

*GENESIS
CHRISTIAN
SCHOOL*

**Parent/Student
Handbook**

2016-2017

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INTRODUCTION

Genesis Christian School is a ministry of Genesis Christian Church of the Nazarene of Port Charlotte, Florida. The Church is thankful to God for the opportunity to provide a safe, loving and quality Christian school for our community. Every employee of the school, while not necessarily a member of Genesis Christian Church of the Nazarene is a committed Christian. All of the teachers and support staff understand their positions as ministers of Jesus Christ as they carry out their specific responsibilities.

Genesis Christian School, along with Genesis Christian Church of the Nazarene, is here to assist parents in their very important task of raising well-educated, morally-sound, Christian children to the glory of God. However, the school and the church are not substitutes for godly Christian homes where Christ dwells.

The administration, teachers and staff of Genesis Christian School prayerfully undertake our mission totally dependent upon God's grace and your support. Working together, God's plan and purpose for your children's education and Christian development can be attained.

This handbook has been prepared to inform students and parents of the policies and operational procedures of Genesis Christian School. Students and parents are expected to download this handbook or request a copy and read and keep it in an appropriate place for easy reference.

Board of Education

Bret Massey, Pastor

Mary Louise Harden, School Board President

Donna Rexroth, School Board Secretary

Terry Rexroth, Church Secretary

Judy Alexander, Church Treasurer

Mary Bradshaw, School Director

Debra Denson, Teacher Representative



SCHOOL HISTORY

In the Beginning...Genesis Christian School (A Brief History)

In the spring of 1996, a couple of parents started thinking about a Christian school alternative, where parent's voices were heard in their children's education. It was a desire to have parents, teachers and students working together in a Christian environment.

After several Christian teachers expressed a desire to help start the school, Port Charlotte Church of the Nazarene agreed to open its facilities to the new school. Five teachers (with one also handling administrative duties) and one secretary were hand-picked. The curriculum was ordered and the school began its first year in the fall of 1996 with 86 students from Kindergarten through High School. After our first exciting year Genesis Christian School officially became a ministry of the Port Charlotte Church of the Nazarene.

There have been many people responsible for the transformation of this school over the last several years. Many parents volunteered their time and expertise in adding to the curriculum. Many have donated hours of work and materials, as the church helped build and take down walls, sacrifice the fellowship hall (yet again) and watch the nursery and church rooms change. The first cottage was purchased to move some grades out of the main building and add to classroom size. After another year, the second cottage was purchased to further divide classrooms. Eventually, the fellowship hall became the lunchroom, and the kids no longer had to eat in their classrooms. Genesis went from recess time that consisted of playing jump rope, football, dodge ball, and tetherball, to a playground filled with equipment. Students' and families' lives were changed as they grew spiritually and scholastically. Classroom donations poured in, by many families, to improve individual classes. This became a center with many Christian denominations coming together, to give families a Christ-centered learning environment. God has helped Genesis identify their one purpose: to minister and teach children and their families, where Christ's love and teachings abound! Truly at Genesis, learning is just the beginning!

As this school grows, there will always be struggles and changes and many sacrifices. This type of ministry will never be easy, but God's rewards are eternal. Let us continue on a course God has designed. May God richly bless each one of you, as you sacrifice to give your child an education with a Christian purpose!

Your lives will never be the same...



PHILOSOPHY OF EDUCATION

Genesis Christian School is affiliated with Genesis Christian Church of the Nazarene and supports the statement of faith of the denomination. However, Genesis promotes a non-denominational curriculum that supports the basic tenets of Christianity. The school holds firmly to a traditional concept of education that is dedicated to sound academic instruction, while propagating the historic Christian faith. We believe that academic excellence, combined with moral and spiritual training within a caring and supportive atmosphere, will provide a rich educational experience that will result in the growth of the whole person.

We believe that God created, sustains and will consummate all things through His Son, Jesus Christ. Therefore, the universe and all life are dynamically related to Him. The curriculum emphasizes the unity of all truth as God's truth, and encourages each student to develop an eternal perspective for his or her life.

Teachers and Genesis School families do not have to be members of Genesis Christian Church of the Nazarene. Anyone who finds Genesis Christian School educationally and spiritually compatible with the goals of their family is encouraged to join our school and church community.

