

Student & Parent Handbook

2016 – 2017



Table of Contents

Vision..... 4

Mission 4

Statement of Faith 4

Student Pledge 5

ACADEMICS (K – 6) 6

 GRADING 6

 LOWER SCHOOL PROMOTION POLICY 6

 COMMUNICATION 6

 ACADEMIC HONESTY 7

 CONFERENCES 7

 HOMEWORK 7

ACADEMICS (7-12) 8

 COURSE OF STUDY 8

 GRADUATION 8

 GRADUATION REQUIREMENTS 8

 GRADING 9

 COMMUNICATION 9

 SPC DUAL ENROLLMENT & EARLY COLLEGE PROGRAM 9

 ACADEMIC WARNING AND PROBATION 10

 CONFERENCES 10

 HOMEWORK 10

DAILY ROUTINE 11

 ARRIVAL PROCEDURES 11

 LUNCH TIME 11

 END OF THE DAY 11

 DEPARTURE PROCEDURES 12

 PHYSICAL FITNESS 12

 CLASSROOM DECORUM 12

 HALLWAY DECORUM 13

 SCHOOL UNIFORM 13

 SPIRIT WEAR 13

 FREE DRESS DAY 13

 JEWELRY, MAKEUP AND HAIRSTYLE 14

ATTENDANCE.....	14
PREARRANGED ABSENCES.....	14
TARDIES.....	14
ILLNESS.....	14
MEDICATION.....	15
OFF-CAMPUS EDUCATIONAL FIELD TRIPS.....	16
CONDUCT AND DISCIPLINE.....	16
DISCIPLINARY ACTION.....	16
ACADEMIC HONESTY.....	17
PUBLIC DISPLAYS OF AFFECTION.....	17
PROHIBITED ITEMS.....	17
WEAPONS.....	18
HARASSMENT/VIOLENCE/SEXUAL ABUSE.....	18
MISCELLANEOUS.....	18
MESSAGES TO STUDENTS FROM PARENTS.....	18
PARENT VOLUNTEER REQUIREMENT.....	18
QUICKSCHOOLS ACCESS.....	19
DELIVERY OF ITEMS BY OUTSIDE VENDORS.....	19
FOOD.....	19
SPECIAL OCCASIONS.....	19
LOST AND FOUND.....	19
CARE OF SCHOOL AND PERSONAL PROPERTY.....	20
TELEPHONES.....	20
ELECTRONIC EQUIPMENT.....	20
INTERNET USE POLICY.....	20
FIRE DRILLS.....	20
TORNADO DRILLS.....	20
INCLEMENT WEATHER ANNOUNCEMENTS.....	21
VISITORS.....	21
AFTERSCHOOL CLUBS.....	Error! Bookmark not defined.

Vision

Our vision is for our students to become the people God called them to be through God's power and direction.

Mission

Genesis Christian Academy's mission is to help every student achieve his or her full potential by providing a quality education, high academic standards, and a safe and nurturing environment. Positive character building and spiritual guidance are provided by passionate and prayerful instructors in a supporting, challenging, enthusiastic, and Godly environment.

Statement of Faith

We believe:

- The Bible to be the inspired, only infallible, authoritative word of God.
- There is one God, known as Father in creation, Son in redemption, and Holy Spirit in regeneration.
- In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His death and resurrection, in His ascension, and in His personal return to power and glory.
- That for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- In the resurrection of both, the saved and lost, those that are saved unto the resurrection of life and those that are lost unto the resurrection of damnation.
- In the spiritual unity of believers in our Lord Jesus Christ and the true church, with the Lord as their Savior, is the body of Christ.
- In the present ministry of the Holy Spirit by whose indwelling, the Christian is enabled to live a Godly life.

Student Pledge

As a student enrolled in GENESIS CHRISTIAN ACADEMY...

