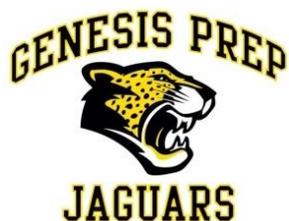


**GENESIS PREPARATORY CHRISTIAN ACADEMY  
PARENT/STUDENT HANDBOOK**

*Approved & Revised 7/14*

**Campus Facilities:**

Real Life Ministries  
1866 N. Cecil Rd.  
Post Falls, ID 83854  
Office: (208) 691-0712  
Fax: (208) 777-8853

**Website and Email Addresses:**

[www.genesisprep.org](http://www.genesisprep.org)  
[office@genesisprep.org](mailto:office@genesisprep.org)

**Mailing Address:**

Genesis Prep  
P.O. Box 1237  
Post Falls, ID 83877

Dear Genesis Prep Families –

As you read through this handbook try to think of it as a manual for success. Being familiar with the guidelines and expectations stated within it will do much to make the school year a positive and productive experience for both you and your children.

It is the responsibility of parents and students to read and understand the information contained within, and sign and return the signature page as requested. Please take time to read each section thoroughly, even if you are a returning student/family to GPA you will find several additions/changes to the handbook each year. It is our hope that all our families will be familiar with the operational practices of the school.

Our desire is to work closely with each family of GPA and build strong relationships that honor Christ and His work in our lives. We are glad to individually review the contents of this handbook with any of our families upon request. Thank you for your understanding and commitment to upholding the policies and procedures of our school.

Grateful for your trust and partnership,

The GPA Board and Administrative Team

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# INTRODUCTION

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## HISTORY OF GENESIS PREP

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*“The truth about receiving a vision from God is that it’s possible for different people to receive only a small piece of the vision. Then God can fit together each person’s contribution in an overall picture so His perfect plan may be revealed. This was the case for Genesis Preparatory Academy. Genesis is, and will always be, God’s school. He created it and daily He sustains it.”*

*John Givens, Founding Team Member and current GPA Board President*

In January of 2005, a small group of parents met around a dinner table, each sharing a piece of the educational vision that God had given to them. That vision was to create a new Christian School in North Idaho. What they dreamed about has now become Genesis Preparatory Academy. The original inspiration for Genesis Prep was given to Mrs. Julie Yetter and Mr. Jim Newell, both experienced public school and home school educators. Jim and Julie had worked on strategic planning for Genesis several years before that 2005 round table meeting. They imagined a school with the goal of serving the community by providing a quality, affordable, Christian, educational experience for middle and high school students. Its mission would be to provide a God-centered, creative education that would prepare students for life.

In the spring of 2005, this small group of parents launched River City Christian Academy (RCCA), which would be a transitional school until Genesis could open the following year. Opening RCCA was the group’s first lesson of God’s grace and provision. Since then, there have been many more “faith” lessons along the Genesis journey.

In the summer of 2006 the board legally dissolved RCCA and founded Genesis. School began that year with 45 students in grades 5-9. New teachers were added while the student population continued to grow to roughly 60 students. Again just enough to meet its budget! During the summer of 2007 the GPA board met with the Real Life Ministry Staff to negotiate the continuance of its facility lease. Pastor Craig Miles was added to the leadership team as the RLM liaison. Pastor Miles and Pastor Wigton continue to be instrumental in maintaining a good working relationship between Genesis and Real Life Ministries.

The 2007-2008 school year would mark a significant transition for Genesis with the student population in grades 5-10 nearing 100. Mr. Marc Goodwin joined the Genesis Prep Academy in 2008. The program has been expanded to include grades 1-12, including the launching of a full-fledged elementary program (grades 1-6) as well as our first graduating class.

The Genesis story has been, and continues to be, a story about ordinary “broken” people trying to be faithful to God as He performs His wonderful works through them. There have been numerous examples of situations or events so extraordinary they can only be explained as God’s sovereign intervention. This “school-building project” has been a significant test on relationships, both with God and with each other, and as the student population continues to grow it is evident that our love for one another has grown as well. As a Christian school in North Idaho our commitment remains firm -- to serve families through the ministry of education at the pleasure of our Lord and Savior, Jesus Christ. We look forward to partnering with many more families in the years to come as we pursue our mission of offering a God-centered, creative education that prepares students for life.

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## MISSION STATEMENT

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Genesis Prep Academy strives to provide a God-centered and creative education that prepares students for life.

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## VISION STATEMENT

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The Genesis Preparatory Academy exists to serve the community as an affordable Christian K-12 School. The school is not directly affiliated with a particular religious denomination. The school has the following primary goals and objectives:

- Utilizing a comprehensive nationally standardized secondary education curriculum, founded upon a uniquely Biblical worldview and the basic tenants of the Christian faith, Genesis Preparatory Christian Academy (GPA) provides a high quality learning experience that respects the individual as God's unique creation.
- GPA strives to connect students and their families to God, to one another, and to their community through experiential learning environments and discipleship opportunities resulting in thriving, connected individuals within a relational community.
- GPA seeks to train and educate each student's character as the primary building block of true knowledge. GPA encourages students to live by a standard of truth and evaluate their own conduct and character according to God's word, their unique abilities, as well as, their interests and personal goals.
- It is a basic belief at GPA that every person is endowed by their Creator with the ability to learn, and is uniquely gifted and talented in discoverable ways. Students will find help in identifying and developing their strengths, while overcoming their weaknesses through a variety of educational strategies. GPA is committed to challenging students' academic capabilities to reach their fullest potential.
- GPA will develop state-of-the-art technology and school programs in order to prepare each student to eventually earn an income sufficient to provide for their personal needs and the needs of their family.
- We exist to prepare our students for a life beyond our school that consists of personal fulfillment, service to God, and service to others within the greater community.