STATEMENT OF FAITH

1. We believe in One God, The Creator of all things, who reveals Himself as Father, Son and Holy Spirit.
2. We believe in Jesus Christ, the second person of the Trinity, in His full deity and humanity, His virgin birth and sinless life, His atoning death on the cross, His bodily resurrection, and His ascension to the right hand of the Father.
3. We believe in the Holy Spirit, the third person of the Trinity, who is active in the world bringing about our salvation.
4. We believe that every person must repent, turn away from their sins, and trust in Christ as our Lord and Savior. The old record of sin is wiped clean and they are born anew, thus becoming part of the family of God.
5. We believe that after being born anew, we need the fullness of God's Spirit in our hearts. When we make a complete commitment to Him, He cleanses our spirit, fills us with His perfect love, and gives us the power to live victoriously.
6. We believe the Bible is the inspired and authoritative Word of God, giving us all we need to know about how we are to be saved.
7. We believe in the Lord's Supper, instituted by our Lord Jesus Christ. It is essentially a New Testament sacrament, serving as a reminder for us of His sacrificial death. It is for those who have faith in Christ and who are prepared for reverent appreciation of its significance.
8. We believe Jesus Christ will return and everyone will face the judgment of God with its rewards and punishments.

MISSION

Genesis Christian School seeks to provide a quality Christian education, where each child is encouraged to develop to their fullest potential, academically, emotionally and spiritually. It is the mission of Genesis Christian School to educate students in the truth of God's Word in every area of instruction and activity so that their lives may be transformed by the renewing of their minds.

POLICY AND STAFF RELATIONSHIP

The director, faculty and staff of Genesis Christian School are responsible for operating the school on a daily basis. The school board determines the general policies of the school. It is the school staff that implements the regulations, procedures, and rules that meet the general criteria set by the school board.

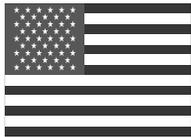
PRAYER

Prayer is essential to a quality Christian education. Without it, nothing of spiritual value can take place. Prayer is offered in every class at the beginning of the school day and at other times when deemed appropriate by the teacher.



PLEDGES

The following pledges are used daily in the classroom and at school activities.



American Flag

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Christian Flag

I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.

Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide God's word in my heart that I might not sin against Him.

ADMISSION POLICY

Attendance at Genesis Christian School is a privilege. Students are admitted based on their desire and the support of their parents/guardians for a Christ-centered education. The privilege to attend may be lost by any student/parent who is not in harmony with either the rules or the spirit of the school. Parents or guardians, who desire a Christian education for their child, may complete the application process to enroll him/her at Genesis Christian School. Students of all faiths who live in harmony with the principles and objectives of the school are welcome. Students considering enrollment at Genesis Christian School should be in good and regular standing at their present school. Parents of students who need special education courses should seek counsel of the school's director. In general, Genesis Christian School is not equipped to meet the needs of special academic or behavioral situations. McKay Scholarship students are accepted upon completing an entrance placement test.

When applying for admission it is understood that...

- **Registration is for the complete school year.**
- The disciplinary process of the school will be supported in the home.
- The school reserves the right to dismiss the student if the student does not respect the school's moral standards, does not cooperate in the educational process or develops significant academic or behavioral issues.
- ***One parent is responsible for attending the Parent/Teacher Fellowship Meetings.***
- All students are subject to a 4 week probationary period.

AGE OF ADMITTANCE

To be enrolled in Kindergarten, students must be physically, emotionally and academically ready for an elementary school environment. They must be 5 years old by September 1, 2016.

To be enrolled in Pre-Kindergarten /VPK, students must be 4 years old by September 1, 2016, be ready for a structured classroom environment, and be completely potty trained.

NON-DISCRIMINATION POLICY

Genesis Christian School admits students of any race, color, sex, religion, nationality or ethnic origin to all rights and privileges generally accorded or made available to students.

Genesis Christian School affirms that no person shall, on the basis of race, color, national origin, sex, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices.

Genesis Christian School was established to provide a quality Christian education, assisting parents in the spiritual development of students. The school is not intended to be an alternative school for avoiding public school or court ordered educational activities.

This non-discriminatory policy is extended to all school employees and students.