1. I will seek to be diligent in upholding the standards of the school for myself and encourage my fellow students to do the same. I understand it is a privilege to attend GENESIS CHRISTIAN ACADEMY and my personal behavior is to be pleasing to God, both on and off campus.
2. I pledge to cooperate with, and show respect for, all authority placed over me. I also pledge to treat my fellow students with respect by refraining from words or actions considered to be demeaning or harassing. I will see to be perceived by others as a kind person.
3. I understand attendance in Bible class and GENESIS CHRISTIAN ACADEMY's chapel services are required for every student. I also understand regular attendance in a local church is expected.
4. I recognize the physical, social and moral degradation associate with alcohol, tobacco, illegal drugs or substances, gambling, thievery, and witchcraft. I will refrain from any form of participation with the above items while a student at GENESIS CHRISTIAN ACADEMY. If there is a reasonable suspicion of drug or substance involvement, I agree to pay for a drug test at a GENESIS CHRISTIAN ACADEMY approved clinic.
5. I agree to abstain from any sexual activity while enrolled at GENESIS CHRISTIAN ACADEMY. I understand this includes any type of sexual relationship, which is against the word of God.
6. I understand that the use of profane language, and the reading or possession of pornographic materials are against GENESIS CHRISTIAN ACADEMY standards and will not be tolerated.
7. I understand cheating is wrong and plagiarism is a form of cheating. I will do my own work and not allow others to use my work and turn it in as their own.
8. I will be honest in all my dealings with students, teachers, administrators, and other GENESIS CHRISTIAN ACADEMY personnel.
9. I agree to abide by the standards listed in this pledge and any additional standards stated in the Parent/Student Handbook. I understand that the standards are for all GENESIS CHRISTIAN ACADEMY students and if I become aware of non-compliance on the part of any student, I have a responsibility to inform the administration.
10. I understand that failure on my part to comply with any of the standards of this pledge is grounds for dismissal from GENESIS CHRISTIAN ACADEMY.

ACADEMICS (K – 6)

GRADING

Progress reports are available on the parent portal of Quick Schools at the end of each quarter. Teachers give assignments and tests numerical designations, which then guide the teachers in assigning progress report card grades. Parents and students have the ability to check their grade progress at any time via the online portal. Teachers update the grades in Quick Schools weekly.

Students in Kindergarten, 1st grade, 2nd grade, and 3rd grade will receive grades according to the following scale.

Grade	Mastery Level (percents)
E (exceeding basic requirements)	90+
M (meeting basic requirements)	70 - 89
P (progressing towards basic requirements)	60 - 69
N (not meeting basic requirements)	< 60

Students in 4th, 5th and 6th grades will receive letter grades according to the following scale.

Grade	Mastery Level (Percents)
A	90 +
B	89 – 80
C	79 – 70
D	69 – 60
F	< 60

(No A+ grades can be earned at Genesis Christian Academy)

An A is defined as excellent; B as above average; C as average; D as below average; F as failing.

LOWER SCHOOL PROMOTION POLICY

If a student in grades 4, 5 or 6 fails the second semester in two core courses, he or she may not be promoted to the next grade. Core courses are Language Arts (reading, language and writing), History, Math, and Science. A meeting will be scheduled between parents, teachers, and administration to address any promotion issues.

COMMUNICATION

Apart from the normal parent-teacher conferences, teachers are asked to stay in communication with parents regarding the quality of student work. Parents are also invited to call or email teachers during normal Academy hours or to make

appointments to discuss student work. Teachers will answer all voicemail and email messages within one school day. In so doing, parents are kept apprised of their student's work on a consistent basis.

ACADEMIC HONESTY

Genesis Christian Academy seeks to nurture absolute respect for intellectual property. Cheating and plagiarism are not in accordance with the mission of the school. Teachers in the Lower School seek to help students understand these concepts and will assign consequences for these actions based on the age and understanding of the student.

CONFERENCES

Parent and teacher conferences are held two times a year. These meetings are designated for discussing the student's academic achievement and citizenship. In addition, parents and teachers are welcome to request conferences throughout the year.