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## GOALS & OBJECTIVES

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Genesis Preparatory Academy (GPA) exists to prepare students for a life of personal fulfillment and service to others within the greater community. The goals of the school include:

- To connect students and their families to God, to each other and to the community through shared learning environments and opportunities.
- To provide a high quality, affordable educational experience built upon a biblical worldview and the basic tenets of the Christian faith. The school will not teach a specific denominational doctrine and will be defined as "non-denominational."
- To train and educate each student as an individual and according to their personal strengths and weaknesses as well as their interests and personal goals. This is founded on the principle that every person is endowed by their Creator with the ability to learn, and is uniquely gifted and talented in discoverable ways.
- To provide state-of-the-art technology and work training geared to prepare each student to eventually earn an income sufficient to provide for their personal needs and the needs of their family. This may include independent study courses at the high school level where students enter into an "apprenticeship" with local business and civic leaders.

Genesis Prep Academy believes a complete education is built not only upon a fundamental core academic foundation but also supports parental direction of the academic process, works with students as unique individuals, and promotes students spiritual development. Students will be encouraged to develop learning habits that foster the following traits:

- Curiosity
- Lifelong learning
- Clear oral and written communication
- Creative thinking and thoughtful reflection
- Purposeful investigation

- Cooperative and independent problem solving
- Effective use of technology as a tool
- Thinking logically and making informed judgments
- Managing time in a responsible manner

Genesis Preparatory Academy also seeks to instill personal character qualities and attitudes reflected in the Gospels and basic tenants of the Christian faith:

- Accepting responsibility for personal decisions and actions
- Investment in and awareness of the needs of others
- Honesty and the ability to face challenges with courage and integrity
- Self-confidence and willingness to risk setbacks in order to learn
- Commitment and perseverance
- Willingness to serve others and contribute to the "good of the whole"

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## OUR BELIEFS

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Genesis Preparatory Academy is a non-denominational Christian school serving families from many different church backgrounds. Embracing a biblical worldview, Genesis families have built an educational community based on what they have in common, being unified in the "major" concepts of the Christian faith and allowing for differing opinions in the "minor" things. Jesus said the world would know that the Father sent Him because we are one. (John 17:21). Thus, we focus on those things upon which we agree rather than disagree. Our desire is to apply the basic truths of Scripture in such a way that demonstrates our love for one another so that Jesus will be glorified in all we do. These are the basic truths of Scripture which we believe and jointly embrace as a Christian community:

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### ABOUT THE BIBLE

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The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture or error. The Bible is infallible – inerrant – absolute truth. Where it speaks we listen.

*BIBLICAL REFERENCES: II Timothy 3:16; II Peter 1:20,21; II Timothy 1:13; Psalm 119:105,160, 12:6; Proverbs 30:5.*

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### ABOUT GOD

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God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are coequal and are one God.

*BIBLICAL REFERENCES: Genesis 1:1,26,27; 3:22, Psalm 90:2; Matthew 28: 19; I Peter 1:2; II Corinthians 13:14*

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### ABOUT JESUS

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Jesus Christ is the Son of God. He is coequal with the Father. Jesus lived a sinless human life and offered himself as the perfect sacrifice for the sins of all people by dying on the cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to claim His own and take them to that same Heaven.

*BIBLICAL REFERENCES: Matthew 1:22,23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14,15; I Corinthians 15:3,4; Romans 1:3,4; Acts 1:9-11; I Timothy 6:14,15; Titus 2:13.*

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### ABOUT THE HOLY SPIRIT

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The Holy Spirit is coequal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for

living, understanding of spiritual truth, and guidance in doing what is right. As Christians we seek to live under His control daily.

*BIBLICAL REFERENCES: II Corinthians 3:17; John 16:7-13, 14:16,17; Acts 1:8, I Corinthians 2:12, 3:16; Ephesians 1:13;*

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## ABOUT PEOPLE

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People are made in the spiritual image of God, to be like Him in character. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin." This attitude separates people from God and causes many problems in life.

*BIBLICAL REFERENCES: Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1,2*

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## ABOUT SALVATION

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Salvation is God's free gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offering of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith we are saved. Eternal life begins the moment one receives Jesus Christ as lord of his life. This is evidenced by repentance, confession, and a life committed to His service.

*BIBLICAL REFERENCES: Roman 6:23; Ephesians 2:8,9; John 14:6, 1:12; Titus 3:5; Galatians 3:26; Romans 5:1*

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## ABOUT ETERNITY

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People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.

*BIBLICAL REFERENCES: John 3:16; John 14:17; Romans 6:23; Romans 8:17-18; Revelation 20:15; I Cor.2:7-9*

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# GENERAL POLICIES & PROCEDURES

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## PROFESSIONAL MEMBERSHIP AND ACCREDITATION

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Genesis Prep is dually accredited through AdvancEd and Association of Christian Schools International. Our athletic memberships include: Mountain Christian League Athletic Association and Idaho High School Athletic Association. In addition, Genesis Prep is NCAA approved.

## ADMISSIONS POLICY

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Genesis Preparatory Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Genesis Preparatory Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, athletic or other school administered programs.

## SCHOOL HOURS

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GRADE	ARRIVAL TIME	START TIME	DISMISSAL TIME
K - PT	7:35 AM – 7:55 AM	8:00 AM	11:45 AM
K - FT	7:35 AM – 7:55 AM	8:00 AM	2:45 PM
1 <sup>ST</sup> – 6 <sup>TH</sup>	7:35 AM – 7:55 AM	8:00 AM	2:45 PM
7 <sup>TH</sup> – 8 <sup>TH</sup>	7:30 AM – 7:40 AM	7:45 AM	3:15 PM
9 <sup>TH</sup> – 12 <sup>TH</sup>	7:30 AM – 7:40 AM	7:45 AM	3:15 PM

## OFFICE ASSISTANCE

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## SCHOOL YEAR HOURS

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The Genesis Prep office will be open for business on scheduled school days between 7:30 a.m. and 3:30 p.m. Anyone needing information concerning school policies and activities, or who has school-related questions, may call or visit the school office during these hours.

## SUMMER HOURS

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Genesis Prep will be open periodically during the summer. Email and phone messages will be checked regularly and are the best ways to contact us throughout the summer. Please contact 208-691-0712 or [office@genesisprep.org](mailto:office@genesisprep.org) if you should have any questions.

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## MESSAGES TO STUDENTS

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If a parent must bring homework, books, or other materials to a student during the school day, it should be taken to the office for delivery. Only in an emergency situation will the school relay messages to students immediately. Others will be delivered if and when possible.