ENROLLMENT PROCEDURE

New Students

1. Schedule an admissions interview through the school office. One or both parents and the enrollee are to be present.
2. The student will take a placement test.
3. Fill out and submit to the school office, the Student Application, Transportation Authorization, Medical Disbursement Card, and Medical Emergency Form. Also submit a copy of the last report card.
4. Make the registration deposit and establish a tuition payment plan with school personnel.
5. If enrolling after the first day of the school year, or if entering K4 or Kindergarten, secure health and immunization records and copy of birth certificate from the previous school or health provider, and submit them to the school office.
6. Genesis Christian School will request all academic transcripts and student files from the previous school. All records must be on file before student can begin classes.
7. Discipline contract will be signed by parent and student and individual classroom teacher.

Students Re-enrolling

1. Re-enrollment registration is to be completed for all returning students.
2. Students who are re-enrolling must meet all the enrollment requirements of new students.
3. All previous financial obligations must be current prior to re-enrollment.
4. Genesis Christian School reserves the right to refuse re-enrollment to students or families who have demonstrated disharmony regarding purpose, objectives, standards, policies, or rules and regulations of the school.

For All Parents

It is the responsibility of the parent to notify the office immediately with changes in address, phone number, transportation and medical authorization.

REQUIRED HEALTH RECORDS

Florida law requires that the following health records be on file in the Genesis School Office. **The required health records must be on file prior to starting school attendance.**

New Students



(Photocopies are acceptable for the following:)

1. Birth Certificate
2. Verification of a Medical Examination - Examination must not precede enrollment by more than twelve months.
3. Certificate of Immunization – Obtain form (HRS 680) from a local doctor, the County Health Department, or from the student's previous school. Immunization records **MUST** include the date of the inoculations.

Certificate of Immunization (HRS 680) MUST show date of immunization for:

1. Diphtheria, Pertussis, and Tetanus – at least 5 doses
2. Mumps – 1 dose
3. Measles – 2 doses
4. Polio – at least 4 doses
5. Rubella – 1 dose
6. Varicella – 1 dose – In place of the Varicella vaccine, a statement giving the approximate date that the student had chicken pox signed by the parent and notarized is acceptable.
7. Students entering 7th grade must have a Tdap immunization.

Student health records are checked periodically by the County Health Department. Those students who do not have required records on file will not be permitted to return to school until documented immunizations are received in the school office.



FINANCIAL INFORMATION



It is the goal of Genesis Christian School to provide quality Christian education at an affordable rate. The following provides information on the anticipated financial costs and payment schedule.

Registration and Book Fee

The registration fee for students enrolling for the first time is \$200.00 per family. The registration fee for returning students is \$99.00 per family if paid before March 1. After March 1, the registration fee for returning students is \$200.00 per family. **The registration fee is nonrefundable** unless the school does not accept the student for enrollment.

A book fee of \$150.00 per student for K4 (all day program), \$250.00 per student for Kindergarten and \$350.00 per student for 1st-8th grades is required to be paid on or before August 1. This fee also includes SAT costs, school materials, and student accident insurance.

Yearly Tuition Rates

The yearly tuition rate per student is \$5500.00. Each family is required to sign a financial agreement, which is their contract with Genesis Christian School for services provided.

The yearly tuition rate is pro-rated by a monthly rate for students who are admitted after the beginning of the school year. Monthly tuition payments are determined by one of our payment plans and are due on either the fifth or twentieth days of each month, depending on which payment plan is chosen.

Plan A: Full school year tuition charges paid on or before the first day of school. A 5% discount on tuition charges will be given. Tuition may be paid by cash or check.

Plan B: First semester tuition charges paid on or before the first day of school. A 3% discount on tuition charges will be given, but not in addition to other scholarships granted by the school. The second installment is due the first day classes return after Christmas break. Tuition may be paid by cash or check.

Plan C: Yearly tuition charges divided evenly and paid in 10 monthly installments – each family will choose a payment plan to start on July 20 through April 29 – or – August 5 through May 5. These payments will be paid through FACTS Tuition on behalf of Genesis Christian School. Arrangements must be made to pay FACTS Tuition through automatic electronic transfer of funds from the parent’s bank account. Parents may choose to pay on either the fifth or twentieth of each month. There is a \$41 enrollment fee. This is paid once a year.

Monthly tuition payments must be made through the FACTS Tuition program.

Genesis Christian School will be collecting funds only for initial registration and book fees, field trips, lunches, fundraising events, and miscellaneous items that occur during the school year.

Additional fees are listed below.