HOMEWORK

Homework is an essential part of an Academy education and may be assigned Monday through Friday. After-school study reinforces the day's learning activities and emphasizes that the school day should not be the only time when the student's task is to practice, review or learn. The Academy recognizes parents as partners in their children's educational progress and stresses the crucial need for parents to establish and monitor homework time, free from the distractions of television, video games and other distractions. Older students often receive long-term assignments to help them learn how to plan ahead and budget their time.

Meaningful homework assignments are an important part of the Academy's curriculum. Teachers assign quality homework for each school night, within the following average guidelines:

Kindergarten	15 to 25 minutes
1 st and 2 nd Grade	20 to 35 minutes
3 rd and 4 th Grade	30 to 45 minutes
5 th and 6 th Grade	40 to 60 minutes

Under ideal circumstances, this formula would show the maximum time spent on homework at a particular grade level. Keep in mind, however, that there will be times when a "twenty-minute assignment" may take a given student longer to complete. Anxiety, distractions, uncertainty about the assignment and other factors can have an impact on these guidelines. If, however, homework assignments routinely take your child longer than recommended to complete, please notify the teacher immediately.

Together, you can examine the problem and make necessary adjustments. These homework guidelines do not include nightly reading in grades K-6.

Friday to Monday is considered one school night for homework purposes; however, Friday to Monday is considered three school nights for ongoing reading assignments, major projects and major papers. Homework may be assigned during long weekends, but it is not assigned the day of a vacation period to be due the day classes resume. Vacations would include Thanksgiving break, Christmas break, and Spring break.

All homework assignments are to be completed before the beginning of the class for which the work was assigned. Failure to complete homework will be dealt with according to the individual teacher's discretion. Teachers are required to contact parents if three or more homework assignments are not turned in on time during any marking period.

ACADEMICS (7-12)

COURSE OF STUDY

Upper School students at Genesis Christian Academy follow a common, classical, college preparatory course of study. 7th-12th grade will each take English, Math, History, and Science. Students earning a Genesis Christian Academy graduation diploma will have completed the total of 24 specified credits.

GRADUATION

Graduation ceremonies for twelfth grade are held at the end of the academic year. The ceremony includes music, performances and speeches to the class from a guest speaker, and the class valedictorian. The ceremony is formal as befits the occasion.

To receive a diploma, a student must attain all graduation credits prior to the day of graduation. Students will be recognized for their achievements at a commencement ceremony.

GRADUATION REQUIREMENTS

- 4 Credits English Language Arts (ELA)
- 4 Credits Mathematics
- 3 Credits Science
- 3 Credits Social Studies
- 1 Credit Fine and Performing Arts, or Practical Arts
- 1 Credit Physical Education
- 8 Elective Credits
- 1 Online Course

Students must earn a 2.0 grade point average on a 4.0 scale.

GRADING

Progress reports are available at midterm and full report cards at the end of each semester, regarding their children's academic standing. Parents and students have the ability to check their grade progress at any time via the online Quick Schools portal. For problems logging on to Quick Schools please contact the school Administrator at administrator@genesischristian.academy.

Teachers in the Upper School assign letter grades according to the following scale:

Grade	Mastery Level (percents)
A	90 +
B	89 - 80
C	79 - 70
D	69 - 60
F	< 60

(No A+ grades can be earned at Genesis Christian Academy)

An A is defined as excellent; B as above average; C as average; D as below average; F as failing.

COMMUNICATION

Apart from the normal midterm parent-teacher conferences, teachers are asked to stay in communication with parents regarding the quality of student work. Parents are also invited to contact teachers during normal Academy hours or to make appointments to discuss student work. In so doing, parents are kept apprised of their student's work on a consistent basis.