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## PICK UP AND DROP OFF

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All students should be dropped off in front of RLM 2 between 7:35 and 7:55 am. Teachers will pick up students at the office by 7:55. Afternoon pick up for all grades is in front of the building. Half day Kindergarten is dismissed at 11:45 at the classroom.

***As there is no after school child care available, we request that you please be prompt in picking up your child.***

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## EARLY PICK-UP

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If you need to pick up your child before the day's end, please inform the office. We will send someone to your child's class and have them ready for you when you arrive. All students MUST be signed out prior to leaving the campus.

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## USE OF PHONE

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Students may ask to use the phone in the office to place calls to parents. This privilege should be used sparingly and only with the permission of the office staff. Calls may be made for personal emergencies, missing items or at a staff member's request. In the event of an illness or injury, an office staff member will call home on behalf of the student.

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## VISITOR CHECK-IN / CHECK OUT

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All visitors, including parents, *must* sign in at the office and obtain a visitor badge before proceeding to their destination. This is a safety issue. Parents who are only dropping something off should leave it at the office for delivery. If someone other than the parent is picking up your child, they will need to be checked in at the office and show a picture ID. Please inform the office of any alternate pickup arrangements.

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## PARENT VOLUNTEERS

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The school welcomes and values the contributions of our parents and family members in various volunteer roles throughout the school year. Parents who work directly with students must have a background check per government and school rules. A listing of volunteer needs will be kept in the office and shared at the annual Parent Orientation Night.

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## FIELD TRIPS

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In connection with their studies, the student may participate in field trips designed to enrich the learning experience. Parents will be notified in advance. A "Parent Permission Slip" will be sent home to be signed and should be returned by the student in a prompt manner. On occasions when we need drivers or additional supervision, we will ask for volunteers to help. All drivers must be at least 21 years of age and have a valid copy of their driver's license, proof of automotive insurance, and proof of a clear driving record on file in the office. Drivers who are not parents/guardians of GPA students who desire to drive on any school-sponsored event must be approved by the administration. Forms are available in the front office.

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## STUDENT STORE

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Our student store provides various snack and meal items for students to purchase at regularly scheduled times (e.g. lunch). Some refrigerated and frozen items are available. Most items are purchased in bulk at Costco on a weekly basis and resold at reasonable prices. Some dietary concerns are considered in what is offered and parents are welcome to contact our office staff regarding what is available. Parents may pay in advance on their child's account enabling transactions to be cash-free.

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## WEATHER RELATED CLOSINGS

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Genesis Prep Academy follows the Post Falls School District in matters regarding school closure due to inclement weather. Decisions regarding closure is made daily by 6 a.m. and all local news agencies are notified. You may access-up-to-the-minute information through TV/Radio (e.g. KXLY, KHQ, KREM) and the internet. As a general rule, if Post Falls School District is closed, then Genesis Prep is cancelled.

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## EXTREME WEATHER/CONDITIONS POLICY

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Outdoor recess will be cancelled when the conditions are beyond what the staff determines to be safe. These conditions may include excessive or strongly blowing snow, extreme temperature and/or wind chill, unsafe air conditions (smoke from fires, etc.).

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## WINTER CLOTHING

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Genesis Prep staff will attempt to help elementary students to remember to bring appropriate winter clothing for outdoor recess/play. Should a child forget this equipment a reminder note or phone call will be sent home from the school. Parents are requested to help your child(ren) remember this equipment as it is crucial for students to participate in recess and outdoor play throughout the school day.

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## PERMITS TO LEAVE CAMPUS

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If a student must leave the school campus prior to the end of their school day, a parent or guardian is required to sign students out at the school office. Students who are authorized to drive themselves to school may be released from school only after a parent or guardian notifies the school office in the case of emergencies, doctor's appointments, or other official needs.

Genesis Prep Academy has a closed campus for Kindergarten through 10<sup>th</sup> grade. Juniors and Seniors, with a signed Off-Campus Lunch Form on file with the office will be allowed to leave campus for lunch. In order to maintain Off-Campus Lunch Privileges, students must comply with the following expectations:

1. Parents and the student must sign the application and it must be on file with the office.
2. Students must sign out from the office before leaving for lunch.
3. Students with off-campus lunch privileges will return to school for the remainder of the school day. Note: If a student becomes ill while off campus, **a parent/guardian must call the office to properly check the student out.** Failure to check out properly will be treated as an unexcused absence.
4. Students must maintain a good conduct record (no detentions/Friday School). Students who receive behavioral detention will lose off-campus lunch privilege for one week. Students who receive Friday School will lose off-campus lunch privilege for one month.
5. Students with off-campus lunch privileges will return to class on time. Excessive tardies will result in a suspended lunch pass. **Lunch is from 11:50-12:20**
6. Students with off-campus lunch privileges and their parents/guardians are responsible for where students go for lunch and for transportation.
7. Students with off-campus lunch privileges may not purchase food to be brought to other GPA students.

8. The school assumes no extra liability for any accident or injury incurred in the exercise of this permit.
9. Students with off-campus lunch privileges must remain in good academic standing in order to maintain off-campus lunch privileges. Any student who has a "D" or below in any class will have his/her lunch pass suspended. The privilege will be reinstated the when all grades are "C's" and above.
10. Students agree to comply with all applicable traffic and safety laws while off campus for lunch (seat belt, speeding, etc.), RLM parking lot included.

## ATTENDANCE

Regular attendance is essential for student achievement; therefore, students may not miss more than 10 days in a semester. All non-school-related absences (including excused absences) count against the 10 days in a semester attendance requirement. In order for an absence to be excused, oral or written communication from the student's parent / guardian should be received within 48 hours of the last day of the absence. Failure to notify school officials will result in the absence remaining unexcused. Parents are encouraged to submit medical verification of absences. Students who arrive late or leave campus during the school day must check in or out at the attendance window. Students who exceed the policy may appeal to the Principal or designee.