-Field Trips	actual cost
-School pictures (optional)	cost as notified
-K4, Kindergarten, 8 th Grade graduation	as notified
-After school care (optional)	\$8 per day (\$6 per day for additional child)
-Day Camp (optional)	\$18/day/child
-Yearbook	\$10 if paid in August, \$12 if paid in April

SCHOLARSHIPS AND DISCOUNTS

School Scholarships: Genesis Christian School provides a limited amount of financial scholarships for children in need of assistance. All scholarship requests are reviewed and approved by the school board. Applications can be obtained through the school office.

Step Up for Students Scholarships: Genesis Christian School accepts state funded Step Up For Students Scholarships. Interested persons should contact the school office or look for more information at www.stepupforstudents.org

McKay Scholarships: Genesis Christian School accepts state funded McKay Scholarships. Please contact the school office for additional information.

Ministerial Discount: Children of full-time clergy in Christian ministry who attend Genesis Christian School may receive a reduction in tuition cost. Application for this discount must be made to the Genesis School Board.

Church Discount: Active members of the Genesis Christian Church of the Nazarene will receive a discount for their children enrolled in Genesis Christian School.

Account Status

The financial guarantor is expected to keep the financial account current at all times. Students must obtain financial clearance at the following times during the school year:

- registration
- beginning of second semester
- K4, Kindergarten, 8th Grade graduation
- before final report cards and official transcripts are issued.

- before the year end field trip or student will not be permitted to participate.

The school director must approve any changes to the financial payment plan for Genesis Christian School. Any such changes will result in a new financial agreement form.

Checks

All checks should be made payable to Genesis Christian School. When a check is to be applied to a student's account, the student's name should be written on the check and it should also designate what the payment is for to ensure credit to the proper account. A charge of \$35 is added for any check that is not honored by the bank. You must request a receipt for cash payments. We cannot be responsible for cash payments without verification of a receipt.



Pro-rated Tuition

Parents who enroll their students in school after the beginning of the school year will have their tuition pro-rated accordingly from the month of registration. If students are withdrawn, no refund will be given for the month of withdrawal.

Transcripts, Diplomas and Final Report Cards

Year-end report cards, diplomas, and/or transcripts will not be issued until all charges due to Genesis Christian School have been paid in full.

ATTENDANCE

The Florida Compulsory Attendance Law requires that every school age child attend school for 180 days per year or the hourly equivalent (which is the policy adhered to at Genesis). Parents are required to enforce this law. Each student is to be in regular attendance for the number of school days on the school calendar. Students are expected to maintain a good attendance record and be in school on time. Attendance is defined as participation in all activities assigned to a student during the time school is open for instruction and student activities.

Genesis Christian School has a high regard for academic excellence and believes that school attendance and time spent in study have a significant relationship to achievement and affect a student's overall development. Each teacher will keep a record of attendance and tardiness for each student assigned to his/her class. The school office shall compile and maintain official records and report to parents at regular intervals. School personnel will notify parents when a student has an attendance problem. It is the responsibility of the parent to contact the school when the student is absent.

Early Arrival

Students should not arrive at school before 7:30 a.m. unless special arrangements have been made with the School Director. From 7:30-7:50 a.m. students will go directly to the Fellowship Hall/cafeteria. Students will be dismissed to the classroom at 7:50 a.m. Children are not permitted in the classroom or on the school grounds unsupervised.

Tardiness

“If you arrive at 8, you're late!”

Genesis Christian School classes begin promptly at 8:00 a.m. Please understand that a student arriving late to class causes disruption to the entire class and does not allow the late student the opportunity to “settle in” before starting the academic day. Enrolling at Genesis Christian School **requires** a commitment to having your child here on time each morning. If a student arrives late for school, after 8:00 a.m., the student and parent must report to the office to sign in and get a pass to class. To inform parents, students, and other individuals that school has begun, a sign will be placed in the driveway as a visible sign that a student is tardy. Arriving on campus at 8:00 a.m. does not constitute being on time. **All students are tardy if not in the classroom at 8:00 a.m. NO EXCEPTIONS!** For admittance to the classroom, a school official must sign the tardy slip. **PARENTS, DO NOT** drop off a student after 8:00 a.m. without coming to the office. Your acknowledgement of late entry is essential. **Students who have three tardies in one grading period will receive one day of absence on the report card.** The clock outside the school office will serve as the official time.

Excused Tardies

Students are limited to 5 excused tardies per semester.

