself, and others, and I will obey my teacher, parents, and administration. I will strive for excellence and I will be the leader of today and tomorrow.

ARRIVAL/DISMISSAL PROCEDURES

These procedures are designed with the anticipated traffic flow in mind. All students **MUST** use the school car loop to be dropped off. Drop off is from 7:50 a.m. to 7:55 a.m., so students are sitting in class ready to learn by 8:00am. There **is no supervision before 7:50 a.m.** for students who are not enrolled in the Before School Care Program. Procedures may be adjusted to ensure the safety of our students. We ask for your patience with arrival and dismissal.

- Students may arrive as early as **7:50 a.m.** Please remember that it is the parents' responsibility to supervise their child until 7:50 a.m. There is **no supervision before 7:50 a.m.** for students who are not enrolled in the Before School Care Program. Students must be in their classroom seats by 8:05 am to avoid being marked tardy.
- Students in grade **Kindergarten** will arrive at the Lower School main entrance. (From Chupp Road, make left at *Cathedral Deliveries* sign, go up the hill, make the second right into the parking lot at *Cathedral Deliveries*, then make immediate right at section 11 and follow traffic) Kindergarten students will be picked up at the South Lobby entryway at 3:00 pm. Students picked up after 3:10 pm, will be considered late pick-ups and a fee will be assessed.
- Students in grades **First through Fourth** will both **ARRIVE AND BE DISMISSED** at the Lower School main entrance. (From Chupp Road, make left at *Cathedral Deliveries* sign, go up the hill, make the second right into the parking lot at *Cathedral Deliveries*, then make immediate right at section 11 and follow traffic) In the event of inclement weather, parents will enter the building and retrieve their scholar from their homeroom class.
- Students in **Fifth, Sixth, Seventh and Eighth** grades will **ARRIVE** and enter through the main entryway of the upper school near the circular driveway.
- Students in **Fifth and Sixth** grades will be **DISMISSED** near Sections 8 & 9 Sanctuary Parking at **3:30 pm**. After 3:40 pm, remaining students will be classified as late pick-ups and will be subject to the late pick up fee. *In the event of INCLEMENT WEATHER, students will stand under the covered entryway at the upper school main entrance and parents will park their vehicles, and retrieve their scholar from that covered entryway.*
- Students in **Seventh and Eighth** Grades will be **DISMISSED** at the South Lobby covered area near the bookstore at **3:30 pm**. Students picked up after 3:40 pm will be classified as late pick ups and parents will be subject to a late pick up fee. (From Woodrow Road, continue of the main promenade past *Section 1 Sanctuary Parking*, continue straight following the right double lane drive and follow signs. Pull forward to the end of the drive).
- Students who are in **Seventh and Eighth Grade** whose last period is in the **STEM Building** will be dismissed from the lab. In the event of inclement weather, parents will need to park at the *handicap entrance* of the STEM Building, and come into the STEM Building to then escort their scholar to their car.
- Students who are arriving or being picked up by a **shuttle** (day care vans, cabs, transportation companies, etc.) will drop off and pick up at the side parking lot of the Lower School (K-4th Grade) near the cooling evaporators and the handicap parking area. Then for 5th through 8th students vehicles will proceed to the Upper School to the traffic circle east of the main entrance of the church in front of the Upper School main entrance. Shuttle (daycare vans, cabs, transportation companies, etc.) riders are supervised by staff, and are then escorted to their bus/daycare van. (From Woodrow Road, make first right following the *Christian Academy/Additional Parking/Admin Office* sign follow the perimeter, drive past the church's main entrance. Turn left into the parking lot at the steeple and make an immediate right. Follow the cones and pull forward to the evaporator just beyond the handicap parking. After picking up elementary students proceed directly past steeple and make immediate right into the circular drive beside the church) to pick up 5th through 8th grade students.

- For safety reasons, children will not be allowed to exit the car in the middle of the parking lot nor allowed to walk to the building by themselves from any area except those designated. ***You are welcome to pull into a parking space, park, and walk your student into the building. You are also welcome to pull into a parking space, park, and come into the building to pick up your student.***
- The dismissal for **Elementary School begins at 3:00 pm for Kindergarteners and 3:15 pm for Grades One through Four. The dismissal for Upper School (grades 5 – 8) is at 3:30 pm.**
- Parents are to stay in their cars during dismissal unless they leave the carpool lane and park their cars. This is being done to ensure the safety and security of all of our students.