SPC DUAL ENROLLMENT PROGRAM

The Dual Enrollment Program is a partnership between St. Petersburg College and Pinellas County schools that offers new and innovative options for high school students. Students enrolled in grades 11 and 12 in Pinellas County high schools, as well as private and home-schooled students who meet dual enrollment eligibility standards and reside in Pinellas County, will have the opportunity to participate in the Dual Enrollment Program. In the Dual Enrollment Program they will participate in a course progression leading to simultaneous completion of the high school diploma and the Associate in Arts degree. The Dual Enrollment program allows students to take 1 or 2 college classes toward their Associate's degree. Tuition and application fees are waived for students. Contact the GCA Administrator and visit the St. Petersburg College website at www.spcollege.edu for more information.

ACADEMIC WARNING AND PROBATION

A student is placed on academic *probation* for;

- (1) Receiving two F's or three or more grades of D or lower in a marking period,
or
- (2) Any student who is placed on academic probation for an entire year will take place in a retention meeting with the administrator, teachers, student and parents to discuss if the student should be retained.

CONFERENCES

Parent and teacher conferences are held two times a year. These meetings are designated for discussing the student's academic achievement and citizenship. In addition, parents and teachers are welcome to request conferences throughout the year.

HOMEWORK

Homework is an essential part of an Academy education and is assigned Monday through Friday.

After-school study reinforces the day's learning activities and emphasizes that the school day should not be the only time when the student's task is to practice, review or learn.

The Academy recognizes parents as partners in their children's educational progress and stresses the crucial need for parents to establish and monitor homework time, free from the distractions of television, video games and other distractions. Older students often receive long-term assignments to help them learn how to plan ahead and budget their time.

Meaningful homework assignments are an important part of the Academy's curriculum. Teachers assign quality homework for each school night, within the following guidelines:

1. Upper School students typically receive from 15 to 45 minutes of homework per course, per day. Students at times can expect an addition to the number of minutes needed to properly complete required homework assignments.
2. From Friday to Monday is considered two school nights for homework purposes.
3. Homework may be assigned during long weekends, but it is not assigned the day of a vacation period to be due the day classes resume. Vacations would include Fall break, Thanksgiving break, Winter break, and Spring break.

If a student spends more time on homework than designated above, the teacher who assigned the homework should be promptly informed. While homework assignments may on occasion require more than the designated time, if a student is spending

excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and reach out to the teacher for assistance.

All homework assignments are to be completed before the beginning of the class for which the work was assigned. Failure to complete homework will be dealt with according to the individual teacher's discretion. Teachers will contact parents if three or more homework assignments are not turned in on time during any marking period.

DAILY ROUTINE

ARRIVAL PROCEDURES

Students are to arrive at school no earlier than 7:45 a.m. Upon arrival, all students should proceed to the Academy Chapel until 8:40 a.m. where they can move to their homeroom class.

If your student arrives after 8:40 a.m., they are to go to the main office at New Destiny Worship Center and sign in. The New Destiny Office Staff will contact the GCA Administrator and they will be given a tardy slip and escorted to their class.

LUNCH TIME

At their scheduled times, students are taken to the designated area for lunch. While Lower School students must sit at assigned tables, Upper School students are extended the privilege of sitting with whomever they choose.

Though the students are encouraged to relax and chat freely during lunch, the requirements of etiquette and table manners maintain an atmosphere of order and civility throughout the lunch period.

Students clean up after themselves before being dismissed to return to class. Each table will be dismissed once their table is clean and they are ready to leave.

Students who bring their lunch should bring a cold lunch. Students are not permitted to use microwaves to heat their lunches.

See the school administration for information regarding the school breakfast and lunch program.

END OF THE DAY

The school day comes to an end in an organized manner. Students who are going to car pool pickup are escorted to the Academy Chapel and will remain seated to wait

for their name to be called. Students will be escorted to the car for pick-up. Students participating in After Care will be escorted to their Care supervisors.

DEPARTURE PROCEDURES

If your student is to be checked out early, the individual checking the student out must go to the main office at New Destiny Worship Center and sign in. The New Destiny Office Staff will contact the GCA Administrator and your child will be escorted to the main office. Only individuals who are listed on the students Pick Up Authorization Form will be permitted to check the student out. No parent should go directly to the student class for early check out.