++ A tardy will be marked as excused for:

- Vehicle problems (flat tire, car not starting, etc.). Call the school office as soon as this happens.
- Wrecks on major highways and roads causing major traffic delays (typically, Genesis hears about these on the radio, from multiple families or staff).
- Early morning medical appointments which cannot possibly be scheduled outside of school hours. (Requires a doctor's note upon return to school on the day of the appointment).
- Medical Treatments (If a student requires a medical treatment before school that results in the student being tardy to class, an explanation of such treatment's necessity for making the student tardy is required from the child's doctor. The note will then be acknowledged by the school office and placed in the student's file).

Excused tardies for unusual circumstances must be approved by the administration and will require written verification from a doctor, teacher, or parent. Leaving the home too late to allow time to travel cannot be an accepted reason for tardiness.

Students are allowed 3 unexcused tardies per quarter. The following steps will be taken to address excessive tardiness:

1. After the 2nd unexcused tardy, a written notice will be sent home by the teacher, warning that there is only one unexcused tardy remaining.
2. After the third unexcused tardy, a written warning from the school office will be sent home notifying the family of the possible upcoming fines.
3. When a fourth tardy within a single quarter occurs, the student will receive a notice to meet with the school director.

++ Unexcused tardies are noted on the Student Report Card. ++

Absences

Students are expected to attend school each of the regular school days. Illness of the student must be documented by the parent, guardian, or medical doctor. If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician. If a student is absent three or more times within a thirty day period a doctor's note is required. Regular attendance at school is important for academic achievement. A student who misses a class can never receive the full benefit of the instruction that was offered. Excessive absences may warrant a student being held back.

Absences should only be for illness, family emergency, medical appointment or by specific permission from the administration. Vacations should not be taken during the school year unless it is for a family wedding or funeral and as much advance notice as possible must be given to the office and to the teacher.

Genesis is obligated to report excessive absences without a doctor's note to the Department of Education and to Step Up for Students for those students with the Step Up Scholarship which may affect your funding.

Parents must send a note to the teacher on the day the student returns to class or call the office *on the day* of the absence. Students have two days for each day missed to complete and return all assignments. This will include taking all tests that were missed during an absence.

Early Checkout

Early checkout is ***strongly*** discouraged and students will not be dismissed after 2:30. It is the parents responsibility to notify the teacher in the morning if an early pickup will happen that day. Picking up early to avoid the parent pick-up line or because it is convenient for the parent is unacceptable. Unless a parent or guardian gives permission to the teacher or school director, a student may not leave the school grounds before the close of the regular day session and must be with an authorized adult. An early dismissal sign-out is located in the office and **must** be signed by the parent or guardian upon checkout. The office staff will make contact with the teacher to release the student from the classroom. Parents are not to go directly to the classroom without following this procedure. It is helpful to notify the teacher in writing at the start of the school if early checkout is planned.

Parents are urged to make appointments for children after school hours if possible. Students who check out before 11:00 a.m. and will not be returning that day will be counted absent.

Parent Pick-up and Drop-off

All vehicles must enter from Helena Street and exit onto Verona Street. NO cars are allowed to enter through the exit at any time. Please observe the speed limits and be prepared to drive over speed bumps. The crosswalk must be used at all times. Be very cautious of families crossing in the morning from the left side to the sidewalk. The right lane is for parent drop-off. The left lane is to slowly pass and park. Please do not pull up and stop to let your children out near their classroom. All students must be dropped off at the crosswalk unless the car is parked and an adult accompanies the student to the classroom.

School Hours



GENERAL INFORMATION

Genesis Christian School is open Monday through Friday for K-4 through Grade 8 children. The school is in session from 8:00 a.m. to 3:00 p.m. See the approved school calendar for days in session.

Students must not arrive at school before 7:30 a.m. Students must be picked up by 3:10 p.m. each day unless they are attending the after-school program. Late pick-up will result in the student going to the after-school program with a fee incurred (at 3:15 p.m.).

Emergency School Closings

If the Charlotte County School system dismisses school early or closes because of threatening weather conditions or other area emergencies, Genesis Christian School will also close.



Emergency Evacuation

The school director will develop and share with the students and staff an evacuation plan for emergencies. Building evacuation routes are posted at the exit door of each classroom or school area. Students will practice a monthly fire drill.

Medical Information

In the event of an emergency involving a student, a parent or guardian of the student will be notified as soon as possible. However, if a parent or guardian cannot be reached, the student will be transported by an emergency medical service (or other appropriate means) for treatment at the hospital designated on the medical information form in the student file or the closest hospital emergency room.