The safety of your children is our first priority. Please follow drop-off and pick-up procedures very carefully to keep all of our students safe.

ATTENDANCE POLICY

Absences

Students who are absent from school should bring a written note on the day of their return explaining why he/she was absent. A child will be considered absent if he/she leaves school before or reports to school after 11:15 a.m. that day.

Your child will need to bring a written statement on the first day he/she returns to school explaining the absences. All absences without a note will be coded as an unexcused absence. Irregular school attendance hinders the student's progress and decreases the satisfaction of full participation in school experiences. This policy will be strictly enforced as we follow state guidelines for truancy. Excessive truancy and absences will constitute withdrawal.

If absent for up to 3 days a doctor's notice will be required. For specific information referring to unexcused absences and/or truancy see DeKalb County School District's Code of Conduct Handbook.

Students must be in school unless the absence has been permitted or excused for one of the following reasons (please note that vacations are considered unexcused absences):

- Illness of Student/Illness of immediate family member
- Death in the family
- Required court appearance or subpoena by law enforcement agency
- Special Event (public functions, competitions, exceptional cases of family need)
- Scheduled medical or dental appointments
- Students who have, or are suspected of having communicable diseases
- Religious holidays of the student's own faith

Help us promote the school's slogan which states,

"You Miss School, You Miss Out."

Early Dismissal

A parent wishing to check his/her child out of the school early must send a written excuse by the parent/guardian to the office at the beginning of the day. Prior to the release of any student, the parent/guardian must sign out the child in the front office by using the checkout log. **No student check out will occur during the last hour of the school day.** Parents are responsible for notifying the school of any changes in persons authorized to check their child out of school prior to early dismissal.

Children are released from the office **NOT** the classroom. All authorized adults will be **REQUIRED** to submit proper identification before checking a student out of school. **STUDENTS WILL NOT BE RELEASED TO ADULTS THAT ARE NOT LISTED ON THE PARENT AUTHORIZATION FORM AND/OR INFINITE CAMPUS.** Please update information whenever changes occur. A valid photo identification will be required of all individuals' pick-up students. If someone arrives at the school to seek the release of a student and the person's name is not on the parent authorization form or listed in Infinite Campus or the person does not have valid photo identification, the student will **NOT** be released. For safety reasons it is important that these procedures are followed.

If you need to check your child out of school before the end of the school day, parents will need to sign their students out at the front desk and wait for their child to be dismissed from class.

Early dismissal must occur before **2:00 PM**. No student will be released after 2:00 PM time unless for an emergency.

Late Pick-Up

Parents who arrive late for dismissal, after the car line is empty, will be assessed a late pick up fee of \$1.00 per minute. After five late pick up fee assessments, parents will be referred to the School Counselor for withdrawal consideration. After dismissal, staff members are already committed to using their time after school for meetings, conferences, and lesson planning, and are generally not available for unscheduled visits.

Kindergarten – 3:00pm

1st Grade through 4th Grade – 3:15pm

5th Grade through 8th Grade – 3:30pm

Make Up Work Due to Excused Absences

School attendance promotes student development in the areas of responsibility, self-discipline, and character; however, when it is necessary for a student to be absent, the following guidelines should be adhered to for completing missed assignments.

1. Students are responsible for making up work missed while absent.
2. Provided prior approval has been obtained from the principal, absences due to family or school related trips entitle the student to make up work upon the student's return to school.

3. Tests, quizzes or other class assignments should be made up before or after school. If alternate arrangements are necessary, the parent should consult the teacher.
4. It is the student's responsibility to obtain make up work and to submit completed assignments to his/her teacher in a timely manner. Any assignments given on the day of the absences will be due the next school day. All assignments given prior to the absence are due on the day of return. Refer to your child's teacher syllabi for specific information regarding make up work.
5. Failure to make up work in a timely manner will result in loss of credit.

Please contact teachers via email to request missed assignments when your child is absent due to illness.

Birthday Celebrations

Students are welcome to celebrate their birthday at school in Kindergarten through 5th grade. Individual healthy snack choices and a drink or goodie bag (no sweets) may be brought to the school to share with your child's homeroom. Arrangements must be made in advance with the classroom teacher. **No candles, balloons, decorations, etc. are permitted. Siblings may not attend this celebration as it would be disruptive to another class. All items must be store bought.**

Bus Transportation

LPA does not provide bus transportation. Therefore, parents are encouraged to car pool and make sure that students are dropped-off and picked-up during the posted school hours.