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### EXCUSED ABSENCES / TARDIES

The following are considered excused absences/ tardies:

- Illness of the student
- Doctor or dentist appointment
- Quarantine by the health department
- Court Appearance
- Religious Service / Retreat
- Death / funeral of an immediate family member

Before an absence, the front office must receive a note or a phone call from the parent/guardian indicating the reason for the absence. A doctor's note should be included if the student's participation in school activities is restricted. In the case of a prolonged illness, the school may request a note from a doctor. Any absence not documented within three days of the absence will be considered an unexcused absence. Elementary students with an excused absence will be allowed a reasonable amount of time to complete missed assignments and tests. The Middle School/High School Late Assignment Policy applies for seventh-twelfth grade students.

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### UNEXCUSED ABSENCES

Absences that are not excused or pre-arranged are considered unexcused. Excessive unexcused absences could result in a conference with the administration. If the problem is not resolved, parents/guardians could be asked to withdraw their child/children from Genesis Prep Academy. It is the student's and parent's/guardian's responsibility to arrange with the teacher to make up assignments and tests. The Middle School/High School Late Assignment Policy applies for seventh-twelfth grade students.

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### PRE-ARRANGED ABSENCES

When students are absent from school they miss the benefit of direct instruction from the teacher regarding new concepts, review material, assignment instructions and notes. Please consider carefully the cost of your child missing school. If a student must be absent due to a family activity, arrangements should be made in advance for the student to take schoolwork with them. A written request for assignments should be received by the teacher at least one week in advance of the absence. Students are expected to complete all assignments given during a pre-arranged absence and turn them in on the first day they return. Elementary students will be allowed a reasonable amount of time to complete missed quizzes and tests following a pre-arranged absence. The Middle School/High School Late Assignment Policy applies for seventh-twelfth grade students.

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### EXCESSIVE ABSENCES

A student who misses ten (10) days of school in a semester or 10 periods of the same class (Absences include excused, pre-arranged, and unexcused absences) in Middle School/High School in a semester is considered excessive absences. Student may not be recommended for promotion, may not be invited to return to for the following school year, or may be asked to withdraw immediately. The Police Department and the Department of Social Services may be notified in cases of extreme truancy.

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### MAKE UP WORK

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It is the student's responsibility to check with the teacher and to complete the required make-up work (normally outside of class time) within the allowable make-up period following the student's return to school: (1 day absence = 1 day make-up period, etc.) Major projects with due date known in advance are exempt from this make-up time allowance. **Unexcused absences will result in a zero for assignments and tests given on the day of the absence.** Grades may not be lowered as a result of excused absences, but if a student who was absent is given a reasonable opportunity to make up missed work and fails to do so, this non-performance may be reflected in grading.

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### LATE ASSIGNMENT POLICY

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Assignments are to be turned in at the beginning of the period, unless instructed otherwise. Assignments turned in after the collection time are considered late and will be reduced by 10 percentage points for each day the assignments are late. Assignments turned in more than three days late will receive a zero. Each subject will allow three late assignments per quarter. Additional late assignments will receive zero credit

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### FIRE AND LOCKDOWN POLICIES

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Fire drills will be held on a regular basis throughout the school year. In the event of an alarm, students will exit the building immediately to a designated area. Students must exit in single file, with no talking, pushing or running. Each teacher will remain with the class and take roll call. Classes will wait for a signal to re-enter the building. Lockdown drills will also be implemented throughout the school year according to the school safety plan. In the case of an actual emergency, the administrator will work with campus safety personnel and the local fire department to insure the safety of all children and school personnel.

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# FINANCIAL POLICIES AND PROCEDURES

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## TUITION RATES

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Each school year the tuition rates and registration fees are provided in a supplemental handout. In addition to the tuition amount, an annual non-refundable registration fee (per student) will be collected at the completion of the admission procedure or, at the point of enrollment. Please check the supplemental handout for current tuition reduction options. Families of dual-enrolled students who choose not to take all their classes at GPA must still pay full tuition.

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## PAYMENT PLANS

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**To accommodate the GPA family, we offer the following payment options:**

1. 9-month Equal Payments Plan – First Payment is due in Sept., last payment in May.
2. 10-month Equal Payments Plan - First payment is due in August, last payment in May.
3. 2 Semester Payments - Equal payments due in August and December.

3% Discount Payment Plan - Tuition may be paid in full at any time, but to receive the additional 3% discount for doing so, the full payment must be received by the first day of school. *Discount does not apply to registration fees.*

Please notify us immediately if any difficulty should arise, so we may work with you on an appropriate arrangement. Students with delinquent accounts at the end of the year may not register for the following year. Grades/transcripts may be withheld until the balance is paid in full. Graduating seniors will only receive a diploma and final transcript if all fees and tuition are current.

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## WITHDRAWAL POLICY

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Withdrawal of a student during the school year should be given careful consideration. Because the

school has ordered textbooks, planned schedules, and hired teachers based on the number of students enrolled, the following policy will be enforced:

- Each family is responsible for tuition and fees **for the entire semester** should they choose to withdraw (regardless of their withdrawal date). In cases of expulsion that occurs before the conclusion of a semester, a determination will be made by the GPA Board of Directors.
- Grades/transcripts will not be released until full payment and other obligations have been met including all tuition, fees and fines. Sports uniforms and all textbooks must also be returned.

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## TUITION ASSISTANCE

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GPA has created a tuition assistance program modeled after other private schools where help is offered based on a family's ability to pay. We seek to develop a tradition of helping all local families who desire a distinctively Christian education for their children.

Full cost tuition is determined each year by the school's board of directors after considering the school's expenses and expected enrollment. GPA seeks to provide a God-centered, creative education that prepares students for life. Families who send their children to Gen Prep understand that they are committing to a philosophy and a financial commitment

which is often sacrificial in nature. All families are asked to participate through prayerful reflection, payment of tuition based on ability to pay, and freely giving of their time and talents in volunteer support work throughout the year.

Families may request a reduction in the full cost of tuition by following a series of steps. These include formal acceptance into the GPA program and completion of a Tuition Assistance Request Form. Families whose total gross income precludes them from affording the full cost may be eligible to receive a tuition award based on guidelines established by the school and available funds. The finance committee, being committed to biblical stewardship principles, is entrusted with the responsibility to decide how assistance is to be awarded.