By law, school personnel are **NOT** permitted to administer **ANY** medication, including aspirin or Tylenol, without **WRITTEN PERMISSION** from a parent or guardian. For a child to have and/or take any medication at school, he/she **MUST** have a signed note, which includes instruction for use, and have a completed and signed Medication Disbursement Card on file in the school office. All medication and instructions must be given to the school office for safekeeping. Prescription medicine must be brought to school in the original prescription bottle and school personnel cannot give medication if the prescription is over one month old. No medicines are to be kept in the classroom.

Sick children should not be at school. If a child has a fever, cough, sore throat, vomiting or diarrhea, it is important that they recuperate at home. If a child is sent home with these symptoms they cannot return to school for 24 hours from the time the symptom disappears. If a child has a contagious illness please notify the school office.

Head Lice

If a student at Genesis Christian School is infested with pediculosis (head lice) the parent will be contacted to come to the school to take the student for treatment. Other students in the classroom or in close association with the student will be checked for active head lice or nits. Students will not be readmitted to class until inspected by designated school personnel.

Student Lunches

It is the parent's responsibility to provide a well-balanced lunch. Student lunches need to be brought in a lunch box or bag that is clearly labeled on the outside with your child's name. Please do not pack candy, sodas, gum, or snack food with high sugar content in the lunch. **Do not send lunch items that need preparation or heating or refrigeration.**

All lunch orders must be in office and paid for on Friday prior to the week you are ordering. Late orders will not be accepted. Order forms are sent home weekly in the Boomerang folder and must be returned with the money. Snacks are optional and at the discretion of each individual classroom teacher. Snacks are also available for purchase.

Field Trips

Off-campus trips are a part of the planned learning experience for the students. All trips will be properly supervised and all measures will be taken to insure each student's safety. There will be no field trips scheduled during chapel time. Parents will be informed of all activities planned away from school. A parent permission form must be signed authorizing the student's participation. Off-property fees must be paid in advance.

Carpooling will be the normal means of transportation. The person driving will assume responsibility and be properly insured. A copy of the driver's insurance card, driver's license and volunteer form must be on file in the office. Each student riding in a privately owned vehicle must wear a seat belt. Students must not be placed in a seat with an active air bag. Drivers and parent helpers should follow the directions of the teacher in charge and stay with the carpool group. Drivers are to exemplify a model of Christian behavior. (No smoking, offensive language, radio, or TV programs, or inappropriate dress).

The school dress code and behavior policy will be enforced for ALL off-campus activities. Students who are habitually absent/tardy will be subject to losing the privilege of participating in a field trip. Two unexcused absences in one week will result in a student not being able to attend a field trip. Teacher has final discretion.

Siblings are not allowed to go on field trips except for the end of the year all school field trip.



Chapel

Chapel services will be conducted each week. Students are required to attend and participate. During chapel service students should be attentive and reverent. Students are encouraged to focus on the positive attributes of God. Students should recognize that God is a God of forgiveness, grace, mercy, peace and love. Parents are encouraged to participate in these services.

Movies/Videos

All movies/videos shown within the school will either be Christian or have a “G” rating. A movie with any other rating must have prior administrative approval before being shown.

Homework

Homework is student activities planned and approved by the student’s classroom teacher to be completed by the student outside the regular classroom and without the immediate supervision of the teacher. Homework assignments will vary with each class, grade level and teacher. Although homework is the responsibility of the student, it is a good time for the parent to observe the students work. Some homework assignments can serve to involve parents in assisting the student in understanding the need for practice, research, or extension of learning experiences in the classroom. Parents should establish a consistent procedure and time for the completion of homework assignments. Wednesday: K4-5th: No homework. Middle School: Light homework.

Homework Violations

Each classroom teacher will advise the parents at the beginning of the year of the consequences in their classroom for students not doing homework. This procedure will be approved by the Director and will be enforced throughout the entire year. If there is ever a question or concern about the homework or the consequence earned by the student please contact the teacher as soon as possible.

Grant Proposals/Fundraising Fees

No grant proposals are to be submitted on behalf of Genesis Christian School without review and approval by the school board. All fundraising fees that exceed the required assessment may not be applied to other school fees.

Lost and Found

Students who lose items on school property must claim these items by contacting the school office.

Parents must mark student’s names on clothing and other items of importance with a permanent marker. Items of high value (jewelry, etc.) should not be brought to school.