Cafeteria

LPA participates in the National School Lunch Program. A standard menu will be used and monthly menus can be viewed on the school's website. Students who bring lunch from home are able to purchase milk. NO LUNCH CHARGES can be made since public funds do not allow schools to extend credit. Students are not allowed to bring sodas to school. **Since we are trying to promote healthy eating habits, we request that fast food not be brought to school when a child forgets his/her lunch. In addition, we discourage sugary foods, candy, cookies, gum, and foods heavy in red dye. These foods can lead to hyperactivity and interfere with the learning process.** A "no peanut table" may be made for students with allergies if requested.

Deposits in any amount may be made to a student's personal account, thus reducing the chance that breakfast or lunch money will be forgotten, lost or stolen. All students have personal accounts regardless of paying status (free, reduced or full pay). Students are encouraged to pay in advance for food purchases. Any child who forgets or loses his money may charge a meal.

A letter will be sent to notify the parent or guardian, who then is expected to pay in full. If a student's charges reach the amount equivalent of two lunches and two breakfasts, a nutritious snack of a plain cheese sandwich and a milk will be provided. If a child has food allergies, other provisions will be made.

Free and reduced lunch applications are available online. Students qualifying for free or reduced meals will receive free milk at breakfast and lunch. Parents must apply for this benefit yearly. Please note that applications take 14 business days to process. A random selection of applicants will be asked for additional information regarding verification of income. Notification pertaining to qualification for free/reduced lunch will be sent promptly. **Parents are responsible for providing lunch for their children until the application is approved; however, prior year lunch status is valid for the first two weeks of school only.**

Behavior in the Cafeteria

Each student is expected to show good manners, courtesy and consideration of other students and adults in the cafeteria. Students are to enter and exit the cafeteria in an orderly fashion. Students are to stand in a single file line while waiting for their food, to keep communication noise level low, and stay seated unless raising their hands and given permission. Containers are provided for the disposal of trash and each student is required to dispose of their trash and the area surrounding them before the lunch period is over (or immediately upon request of the monitors). No student is allowed to leave the cafeteria during the lunch period without a written pass to some other area of the school.

A student is not allowed to leave the school grounds during the lunch period. NO FOOD OR BEVERAGE IS TO BE TAKEN OUT OF THE DESIGNATED DINING AREA AT ANYTIME. The cafeteria rules are posted and all students are expected to follow them at all times. Food objects are not allowed to be thrown at any time while in the cafeteria as this poses a safety concern; such acts will result in a suspension from school.

Cafeteria Payments

Full Breakfast Price - \$1.50

Reduced Breakfast Price - \$.30

Full Lunch Price - \$3.50

Reduced Lunch Price - \$.40

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339). Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online here: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [\(866\) 632-9992](tel:8666329992). Submit your completed form or letter to USDA by:

(1) Mail:

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW, Washington, D.C. 20250-9410;

(2) Fax: [\(202\) 690-7442](tel:2026907442); or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Care of School Property

Students are expected to respect the school building and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. **Marking or defacing school property is a serious offense leading to suspension and possible expulsion.** Any student who damages/vandalizes school property will be required to make full restitution for damages.

Character/Citizenship

Students are expected to demonstrate superior character and citizenship. We encourage students to always do the right thing and seek the assistance of staff members when a troublesome situation arises. Follow the golden rule: Do unto others, as you would have them do unto you. Lend a helping hand whenever possible, always make good choices and act responsibly.

Student of the Month

Each month students have the opportunity to become a Student of the Month. Students must demonstrate the following qualities:

- They make good choices when reacting to or handling a problem.
- They are in control of themselves at all times including a special area classes, lunch recess and before /after school care.
- They show concern for other people, for their own personal property and for school property.
- They accept both negative and positive consequences and act responsibly.
- They arrive to school on time (no more than 2 unexcused tardies per quarter and/or early dismissal per quarter)
- They turn home learning in complete and on time.
- They have no detentions, suspensions, etc.

Students will be nominated by their classroom teachers who will also take into account behavior in special classes, lunch, and recess.