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## PARENT VOLUNTEER CREDIT

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Genesis Prep would like to thank our family volunteers with a \$200 tuition credit for their service. Parents and grandparents who collectively volunteer pre-approved 20 hours or more during the 2014-15 school year will be awarded a \$200 credit towards tuition. Families receiving tuition assistance must complete their mandatory, prearranged hours prior to completing tuition credit hours. Families receiving 50% reduction in tuition are not eligible for a tuition credit.

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## ADDITIONAL SCHOOL FEES

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Additional fees may be required for sports, IDLA and special elective courses, retreats, yearbooks, field trips and miscellaneous events. The school office will provide detailed instructions regarding payment due dates and procedures.

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## CHARITABLE CONTRIBUTIONS

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For those interested in making cash contributions to the school to help supplement the various costs, a tax-deductible receipt will be issued in the name of the donor. Genesis Prep is officially recognized as a 501 (c)(3), non-profit, tax-exempt organization. For non-cash gifts an official letter from GPA will be provided to the donor stating the item(s) received. The donor will be responsible to assess the fair market value of the donated item(s) when filing their tax return.

# ACADEMIC POLICIES & PROCEDURES

## GPA GRADING SCALE

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Beginning in 3<sup>rd</sup> grade our students use the following grading scale with regards to assignments, tests and quizzes:

93% & above	A
90-92%	A-
87-89%	B+
83-86%	B
80-82%	B-
77-79%	C+
73-76%	C
70-72%	C-
67-69%	D+
63-66%	D
60-62%	D-
59% & below	F

## PROGRESS & REPORT CARDS

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### K-12<sup>th</sup> Grades

Progress reports will be issued at the end of each nine-week grading period.

- *Progress Reports* are emailed out at the end of 1<sup>st</sup> and 3<sup>rd</sup> Quarter.
- *Report Cards* are mailed home at the end of 1<sup>st</sup> and 2<sup>nd</sup> Semester.

We ask that our parents resist the temptation to compare their child's grades with those of other children, especially siblings. Each report is written on the basis of that child's progress and should be interpreted in accordance with his or her ability. Parents are encouraged to ask for a conference between those regularly scheduled if they so desire. The GPA staff welcomes such opportunities.

## RENWEB

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Students and Parents in grades 3<sup>rd</sup> -12<sup>th</sup> can view their student's progress online "24/7." You can access this link through [www.genesisprep.org](http://www.genesisprep.org). Our staff updates RenWeb weekly. Our office staff would also be glad to help you learn to access this important tool.

## TRANSCRIPT REQUESTS

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Current and former students desiring formal and informal transcripts to be sent to other academic institutions (e.g. colleges, other schools, scholarship agencies, etc...) are to submit a "Request For Transcript" from the appropriate source to our office. While such requests are often made on a "rush" basis, the school will do its best to reply in a timely manner. However, our office staff cannot guarantee how quickly such requests are filled. Please note that during the summer months the response time may be slower than normal due to the lack of office staff.

## STUDENT RECORDS

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In accordance with the Family Educational Rights and Privacy Act of 1974, Genesis Preparatory Academy hereby gives notice to all parents, legal guardians and students eighteen years of age attending Genesis Preparatory Academy, that according to Section 513 of Public Law 93-380, you have certain rights to inspect and review your child's school records if you are 18 years or older and an opportunity for a hearing to challenge the content of a student's records

You are further notified in accordance with that law, that personally identifiable school records and files of your child will be released only to authorized school officials unless you consent to further release in writing.

The following types of information will be available unless the parent/guardian specifically request the information be withheld from school directories or publications: student's name, participation in school activities (including sports), weight and height of members of athletic teams, grade in school, awards and degrees received.

Questions about disclosure of information should be addressed to any parent/guardian of a student; or a student, who has reached age 18, has the right to file a complaint regarding a failure to comply with the requirements of Section 513 of Public Law 93-380 with the Secretary of the Department of Education in Washington, D.C.

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## SELECTION OF VALEDICTORIAN AND SALUTATORIAN

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A selection committee shall be formed by administration, Board of Directors, and high school teachers to determine the valedictorian and salutarian. Primary criteria shall be the following:

- Student must attend Genesis Prep Academy for a minimum of 2 years.
- GPA in classes
- Attitude
- Number of full credit classes the student has taken

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## BIBLE VERSION FOR CLASSROOM USE

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The use of Scripture in the classroom is an important and integral part of the education process at GPA. There are several Bible translations that are widely accepted by evangelical scholars as quality works for study and devotion. To create continuity in the classroom, Genesis Prep has selected the NIV version unless otherwise stipulated. Students are encouraged to secure a copy of the NIV for classroom use.

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## PARENT RESPONSIBILITIES

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GPA recognizes that parents have the primary responsibility of raising and training their children, and aims to come along side parents in this journey. Therefore, parents play a critical role in the functioning of the school. Parental involvement is an important element in the overall Genesis philosophy. Therefore, a mandatory parent orientation will occur in August to familiarize parents with the goals, vision, policies and procedures of Genesis Preparatory Academy.

- Support the school discipline plan. It is essential that our parents be confident that they agree with and can uphold the disciplinary policies of the school and their application.  
*("....do not despise the Lord's discipline and do not resent His rebuke, because the Lord disciplines those He loves, as a father the son He delights in." Proverbs 3:11)*
- Faithfully support teachers, administrators and school policies.  
*("Now I plead with you, brethren, by the name of our Lord Jesus Christ, that you all speak the same thing and that there be no divisions among you, but that you be perfectly joined together in the same mind and in the same judgment." 1 Cor 1:10)*
- Handle any concerns quietly and only with the person involved.  
*("If your brother sins against you, go to him privately and confront him with his fault. If he listens and confesses it, you have won back a brother. But if not, then take one or two others with you and go back again, proving everything you say by these witnesses." Matthew 18:15-16)*
- Enforce the school dress code, giving particular attention to modesty and attention to what may offend others.  
*("Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good but the good of others." 1 Cor 10:23-24)*
- Make sure that your child attends school daily and on time.  
*("The sluggard craves and gets nothing, but the desires of the diligent are fully satisfied." Proverbs 13:4)*
- Fulfill all financial obligations to the school in a timely and complete manner.