When advised by their teacher, students should gather their materials and get ready to depart school. Students are escorted to the Chapel area for pickup. Car pool students should sit in the Chapel actively listening for their name. All students should be picked up from the school by 3:45 pm.

Students cannot be left unattended after school hours. If your child is not enrolled in the After Care Program at Genesis Christian Preschool, New Destiny Worship staff will NOT be responsible for your child. Therefore, all students who are not picked up by 3:45 pm will be escorted to the After Care program. Parents will need to pick up and sign their children out of the After Care program and will be responsible for fees incurred.

PHYSICAL FITNESS

Our Physical Fitness program consists of various forms of exercise and drills aimed at providing total body coordination and muscle tone. We will focus on good overall health, which may include, running, strength building, as well as nutrition. These drills not only address a physical nature, but also provide a sense of team building. As a part of our physical fitness program some activities and some days of the week are devoted to practicing sit-ups, push-ups, stretching, and running. Proper technique and endurance are stressed. Students must wear tennis shoes and girls must wear skirts that are easy to move in with shorts underneath them.

CLASSROOM DECORUM

Students must maintain a respectful attitude in class and respond to teachers with politeness and deference. They must also remain quiet and attentive during lessons and actively participate during oral reading time.

HALLWAY DECORUM

When students need to leave class while it is in session students must obtain teacher permission.

Students must maintain an appropriate and respectful noise level during passing time.

Students must remain silent in hallways and common areas when class is in session and during all emergency drills.

SCHOOL UNIFORM

The Genesis Christian Academy uniform seeks to achieve a business-like appearance for students and to free them from fashion trends and peer pressure.

The dress code:

- 1) Underscores the Academy's seriousness of purpose by encouraging students to think of their attire as an aspect of their work;
- 2) Eliminates the self-consciousness and social Competition which popular fashion tends to promote; and
- 3) Fosters a sense of identity with the Academy.

The only authorized emblem allowed on clothing is the Genesis Christian Academy emblem. No other decoration or designation is allowed.

A full description of the school uniform and the complete dress code may be obtained from the office. The uniform is to be worn at all times during the school day unless parents are otherwise notified in writing by the Academy.

SPIRIT WEAR

On designated Spirit Wear days, students may wear their official school uniform **or** they may wear Spirit Wear items **or** a combination of both. Spirit Wear must not be altered. Spirit Wear may be purchased from Genesis Christian Academy.

FREE DRESS DAY

All shoes must have backs, boots are permitted. Long and short sleeve shirts are permitted. Jeans are permitted for boys and jean skirts are permitted for girls; however, no jeans are allowed with immodest rips in them. Sweat pants are not permitted. GCA t-shirts are permitted. Heels: no more than 2". Skirt and shorts length should be modest, must come to the bottom of the knee.

JEWELRY, MAKEUP AND HAIRSTYLE

Jewelry or make-up are not allowed. Hair is to be neat and clean in natural colors. Mohawks are not permitted. No facial hair is allowed. There should be no visible tattoos (henna or other).

ATTENDANCE

Regular school attendance is important to a student's academic success and also promotes good work habits and self-discipline. Likewise, a student who has had a proper night's rest is better prepared to learn than one who is tired due to a late night.

Parents are to report all unplanned absences to the school office by telephone (727.738.1656) or via email (attendance@genesischristian.academy). Students are not to report their own absences. Students, who are dismissed from school early, for any reason, must be signed out by their parent or an adult approved by the parent from the school office.

Assignments for absent students may be obtained from their teacher assignment pages in Quickschools. Students will be expected to have homework from their day of absence turned in the day after they return. Students with multiple days of absence should arrange a due date with their teacher. Three medical absences per school year will be excused without a doctor's note. After three medical absences have been used, a doctor's note will be required to have the absence excused.

For the full Attendance Policy please see contact the office.

PREARRANGED ABSENCES

Families of students who know in advance that they will miss one or more of their classes are required to notify the school office. If the scheduled absences is requested during examinations periods, the extended time missed from school is discouraged. When deemed reasonable, the Administrator will approve absences for short family trips and similar occurrences. If Administration approves the absence, a confirmation email will be sent to parents from the office.