Clinic

Leadership Preparatory Academy is fortunate to have a school nurse on campus. When it is necessary for students to take medication, the medicine must be taken to the nurse's office with a Medical Release form. If a child becomes ill at school, the nurse or designee will make every effort to reach the parent first. If the parent can't be reached, then it will be necessary to contact the other emergency numbers listed. A sick child cannot learn. Any child with a fever of 100 degrees or greater must be picked up. Please do not drop students off and leave them if they are ill. Children with any communicable condition will be sent home and cannot return back to school until cleared by a physician. A note from the physician may be required. If you have questions or concerns about the Clinic, please contact our school's front office 675.526.2589.

Communication

The Leadership Preparatory Academy website offers up-to-date information on the latest LPA news. The site provides daily updates, as well as departmental information, teacher profiles, testing information, board policies, calendars, weekly school lunch menus and much more. All conferences with teachers and/or Administration **MUST** be scheduled in advance.

Severe Weather

The safety of all children is our first concern when deciding if school must be opened later, closed or closed early because of weather conditions. Here are some important points to remember:

- The decision to close school will be made no later than 5:30 a.m. If possible, the decision will be made the evening before.
- LPA has the option of operating with a two-hour delay. Our CLO/CAO will develop a modified schedule that begins two hours later than normal and ends at the regularly scheduled time.
- Tune into area radio and television stations and visit the LPA website for the announcement.
- Do not call LPA or the news media. Generally LPA will be affected by the decision made by the DeKalb County School System.
- If no announcement is made, then schools will operate on a normal schedule.

Weather conditions sometimes worsen during the day after children have arrived at school. If early dismissal of schools is necessary, parent will receive a text message through Infinite Campus. Parents should also check the school's website regularly. Working parents are advised to make arrangements for childcare on days when schools must be dismissed early. If school is canceled or dismissed early, LPA will provide information about all activities for students, including LPA after school activities and After School Enrichment Programs (ASEP).

Any required make-up days will occur as determined by the LPA academic calendar. Make-up days are used in the order shown on the calendar. Visit our website and click on ***Calendars*** to access the LPA academic calendar for this school year.

Curriculum – Georgia Standards of Excellence

The Georgia Standards of Excellence (GSE) provide a consistent framework to prepare students for success in college and/or the 21st century workplace.

Reading

With an emphasis on good, quality literature, the reading program is designed to develop a life-long love of reading. Each grade level teaches reading skills such as word study, vocabulary, comprehension, critical thinking, and other higher-level reading strategies.

English

Our curriculum emphasizes correct usage of the English language in both written and spoken grammar. It encourages improvement of listening skills and helps students form connections with other areas of learning as they develop life-long skills. Additional writing resources are implemented in fourth and fifth grades to reinforce structure and style in written compositions across other critical subject areas.

Spelling, Phonics, and Handwriting

Although these skills are often integrated into other subject areas, specific instruction of each is provided to strengthen performance and to facilitate future learning.

Leadership Studies

The content is designed in a way that builds the student's appreciation of the world around him, beginning with family, neighborhood, and school then expanding to communicate and regions of the United States. There is an emphasis throughout the curriculum on history, geography, economics, humanities, and citizenship.

Mathematics

Students in Kindergarten through fifth grade make use of the latest available technology, individual manipulative kits, and a wide assortment of learning materials during daily instruction. The curriculum emphasizes problem solving and critical thinking strategies as well as mastery of number facts and operations. It also prepares them for lifetime application of higher math skills.

Science and STEM Lab

Students in Kindergarten through second grade participates in hands –on learning as they develop basic science concepts and processes through regular classroom instruction and experimentation. The technology-enhanced curriculum covers topics that include physical science, earth science, and life science.

The school has a well-equipped science lab and a full-time science teacher for students in 5th through 8th grades. The curriculum offers a wide range of activities so that students have the opportunity to learn through use of the scientific method and new technologies. Learning strands include physical science, earth science, life science, and science processes. In addition to traditional classroom instruction, students will participate in the STEM Lab program described below;

- STEM is a hands-on, project-based science curriculum for grades 3-8
- STEM incorporates use of technology and integrates concepts from math and engineering.
- STEM also helps to develop strong reading and language arts skills through use of informational text, scientific vocabulary, and writing.
- STEM offers students the opportunity to explore careers in related fields.

The STEM curriculum is divided at each grade level into missions, which are the basic units of activity-based instruction. These missions teach critical content in life science, earth science, and physical science. Students work cooperatively in teams of four to solve real-world problems, each student rotating through four different roles of responsibility. Although completion of the mission is a group process, the program provides for individual goal-setting and assessment.