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## PARENT COMMUNICATION

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Genesis Prep Academy is committed to work together with parents as a team. For any team to be effective, communication between members is essential. The following means of communication are made available to parents with anticipation of reciprocation:

**PHONE/E-MAIL COMMUNICATION:** E-mailing is the school's preferred mode of communication. Regular e-mails and/or phone calls from teachers will keep parents informed of important class news and specific concerns regarding their child.

**SCHOOL WEBSITE:** The school website is an ongoing communication facility between the parents and the school. School news, school calendar, classroom news, teacher e-mail links, and other helpful information is regularly updated at [www.genesisprep.org](http://www.genesisprep.org) and [www.renweb.com](http://www.renweb.com).

**PARENT/TEACHER EVENTS:** Parent Orientation Night and Parent/Teacher Conferences are two such events held regularly at school. Other training and support meetings, as well as board-hosted discussions, may occur from time to time. Parents are strongly encouraged to take full advantage of every opportunity to communicate with the school through these events.

**SEMESTER GRADES:** Semester grades are mailed twice yearly and become a part of the students' permanent records. In addition, progress reports are prepared at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters. Parents and students are encouraged to work with our staff to identify and correct any motivational or learning issues affecting student performance prior to semester grades.

**ALL-SCHOOL NEWSLETTER** will be emailed directly to all parents each week.

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## GUIDELINES FOR COMMUNITY LIFE

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The GPA board, administration, faculty, and staff are committed to honoring and respecting students and families when they bring sincere and well-founded suggestions and differences of opinion to our attention. This means that individuals will be respected and there will be no basis for fear of retribution. School-life involves an enormous amount of time together, challenges, growth and relationships. Conflict is often unavoidable. Matthew 18 addresses the process for confronting a brother or sister in Christ who has caused offense to another. We believe that the Lord is most glorified when His children keep the conflict within a circle of two rather than talking about the offense to those who are not part of the conflict or part of the resolution.

## STUDENT RESPONSIBILITIES

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Discipleship by its very nature is teaching and learning that is “walked out” experientially with others. Our approach to discipleship at Genesis Preparatory Academy is to embrace this mandate as we walk out life at the school together. It is designed to prepare students for life beyond the school:

- Within every class
- Throughout the curriculum
- While participating in extra-curricular and co-curricular activities and clubs
- By serving together
- In worshiping our Lord
- And even through encouragement and correction (discipline)

Character discipleship takes place in a relational environment and Genesis Preparatory Academy strives to instill in students the aim of being Christ-like by putting character first. The qualities listed below are the foundation of the Christian life and our hope is that they will be exemplified in the lives of our students.

Truth/Honesty	Respect	“Now we ask you brothers to respect those who work hard among you, who are over you in the Lord and who admonish you. Hold them in the highest regard in love because of their work.” (1 Thes 5:12)
Servanthood		“The Son of Man did not come to be served but to serve.” (Matt 20:28) “Each one should use whatever gift he has received to serve others faithfully.” (1 Pet 4:10)
Obedience		“Those who obey his commands live in him, and he in them” (1 John 3:24) “Obey your leaders and submit to their authority...Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.” (Heb 13:17, 19)
Determination		“So, whether you eat or drink or whatever you do, do it all for the glory of God.” (1 Cor 10:31)
Love/Kindness		“Make sure that no one pays back wrong for wrong, but always tries to be kind to each other and to everyone else.” (1Thes 5:15) “And this is his command, to believe in the name of his Son, Jesus Christ, and to love one another as he commanded us.” (1 John 3:23)
Humility		“Whoever exalts himself will be humbled, whoever humbles himself will be exalted.” (Matt 23:12) “God resists the proud, but gives grace to the humble.” (1 Pe 5:5)
Discipline		“I rejoice to see your good discipline and the stability of your faith.” (Col 2:5) “For those the Lord loves He disciplines...All discipline for the moment does not seem joyful, but for those who are trained by it, afterwards it bears the peaceful fruit of righteousness.” (Heb 12:6-11)
Perseverance		“Let us not grow tired of doing good, for at the proper time we will reap a harvest if we do not give up.” (Gal 6:9)

## STUDENT CODE OF CONDUCT

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Our school’s culture establishes strong values that are time-honored, true and “others-centered”. Believing that all students are created in God’s image as intelligent creations, Genesis Preparatory Academy seeks to create a rich

learning environment within a supportive Christian environment that considers the unique needs of each student in the learning process. It is a basic belief that every person is endowed by their Creator with the ability to learn, and is uniquely gifted and talented in discoverable ways.

For this reason, Genesis Preparatory Academy also believes it is biblical and imperative that students hold a high standard of conduct which respects other individuals as God's creation, and education as a privilege provided by God. One of the most important goals at Genesis Preparatory Academy is to establish a positive and supportive learning environment in which our students feel safe, secure, and have maximum opportunities to learn.

In order to promote and maintain this environment, we do not tolerate disrespect, dishonesty, rebellion, unkindness, bullying and obscenity. The goal of all discipline is to be Christ-like and exercise a spirit of grace and compassion. Parental responsibility and cooperation in disciplinary matters is expected and strongly emphasized.

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## RECESS/PLAYGROUND RULES

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- No rough play (pushing, shoving, hitting, etc.) or coarse language
- No throwing snowballs (making snowmen is acceptable)
- No carrying or running with sticks, pulling or climbing on trees, pulling grass or picking up stones, rocks or gravel
- Balls may be kicked in the grassy areas or on the parking lot away from the school bldg
- No crossing of established boundaries without permission from the recess teacher
- No pulling or grabbing of another person by clothing or by an extremity
- No playing of games that put any student at risk (as determined by the staff) before, during or after a recess
- No wrestling or imitations of fighting

**Note:** *This list is not all-inclusive; the supervising adult(s) may deem it necessary to enforce additional rules when safety is threatened*

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## CHAPEL

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Genesis Prep Academy believes that the spiritual life of its students is of the utmost importance and strives to encourage and maintain the highest standards of Christian conduct. Chapel services provide one source of inspiration and instruction. Chapel is held regularly and students are expected to attend.