TARDIES

It is important for students to arrive to class on time to benefit from the full instruction of class and to minimize disruption to instruction for other students. If a student is tardy, they must come go to the Administrator to obtain a tardy slip.

ILLNESS

Students who become ill in class are required to proceed to the Administrator's office, with assistance, for parental notification.

Guidelines for deciding if a child is too sick to attend school:

- If your child has had a fever of 100 degrees or more, the child should stay home for 24 hours after the temperature returns to normal.
- If your child has vomited or had diarrhea, the child should stay home until 24 hours after the last episode.
- If your child has had any rash that may be disease related or if you do not know the cause, check with your family physician before sending the child to school.

MEDICATION

The goal of these procedures are to ensure the safe, accurate and timely administration of medication to students. Parents are advised that, if possible, medication should be given at home and on a schedule other than school hours. When it becomes necessary for medication to be taken by students during the school day, these procedures must be followed.

Non-Prescription Medication:

- A student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school administration has received a written authorization from the student's parent or guardian permitting the student to self-administer the medication. A School Medication Administration Authorization Form must be on file for the student.
- Administration will not dispense nonprescription medication without parent directive and a supply of medication provided by the parent or guardian.
- Medication must be brought to school in its original prescription bottle or container bearing the name of the child, the name of the medication, the times it is to be taken and the name of the physician. Two containers of the medication should be prepared by the pharmacist, one for home and one for school.

Prescription Medication:

- Prescription medications are not to be carried by the student, but will be left with the school's administration. Exceptions to this requirement are:
 - Prescription asthma medication
 - Medications administered as noted in a written agreement between the school and the parent
 - Or as specified in an IEP.
- A School Medication Administration Authorization Form must be on file for the student.

OFF-CAMPUS EDUCATIONAL FIELD TRIPS

Genesis Christian Academy considers off-campus education an important aspect in the total development of each student. Off-campus educational field trips provide students with an opportunity to use previously acquired knowledge and skills, while gaining new knowledge and skills. Academy faculty and/or administrators are always included as chaperones on these trips. Whenever students are off-campus on school sponsored trips, they are subject to the Academy's rules and are expected to observe the Academy's standards of politeness and civility.

Formal dress code is required of all school sponsored field trips, unless otherwise designated by the school/teacher.

Formal dress shoes are at teacher discretion based on the type of field trip.

Formal uniform is required every field trip and on special occasions. Dress code infractions may require that a parent is called to attempt to bring the appropriate uniform item(s) to school and a uniform fix-it will be issued.

CONDUCT AND DISCIPLINE

The role of discipline at Genesis Christian Academy is to create an environment conducive to learning. It is to provide an atmosphere of civility in which due respect will be given to teachers and to individual students, as well as to all institutional and private property so that all members of the community will be allowed to pursue learning without distraction. In addition, discipline at the Academy ought always to uphold the essential virtues established in the school's Mission Statement and professed in its curriculum. The Academy recognizes that requiring good conduct in school promotes students' education on campus, encourages good behavior off campus and helps prepare students for good citizenship in adulthood.

Accordingly, students will be expected to adhere to the general rules of the school as well as those rules established by each teacher within his or her classroom. Any student whose conduct or attitude in or out of school shows him to be in opposition to the basic principles and purposes of the school will face dismissal.

DISCIPLINARY ACTION

To ensure uninterrupted learning, Genesis Christian Academy maintains a procedure of demerits and detentions with parental notification. The Academy's goal is to work closely with parents to uphold standards of courtesy, respect and helpful behavior.

1. Improper classroom behavior.

2. Being disrespectful.
3. Teasing, roughhousing or fighting.
4. Lying or creating a false impression.
5. Uniform Violations
6. Improper use of technology.
7. Possession and use of personal electronics during school hours, including but not limited to cell phones.
8. Displaying conduct deemed by a teacher or staff member to be unbecoming of a Genesis Christian Academy student.