Technology

Most all classrooms grades K-8 have classroom projectors installed. These projectors allow teachers to enhance teaching skills with visual representations of skills, PowerPoint presentations, internet resources, instructional applications, and videos. Some classrooms also have interactive boards and pens that provide an additional avenue to assist teachers in engaging students in the learning process.

Students in grades K-5 have access to a Tablet and/or Chromebook within the classroom setting to enhance instruction and learning objectives in the classroom.

Honor/Awards Criteria

Honor Roll and other awards are presented to students quarterly and annually. The cut off for the all academic criteria will be 2 weeks prior to our Honor's Gala and End of Year Awards Day.

Discipline

Leadership Preparatory Academy is committed to providing the best possible education for children who attend its schools. This commitment requires not only rigorous courses, highly-qualified teachers, and well-equipped facilities, but also a safe, positive environment for our students, staff, parents, stakeholders, and community partners.

The Board of Education expects all students to adhere to strict standards of acceptable behavior to foster learning. The Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook identifies the rules of student behavior applicable to all DeKalb students and the procedures for imposing discipline on students who violate these rules. When discipline must be administered, the Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook ensures that it is fair and serves the best interests of all students in the School District. In general, discipline is designed to correct a student's misconduct and encourages the student to be a responsible citizen of the school community.

Disciplinary actions will be administered based on the discretion of the handling administrator in proportion but not limited to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history, substantial injuries and other relevant factors. In considering the nature or severity of the behavioral scenario, the disciplinary process may include student support services provided by the District and other public entities or community organizations.

The Board prefers to reassign disruptive students to alternative educational settings rather than suspend or expel such students from school, as authorized by Georgia law. Parental notification and parental involvement are essential to any effort to modify a student's inappropriate behavior.

The Code of Student Conduct – Student Rights and Responsibilities and Character Development Handbook will only be effective if parents and guardians, teachers, and school administrators work together to improve student behavior and enhance academic performance. Parents, educators, and community members are urged to communicate concerns about student behavior or the student discipline process to the school principal or the Department of Safe Schools and Student Relations.

Dress Code

A higher standard of dress encourages greater respect for individuals, students and others, and result in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days for every student. Leadership Preparatory Academy reserves the right to interpret these

guidelines and/or make changes during the school year. Students are expected to follow these guidelines. If a student comes to school without the proper uniform, they will be kept/sent to the front office and stay there until a parent/guardian brings the proper uniform for the student. At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty/staff. ALL CLOTHING SHOULD BE LABELED WITH THE STUDENT'S NAME. Parents of students in Kindergarten are encouraged to leave a Ziploc bag labeled with the child's name with a spare change of clothes in the classroom throughout the year for emergencies. **PLAIN** with no writing, Navy Blue Jackets, sweaters or sweatshirts and school authorized zippered sweatshirts **without hoodies** are the only outwear permitted at Leadership Preparatory Academy. **Absolutely no jeans will be allowed on any day (no matter the temperature)** unless the student chooses to participate with Dress-Down Days.

Hair and Make-Up

Hair must be neat and clean with no "unnatural" colors i.e. fluorescent, bright green, blue, pink, Mohawks and faux hawks, spikes, head symbol shavings, etc. This is left to the administration's discretion. Blonde highlights are allowed. **Hair that is distracting to the educational setting will not be allowed. No hats, hoodies, headbands, scarves, or bandanas may be worn.**

Shoes

Students must wear closed shoes at all times. No heavy military type boots or shoes with metal tips may be worn. No stacked or pumped shoes may be worn. We recommend sneakers or flat dress shoes.

Socks

Socks must be worn daily and must be **white** or **dark colored**, crazy colors and striped socks will not be permitted. Socks should be worn no higher than lower calf height.

Tops and Bottoms

All shirts must be tucked in and purchased with the school's logo from the approved vendor. These shirts must be worn every day to school (with the exception of Dress-Down Days). All pants must be uniform styles. **NO CARGO PANTS OR SHORTS WILL BE ALLOWED.**

Elementary – White polo shirts or button down oxford shirts (with the school's logo); Khaki slacks, skirts, skorts; Navy blue blazer (with the school's logo); Navy blue necktie (boys) Navy blue cross tie(girls)

Middle - White polo shirts or button down oxford shirts (with the school's logo); Navy Blue slacks, skirts, skorts; Navy blue blazer (with the school's logo); Navy blue bow tie (boys) Navy blue cross tie(girls).