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## COMPUTER USE POLICY

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The computer policy of Genesis Preparatory Academy covers all school use of computers and networks. It is a comprehensive policy that restricts the use of the GPA computer network and equipment to only those purposes that are God-honoring and specifically related to school business.

Student use of personal laptop computers while on school grounds must comply with the GPA computer use policies and restrictions. Students who violate these policies are subject to the same disciplinary actions as students using GPA property.

Students may not:

- Use the GPA network to access the Internet, except when supervised by a teacher or when doing research for a class.
- Use the GPA network to send or receive email or other messages unless supervised by a teacher.
- Load or install, to a GPA computer, any files or software from any source unless specifically authorized by GPA.
- Modify any setting on a GPA computer unless specifically instructed to do so by a teacher.
- Use a GPA computer to play music, games, videos or other forms of entertainment unless specifically directed to do so by a teacher.
- Use the GPA network or computer equipment, except under the direct supervision of a teacher or other leader.
- Use the GPA computer network or computer equipment for any purposes not directly related to their education and specifically authorized by a teacher or other leader.
- Use passwords to protect files.

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## UNIFORM DRESS CODE POLICY

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The purpose of our Uniform Dress Code at Genesis Preparatory Academy is to help maintain a vibrant learning environment consistent with biblical principles. The principles found in I Timothy 2:9-10, 4:12, Titus 2:6-8, Ephesians 4:3 and 1Corinthians 8:9-13 teach: appropriateness, modesty, humility, and respect.

The school has established its rules of dress to meet these principles and also to reasonably enforce them. Some specific items of dress are not permitted at school because of the difficulty in making fine distinctions between appropriate and inappropriate attire. Our staff has the responsibility to help the student discern if their clothing choice falls outside the stated guidelines or if it attracts undue or excessive attention (and is therefore unacceptable). Although we acknowledge that schools may have different, yet equally valid perspectives on acceptable dress, each school must necessarily establish boundaries that conform to its mission.

The following is a list of clothing standards that reflect our values for appropriateness, modesty, humility and respect:

- **General:** No “skin-tight” clothing is permitted. Modesty is the general rule.
- **Pants.** No midriff skin is to be exposed at any time. Waistband should ride no more than two inches below belly button. No undergarments should be exposed even when seated. Fraying or distressed areas should not expose skin or undergarments. No lingerie styles, fishnet, lace, see-through, or clothes with revealing holes. No excessively baggy or pajama-style pants or are permitted.
- **Shirts.** No midriff skin is to be exposed at any time. Necklines should be no more than 1” below the collarbone. With the exception of Christian-themed designs that are clearly discernable, no words or phrases are permitted on clothing except names of a manufacturer or team. No pictures are permitted on clothing that could be considered crude or offensive in any way. No tank tops, spaghetti straps, sleeveless, midriff bearing or off the shoulder shirts are permitted.
- **Shorts/Skirts.** Shorts or skirts must be at a modest length. Capri pants are acceptable.
- **Shoes.** Shoes should allow for appropriate physical activity and reflect the seasonal climate. They are not to be taken off during the school day, except in the case of snow boots.
- **Jewelry.** Simple, modest jewelry is acceptable. Girls -- Earrings are to be worn in the ears only. Boys – No earrings. No jewelry in body piercings, tongue piercings or facial piercings.

- **Tattoos.** No visible permanent tattooing is permitted.
- **Hats and Hair.** Hats and hair must not obstruct eye-to-eye contact when speaking with another person. Hats are to be removed inside the classroom per the teacher's discretion. Furthermore, students must exercise care in the manner in which they wear a hat, as it has become common in our culture for certain styles to communicate undesirable attitudes and affiliations simply by how it is worn. The liberties we enjoy should always be used to reflect our commitment to Christ (c.f. 1Peter 2:16).

Students who violate the dress code policy may receive a verbal warning for future consideration or given temporary clothing to wear for the day. If warranted, they may be removed from school activities until a change in attire is secured. Students will be permitted to return to school functions once they are dressed in conformance with the provisions of our dress code policy.

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## USE OF SOCIAL MEDIA

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The uses of social media, such as Facebook and Twitter, have become increasingly popular as a means of communication. In fact, our school currently has its own Facebook page and is currently setting up a Twitter account which would function as a communication device to parents during times of crisis or emergency. However, although many of us have experienced the benefits of using social media, it is important to recognize the potential liabilities it carries. One such liability is its ability to threaten our unity as a school community through gossip and slander, especially when directed at the leadership team.

Our school policy states that students “are to respect our teachers, staff and parent volunteers.” Parents, too, have signed a pledge to “faithfully support our teachers, administrators and school policies.” We encourage all our parents to share with their child(ren) the importance of using the internet wisely. Some key points to share may include:

- Be careful not to publicly mock or criticize others, especially those that God has placed as leaders in your life;
- Avoid the sins of gossip and slander, which are considered severe in both the Old and New Testaments;
- Recognize that humor has its place, but not at the expense of another person's reputation;
- When troubled by how someone has treated you, follow biblical guidelines (e.g. Matthew 18:15-17) that can bring about good and not harm;
- The “respect” policy is not only in effect during school hours, but on weekends and during the summer – at no time is it permissible to publicly speak out against an adult serving at the school;
- Remember that when using forms of social media (e.g. Facebook, Twitter) you are not having a private conversation with a friend – you are speaking publicly, which is quite different.

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## PUBLIC DISPLAYS OF AFFECTION

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Students are to exercise self-control in their actions and refrain from public displays of affection that could be considered offensive or distracting. When students choose to display affection for one another to the degree that it's considered a distraction, exclusion, or makes others uncomfortable, then consequences will be imposed. The Administrator has the responsibility to determine if certain actions are considered inappropriate and may impose the following consequences which may include but are not limited to: calling a parent, holding a parent conference, or invoking a suspension from extra-curricular activities and/or school attendance. This policy applies to all school functions and activities, whether on or off campus.

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## HARASSMENT / BULLYING

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Harassment – whether sexual, ethnic, racial, age, religious or handicap-related will not be tolerated at Genesis Prep Academy. Bullying will not be tolerated. Students subjected to bullying need to report incidents to the office. Students who observe bullying should report it to the office immediately.