The student serves a detention when a third demerit is issued. Students are relieved of all demerits at the conclusion of each semester. Any student who is subject to a fourth detention during one marking period serves, instead, up to a one-day suspension.

Suspended students are required to submit all missed academic work at the beginning of the next school day.

The administration may suspend any student when, their judgment, circumstances necessitate it.

Any student who demonstrates a general unwillingness or inability to abide by classroom or Genesis Christian Academy rules is subject to further discipline and review by the board and can face disciplinary action up to expulsion.

For a detailed list of our Demerit & Discipline Policy contact our school office.

ACADEMIC HONESTY

Genesis Christian Academy seeks to nurture absolute respect for intellectual property. Any willful misrepresentation of another's work or ideas as one's own—cheating or plagiarizing. Plagiarism and/or cheating will result in a zero on the assignment for the first occurrence. Further occurrences could result in the failure of the course.

PUBLIC DISPLAYS OF AFFECTION

Students should regard that public displays of romantic affection are not allowed in school.

PROHIBITED ITEMS

Any introduction of a weapon, an illegal drug, tobacco, alcohol or sexually explicit material will be treated as grounds for immediate discipline and possible expulsion.

WEAPONS

It is a felony to possess, store or keep a weapon or a lookalike weapon on school property. Students who become aware of a weapon brought to school or on school property must immediately notify a staff member and should NOT pick up or transport the weapon. A student who becomes aware that they are in possession of a weapon and immediately notifies a staff member may avoid, depending on the circumstances, being considered being in possession of a weapon.

A weapon may be defined as, but is not limited to, ammunition, explosives or any compound or mixture, fireworks or any substance or combination of substances prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration, or detonation, or an ignition device, including butane or disposable lighter or matches.

The consequence for violation of the weapons policy is immediate suspension (including early dismissal) pending a hearing with the recommendation, dependent on the type of weapon and the seriousness of the situation, ranging from suspension (up to 15 days) to a one-year expulsion. Police will also be notified.

HARASSMENT/VIOLENCE/SEXUAL ABUSE

Physical, emotional or sexually abusive behavior including psychological intimidation (including threats) and harassment (derogatory name-calling and bullying may apply) will not be tolerated. Sexual, racial and religious violence is a criminal activity and will be reported to the authorities. A report of the incident should be given to the Administrator within two days of the incident. All incidents will be investigated by the Administrator.

Disciplinary consequences will be determined by the Administrator in accordance with the school discipline policy. A parent conference will be required. Repeated offenses may lead to a recommendation for expulsion.

MISCELLANEOUS

MESSAGES TO STUDENTS FROM PARENTS

Messages of an emergency nature only are delivered to students during the school day. All other messages are delivered after the school day ends.

PARENT VOLUNTEER REQUIREMENT

Volunteering promotes a sense of belonging and provides opportunities to build meaningful and longstanding friendships with other families. Volunteers are an

invaluable part of Genesis Christian Academy. Leadership and support from our parents make it possible for students and families to experience the full joy and value of Christian Education. We encourage every parent to get involved and share their gifts with the school community.

QUICKSCHOOLS ACCESS

Parents will have access to login to our school management system. You can check your student's grades, attendance, discipline and daily homework assignments. You will receive a login and password from the Administrator on the first day of school.

DELIVERY OF ITEMS BY OUTSIDE VENDORS

Parents and students are not to disrupt the school day by ordering and arranging for the delivery of items from outside vendors, e.g. food, flowers, balloons, etc. Parents are asked to have such orders delivered to the students' homes; otherwise, items delivered to the Academy will be kept at the front office until the end of the school day.

FOOD

Aside from the lunch period, students are allowed to partake of food and drink only during specified times to be determined by the student's teacher(s). Otherwise, personal consumption of food and beverages, including candy and chewing gum, is never permitted on campus.

SPECIAL OCCASIONS

Students may bring in items to celebrate a birthday. You may get suggestions from your student's teacher. Students do not need to bring in anything. It is up to the discretion of the family.