Belts

A belt must be worn at all times with any article of clothing as belt loops are essential. It should be fitted around the waist so that excess length can be tucked in loops and NOT hanging. Belts must be plain Khaki, brown, black or navy (not white or bright-colored). Belts cannot have dangling items, large buckles, or logo/written items.

Jewelry

Boys and girls may not wear body piercing other than earrings in the ear lobe. One earring per ear may be worn. Either a stud or a tiny hoop earring can be worn for safety purposes. (Tiny hoops can be no larger than an adult pinky finger.) Limited jewelry can be worn such as a watch, small bracelet, and thin

necklace/chain. Necklace/chain should be worn inside of school uniform, NOT on top for safety purposes. Bracelets need to be limited to one per wrist to eliminate unnecessary noise and distractions.

Failure to adhere to the dress code

Level I – Verbal Warning

Level II – School sends home a uniform violation referral

Level III- Student will call parent from office to obtain correct uniform. Student will wait in office for parent to bring correct uniform.

Electronic Device Policy

The use of electronic devices by a student while school is in session is not allowed. Electronic devices include, but are not limited to, a cell phone, apple watch, IPAD and/ or android tablet. Students are required to purchase an electronic device locker – priced at \$15.00 – if the student MUST have an electronic device. If a student brings an electronic device to school, it must be kept in an electronic device locker and be used only after the student has been dismissed from school. Making calls, texting, or checking messages is not permitted. Electronic devices seen by the faculty/staff/administration will be confiscated and held in the CEO's office and the device will only be returned to the parent/guardian. If an electronic device is brought to school and is lost or stolen, the school is not responsible for the loss.

On a second or subsequent offense, consequences of electronic device use may include: In-School Suspension, Out of School Suspension, and/or other disciplinary action. Failure to surrender items will result in a disciplinary consequence.

Unauthorized electronic devices, such as handheld games and headphones, should not be brought to school. Students who bring unauthorized electronic devices to school will have them confiscated.

If these items are brought to school and are lost or stolen, the school is not responsible for the loss. Authorization for having these devices on campus can only be given by Administration.

Emergency Evacuations/Drills

Your child's safety is one of our major concerns. We need to be prepared for the unexpected. We hold monthly fire drills, quarterly lockdowns, and extreme weather procedures to prepare us for the possibility. Under extreme circumstances should we need to evacuate the building the local police will assist in determining the location the students would be held. Under no circumstances will parent be allowed to pick up their child at school during an evacuation period. Please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures as well.

Students will only be released to the people identified on the emergency contact form and/or Infinite Campus. Please bring proper identification (a picture ID) when picking up your child. Keeping this in mind, please notify the office immediately when there is a change in home/cell phone numbers.

Drills

Fire Drills – are held on a monthly basis within the guidelines of DeKalb County. The Fire Marshall visits the school regularly.

Tornado Drills – are held twice a year

Critical Incident Drills – will be scheduled as appropriate

Lockdown Drills – are held at the discretion of administration and local law enforcement. Students, staff, and visitors are expected to comply with the safety measures implemented during these procedures.

Family Rights and Privacy Act

The revised Family Rights and Privacy Act became a Federal law in November, 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interest will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records.

Field Trips

As a learning experience for students, LPA has planned educational field trips for each grade level throughout the Academic year. Parents may be asked to assist the teacher as a chaperone. All volunteers/chaperones must be Mandated Reporters and must have completed the Mandated Reporters Course and have submitted their final certificate to the front office before attending any field trip or volunteering on school grounds. Parents serving in this capacity may not have other children accompany them. Parents who chaperone on field trips may add the 2 hours towards their required 20 for the academic school year. The Guidelines for Chaperones form must be signed prior to any parent chaperoning a field trip. Parent Chaperones are required to adhere to these guidelines.

Participation in field trips is a privilege. Student serve as representatives of LPA; therefore, they may be excluded from participation in any trip for reasons relating to behavior or conduct. Students must follow all instructions given by staff or any other adult in charge while on the trip, including while on the bus and also while at the site.

Students who fail to follow instructions will be given an appropriate consequence upon return to the school. A year round permission slip is included in your "Handbook Coupon Book". All field trips have been scheduled for the 2017-2018 Academic Year. Parents will make two payments, one for each semester. This payment includes admission price and transportation cost. All payments can be made via MyPaymentsPlus. All payments must be made within the open window. No exceptions will be made. The 2017-2018 Field Trip Calendar can be view on the school's website.