## SEXUAL HARASSMENT POLICY

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Sexual harassment of anyone involved with the school is forbidden. Any staff member, adult volunteer or student who is aware of an alleged incident of sexual harassment should notify the office or the Principal right away. This policy applies to all conduct at school, school events or conduct away from the school, which affects a student or staff member's participation in our school. No one should be subject to unwelcome sexual overtures, or conduct, either verbal or physical. Sexual harassment refers to sexual overtures or conduct that are not welcome, that are personally offensive, that affect morale, and that, therefore, interfere with a student's ability to study or participate in school activities or a teacher's ability to instruct.

### Disciplinary Consequences:

The consequences for sexual harassment range from a verbal warning up to expulsion from school.

Anyone found to be falsely reporting a case of sexual harassment will be subject to similar consequences. Retaliation in any way against an individual who makes, or helps someone else to make a report of sexual harassment will not be tolerated.

## PLAGIARISM

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Plagiarism is defined as the act of presenting other people's ideas and writings as one's own and /or not giving credit to the original source(s). Plagiarism offenses are cumulative across all classes for the entire school year.

Occurrence	Consequence
<b>1<sup>st</sup> Occurrence</b>	Student receives a zero on the assignment and parent is notified.
<b>2<sup>nd</sup> Occurrence</b>	Student receives a zero on the assignment, parent is notified and student receives detention.
<b>3<sup>rd</sup> Occurrence</b>	Student receives a zero on the assignment , parent is notified, and student receives Friday school

## CELL PHONE POLICY

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Student cell phones are to remain turned off and in a student's backpack or locker during school hours (7:45-3:15). Should a student violate the above policy during the year, the following consequences may be enforced:

Occurrence	Consequence
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<b>1<sup>st</sup> Occurrence per year</b>	Phone will be confiscated and turned into the Principal. Student will retrieve the phone at the end of the day.
<b>2<sup>nd</sup> Occurrence per year</b>	Phone will be confiscated and turned into the Principal. The phone will be returned only to a parent or guardian at the end of the day.
<b>3<sup>rd</sup> Occurrence per year</b>	Phone will be confiscated and turned into the Principal. The student will no longer be allowed to have a cell phone on campus and additional disciplinary consequences may result.

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## DISCIPLINE POLICIES

The discipline plan will be implemented consistently and appropriately, making every effort to ensure that students are treated fairly. At the same time, the school recognizes that no two situations are exactly alike in every respect, and that it is important to maintain flexibility and to take into account individual circumstances. Factors to be considered include seriousness of the offense, the frequency of misconduct, the effect or potential effect on the school environment and the student's attitude. Genesis Preparatory Academy believes that making the rules clear and explaining the consequences for misconduct are important steps to ensuring that the process will be as fair as possible to all students.

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### ELEMENTARY DISCIPLINE POLICY

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A system of demerits coordinated with colored cards is used when positive methods to motivate proper student behavior are not effective. Demerits and detention are forms of discipline used to help students recognize and correct inappropriate behavior.

- Students receive a verbal warning regarding their behavior. No demerit or card change.
- The first demerit in a day is considered a second warning of inappropriate behavior. A Green card will be issued.
- Two demerits in one day result in a yellow card and a ten-minute detention served during recess. Parents/guardians will be notified in writing with a "Detention Notice," which must be signed and returned the following school day to the student's teacher.
- Three demerits in one day will result in a red card and an additional ten-minute detention served in the office. The student will meet with the administration before returning to class. Parents/guardians will be notified in writing with a "Detention Notice," which must be signed and returned the following school day to the student's teacher. Depending on the severity and frequency of the offences(s) parents/guardians may be called by their child's teacher or the office and informed of the inappropriate behavior(s).
- Four demerits in one day will result in a phone call to a parent/guardian and the student serving detention in the office for the remainder of the school day. A parent/guardian conference will be scheduled with the teacher and the school administration.
- Two red cards in one quarter will result in a parent/guardian conference with the teacher.
- Three red cards in one quarter will result in a parent/guardian conference with the teacher and the administration.

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## MIDDLE SCHOOL / HIGH SCHOOL DISCIPLINE POLICY

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Teachers will record violations in each class period. There are three different areas in which a student can get a violation.

Violations	
Unexcused Tardy to class (per quarter)	Unexcused tardy
Unprepared for class (per quarter)	Unprepared for the class, iPad not charged, forgot pencil, etc.
Off task (per ½ quarter)	For non-participation, disruptions or violating classroom or school policies or any behavior that impedes the orderly operation of any school activity

Violation	Consequence
1 <sup>st</sup> violation in each category	Verbal warning to student
2 <sup>nd</sup> violation in each category	Verbal warning to student
3 <sup>rd</sup> violation in each category	Detention and parent notification by teacher via RenWeb email
4 <sup>th</sup> violation in each category	Parent notification by teacher by phone or in person
5 <sup>th</sup> violation in each category	Behavior referral and Friday school (Friday school occurs once per month as needed from 8:00 am – 12:00 pm and students are required to pay a \$25 fee to attend Friday school)
*2 behavior referrals in one semester for the same category (Off task, tardy, or unprepared)	May result in a one day suspension from school
*3 behavior referrals in one semester for the same category (Off task, tardy or unprepared)	May result in a three day suspension from school
*4 behavior referrals in one semester for the same category (Off task, tardy or unprepared)	May result in a dismissal from Genesis Prep Academy

### PINK SLIP

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Pink Slips are issued when a student must be removed from class for inappropriate behavior. Pink slips may also be issued for inappropriate behavior outside of the classroom. Pink slips count as two violations and further disciplinary action may result.

***The administration reserves the right to make adjustments in the discipline policies as needed. This leaves room for each child's unique differences and for varying situations that may occur throughout the school year.***

## **SEARCH AND SEIZURE POLICY**

There is no expectation of privacy of student lockers, desks, cubbies or other school property. All students have the right to due process, so any search of a student's personal belongings at school should involve two adults and be accompanied by reasonable suspicion. Anything brought on school property, which could be disruptive of the educational environment may be impounded. In instances where the property is simply inappropriate and not dangerous, the property will be returned to the parent/guardian if they come to the school to pick it up. Illegal substances or dangerous materials will be turned over to the appropriate authorities.