There is no observation of Halloween at Genesis Christian Academy.

Volunteers will work with teachers to plan a Christmas party, an end of the year party or any other school sponsored event.

Students are permitted to exchange valentines with their classmates. Class lists may be provided by the teachers and students who choose to participate. There will be no organized Valentine's Day parties.

LOST AND FOUND

Lost items should be reported to the main office, and found items should be turned in to the main office.

CARE OF SCHOOL AND PERSONAL PROPERTY

All books and furnishings, which belong to the school, are to be handled with care. Loss or damage beyond normal wear will be charged to the student. A student who defaces, damages, or destroys school or another student's personal property shall be liable for payment.

TELEPHONES

Students must obtain permission at the front office for using the Academy's telephone. Outgoing calls should be of an urgent nature and should be kept brief.

ELECTRONIC EQUIPMENT

Students are not to bring electronic equipment to campus, except for class use as authorized by the teacher. Cell phones and other video recording devices are not allowed on campus, unless it is issued by the school.

INTERNET USE POLICY

Students are personally responsible for appropriate behavior using technology and on the network just as they are in a classroom or hallway. Access to service is given to students who act in a considerate and responsible manner, and that access is a privilege, not a right. Network storage systems may be reviewed by school staff to maintain system integrity and ensure responsible use. The school will use appropriate staff and technology to help students follow this policy and help protect students from materials considered harmful to minors.

For more information regarding internet use and our policies, refer to the Student Computer and Internet Acceptable Use Policy & Code of Ethics Form.

FIRE DRILLS

When the fire alarm sounds, all students should go quickly and quietly by class to the approved exit displayed in the classroom. The last person exiting the classroom must turn out the lights and close the door. Students should then follow their teachers to move through the parking lot toward the exit. When the return signal sounds, everyone should return to class quietly. In case of an actual fire, students will remain in a designated area until they receive further directions and parent notification has taken place. A copy of the fire emergency procedure is posted in each classroom.

TORNADO DRILLS

When an announcement is made, all students should go quickly and quietly by class to the approved school location displayed in the classroom. Students should then position themselves on their hands and knees, facing the exterior walls. Students will be told when to return quietly to their classrooms. In case of an actual tornado, students will remain in their approved locations until they receive further directions and parent

notification has taken place. A copy of the tornado emergency procedure with evacuation plan is posted in each classroom.

INCLEMENT WEATHER ANNOUNCEMENTS

In the event of a school closing, information can be found on Bay News 9. Parents can also find this information via the Internet at: www.baynews9.com and www.genesischristian.academy, and/or on the Genesis Christian Academy Facebook page. The decision to close school will be provided immediately, GCA cannot be responsible for students who arrive at school in spite of these announcements. At the current time, there is no provision for a "late start".

VISITORS

- **Parents:** We value and encourage parental involvement. We also encourage parent visits to school for special events such as concerts, conferences, and open houses, and also for volunteering opportunities. Parents are welcome to visit the school, but appointments are advised if you wish to see a specific person. Parents must contact the school office to pick up their child.
- **Students:** Students who are considering enrolling at Genesis Christian Academy and are participating in the shadow program are able to visit the school during the school day. The parent/guardian of the shadowing student must contact the school office one week in advance to schedule the visit.

2016 - 2017 PARENT STUDENT HANDBOOK ACKNOWLEDGMENT

I/We have read the Genesis Christian Academy Student & Parent Handbook 2016 – 2017, understand its contents, and agree to help promote a safe, effective learning environment by helping apply its policies and procedures.

Date: _____

Student name (printed) _____

Student Signature
(grades 3-12 only) _____

Student name (printed) _____

Student Signature
(grades 3-12 only) _____

Student name (printed) _____

Student Signature
(grades 3-12 only) _____

Parent Name (printed): _____

Parent Signature: _____

Parent Name (printed): _____

Parent Signature: _____

Return this signed form to the teacher no later than September 4th, 2016.