Early dismissal from a field trip site is not permitted.

Grievance Procedure

Student or parent complaints/or concerns can be addressed by phone call or a conference with the teacher. For those complaints and concerns that cannot be resolved with the teacher, the Governance Board has adopted a standard complaint resolution policy.

The student or parent should first discuss and file a Level One complaint with the Chief Academic Officer/Chief Learning Officer. Forms are available on the website. However, it is our sincere desire that all complaints can be solved promptly, at the lowest level possible, and with an equitable resolution.

Home Learning Policy

The purpose of home learning is to develop study habits in children early on in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. If a child does not understand his/her assignment after trying to do it at home, please send a note to the teacher indicating the problem.

Teachers use the following time schedule as a guide when assigning home learning:

Home Learning -

Grade K – 10 Minutes

Grade 1 - 20 Minutes

Grade 2 - 20 Minutes

Grade 3 – 30 Minutes

Grade 4 – 45 Minutes

Grade 5 – 45 Minutes

Grade 6-8 – 60 Minutes

These times are a guide and are based on the average child's ability and on concentrated, undistracted time for doing home learning. Some days' home learning assignment may take less time or may take slightly more time on any given day. A child who does not complete class work in class may have to complete class work in addition to home learning.

Assignments must be completed on time and properly written. The only acceptable excuse for not completing home learning is the student's illness or a written note stating an emergency, which prevented home learning from being completed. If a student fails to bring home learning, he/she should complete it for the following day.

Teachers keep daily records of home learning assignments which are used in determining quarterly grades. If a child fails to complete home learning, there may be consequences in the classroom. Refer to the teacher's syllabus for specific guidelines on home learning.

It is important to note that home learning is the student's responsibility.

Injury

An accident report will be completed and filed for everyday accidents.

The procedures listed below will be followed for an injured student:

1. Teachers will send the student to the office if the injury is minor.
2. Teachers will notify the office if the student is unable to be moved.

3. School personnel will administer basic first aid.
4. The parent(s) will be called and injury described. For minor injury, the parent will make the decision about retrieving the student from the school. Emergency contact persons will be called if parent cannot be reached.
5. The Emergency Services will be called for critical injuries that require the type of care that school personnel cannot offer, and the parent or emergency contact will be notified.

Lost and Found

Throughout the school year, items which have been lost are turned into the front office. Many of our problems would be solved if clothing and personal belongings were labeled with the student's name. Anytime a student loses an item, he/she may go the "Lost and Found" at the front office to claim it. There are many items lost and never claimed each year. These items will be donated to Goodwill at the end of the year. Therefore, please label your child's personal belongings.

Medication

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of the school without specific written authorization by the physician and parents of the student is forbidden. **If it is absolutely necessary that the child take any medication while he/she is in school, and a physician's form is not signed, the parent may come to the school to administer medication personally.** School Health form may be obtained from the school front office. The medication will be kept in the office and will be administered by the school nurse. **Students are not allowed to have medications (not even over the counter medication) in their possession.**

Parent must pick up and drop off medicine to the front office. Students are responsible to come to the office at the appropriate time to ask for their medication. It is not the responsibility of the office staff to remind the student. Please inform your child's teacher of any medication procedures.

Parent/Teacher Conference

A parent/teacher conference is an opportunity for parents to meet one-on-one with a teacher to discuss the status of their child's academic, social and emotional progress.

Some schools provide student-led conference to enhance student participation. While parent/teacher conferences are usually held around April, parents and guardians may request a conference at any time during the school year.

All parents of LPA's Lower School will meet with their child's teacher at least once during the school year. Upper School parents can request a conference by contacting their student's homeroom teacher.

We encourage you to have conference more often as effective communications is one of the cornerstones of education. Conferences are scheduled online through MyConferenceTime.com. Please wait for confirmation from your child's grade level before attempting to schedule a conference.

We encourage you to ask for a conference:

- When you want to share information about your child.
- When you are concerned or want information about your child's academic performance.
- When there are family concerns that affect your child's progress.

In preparation for the conference, make a list of points to ask, share or discuss with the teacher, such as:

- Your child's hobbies, talents, study habits and any sensitive topics that can help the teacher know and understand your child.
- An outline of topics to be covered in the course, grade, and/or subject area(s).
- Ways you can work with the teacher(s) to help your child be more successful.
- How your child is performing – test scores, homework grades, behavior in class.

If your child is having difficulty and you have been contacted by your child's teacher, please schedule a conference as soon as possible. Please do not wait until it's too late to address the concern. A timely conference is the best way to ensure your child's success in school. After the conference, we encourage you to talk with your child about the results and make a follow-up contacts with your child's teacher.

Parent Volunteer Hours

Parents have many opportunities to volunteer their time both at school and at home. Parents who would like to volunteer in the classroom will need to contact your child's teachers. Parents who would like to volunteer in the cafeteria may sign up in the front office.

Parents are required to volunteer a minimum of 20 service hours per family. Ten service hours must be completed by January 5, 2019. All remaining hours must be completed by May 4, 2019. Students whose parent(s) have not completed the 20 required hours by May 4, 2019 will lose automatic re-enrollment and be placed on the waiting list.

Please be sure to log in your own volunteer hours on your volunteer log that can be found on the school's website.

It is suggested that a minimum of 2 hours of volunteer service be spent working on school fundraisers and special activities.

Parents will receive volunteer time for attending workshops and general parent meetings conducted in the school.

School Contacts

Leadership Preparatory Academy has a variety of support resources that are available to you. The most important person to know is your child's classroom teacher. You can contact your child's teacher by sending an email directly to the teacher. In addition to the teacher, there are many other staff members who help families and students succeed in education, please refer to the website for contact information.

School Hours

Student Arrival – 7:50 a.m. – 8:05am

Instructional Time:

Kindergarten – 8:00am – 3:00pm

1st -4th Grade – 8:00am -3:15pm

5th -8th Grade – 8:00am -3:30pm

School Locker Policy

All lockers assigned to students are the property of Leadership Preparatory Academy. Lockers are not private property. At no time does the school relinquish its exclusive control of its lockers. Students can only store their own belongings and must keep the lockers assigned to them. They cannot move their belongings to any other locker to which they are not assigned. The storage of other student's belongings is prohibited. **Students will be assigned a locker only after they and their parent(s) have read and signed a permission agreement. Lockers are issued on a first come, first serve basis beginning with the 8th grade class.**

Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items, which cause an interference with school purposes or that violate school rules. No food products are allowed in any locker. Students may be able to access their lockers at certain times within the day. **Failure to comply with these rules may result in the loss of locker privileges.**

Student Information System

All parents will have access to Infinite Campus via any internet computer or smartphone. Usernames and passwords are available through the online set-up. Parents can get up to date grades, attendance and tardy records. Please check this information site frequently to ensure all information is accurate.

Tardy Policy

A child is tardy when he/she is not in their classroom by 8:05am. Parents **MUST** sign all students in after **8:05am, no exceptions.**

Excused Tardy

A student will be considered as excused only if a parent/guardian personally escorts their child to the front desk and has a viable reason. The reasons for excused tardies are as follows:

1. A note from a doctor/orthodontist office

Excused tardies will not count toward the student's tardy record.

Unexcused Tardy

A student will be considered as unexcused because of last minute vacations, alarm clock failures, "parent's fault", car trouble, and inclement weather conditions. Unexcused tardies will count toward the student's record. Your children must be in school and ON TIME by state law.

Telephone

The school has a business telephone to help transact the business of the school and the lines must be kept open. **Students may use the telephone with permission and only for emergencies.** It is difficult to deliver a personal message to an individual student without interrupting the instructional program. **Only emergency messages will be delivered to the student in the classroom.**

Visitors

Visitors, **INCLUDING PARENTS**, are **NOT** permitted to go to their child's classroom unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must present a valid photo identification. Parents and visitors must also sign in and out, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

Withdrawal from School

A note or email should be sent to the attendance office several days before the intended withdrawal. The note should state the child's last day at LPA, your new address, and the name and address of the new school your child will be attending. You will need to complete an official LPA withdrawal form.

All textbooks and other school issued items must either be returned or paid. All outstanding balance (late fee, lunch fee) must be paid and cleared before withdrawal is complete.

Disclaimer: *The Student/Parent Handbook is designed to be in harmony with LPA Governance Board Policies and administrative rules. Please be aware that the handbook is updated annually while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of the Handbook will be made available to students and parent newsletters, web pages, and other communication.*