Unclaimed items will be given to a charitable organization or destroyed.

Loitering

Loitering by students, other children or parents on the school grounds is not permitted before, during, or after school hours. Students not picked up from school on time will be automatically sent to the after-school program and a fee will be incurred. Unless a student is being picked up or dropped off, all parents, and or visitors are not permitted on the school premises without first reporting to the school office.

Visitors

Visitors are welcome at Genesis Christian School. All visitors to the campus must sign in at the school office and obtain a visitor's pass. Please make prior arrangements with the teacher and director, and check in at the office before visiting a classroom.

Volunteers

Volunteers at Genesis Christian School do so without compensation. While volunteering, the individual will follow the direction of the assigned school employee and will be required to follow school policies. Protection of our children is our number one priority, therefore, all activities involving any of our students must be approved. Genesis Christian School reserves the right to ask a volunteer to abstain from volunteering at any time without recourse from the volunteer. All volunteers must comply with the following guidelines.

1. Volunteers must be 18 years of age or older.
2. Volunteers must complete a Volunteer form..
3. Volunteers must sign in at the office prior to going to the assigned duty.
4. Volunteers must have a background check through the VECHS program.
5. Volunteers must wear appropriate clothing. Purple T-shirts are available for purchase.

PARENT-TEACHER FELLOWSHIP (PTF)

The parents of children attending Genesis Christian School and the school faculty are all members of the PTF. This organization benefits all individuals through quarterly meetings, fund-raising activities, and other programs. Meetings are scheduled and announced well in advance. At least one parent is required to attend each of the PTF meetings. Please see the school calendar for dates and time. The school board has given permission to the PTF to have out of uniform days throughout the school year to be used as a fundraiser.

GRADING SYSTEM

Genesis Christian School has adopted the following grading scale to report students' academic achievement.

Academic Grades:

A+	98-100	C+	77-79
A	94-97	C	74-76
A-	90-93	C-	70-73
B+	87-89	D	65-69
B	84-86	F	0-64
B-	80-83		

Conduct Grades:

O	Outstanding
S	Satisfactory
I	Improving
N	Needs Improvement
U	Unsatisfactory



Report cards are issued after the end of each grading period. Each student's financial account must be paid in full before any report card is issued. All Report Cards need to be signed and returned as soon as possible.



Honor Roll:

Administrator's Honor Roll: All "A's"

High Honor Roll: All A's and B's

Teachers determine the goals of instruction and make the evaluation of students' achievement. The teacher assigns grades by evaluating daily assignments, tests scores, quizzes, projects, and class participation.

"TEACHERS DO NOT GIVE GRADES, STUDENTS EARN THEM"



DRESS CODE

Key components of a Christian education are teaching the virtues of neatness, modesty, and propriety. This dress code is to help create an environment that enables a student to gain respect and confidence of others through outward appearance. Students need to focus on the learning process with as few distractions as possible. Unsuitable dress and grooming can distract from that focus. Students must maintain a modest, clean and orderly appearance at all times.

All students must adhere to the following dress code:

1. Shoes must be worn with socks at all times, and must be closed toe and closed back and fit properly. All shoes with laces must be pulled tightly to fit and need to be tied. Exceptions will be made for medical reasons.



- No Crocs, boots, flip-flops, sport cleats or roller skate shoes are permitted. White, navy, blue or black solid colored, ankle-length socks are permitted. No knee length socks. No socks with patterns.
2. School uniforms are the required dress. All clothing should be clean, in good repair and properly fitted. Uniforms consist of navy blue or khaki shorts, slacks, Capri pants, skorts, or jumpers, with the burgundy or forest green uniform polo shirts for K4-5th and multi-colors that have been designated for Middle School. The embroidered polos can be ordered from jacksonsignshop.com. ALL uniform shirts must have the Genesis logo. School personnel will do a daily uniform check. Uniform violations will be sent home when deemed necessary.

The uniform bottoms may be purchased from many local retailers and must have a “School Uniform” tag to ensure the proper length. All shorts, skirts, jumpers must fall at or below the knee. Cargo shorts/pants and jeggings and khaki colored denim will not be permitted.

3. Solid color white, black and navy leggings are allowed. On mornings where the temperature is 70 degrees or lower, girls may wear uniform slacks under their skirts. Otherwise girls need to wear uniform slacks.
4. Students may wear a white, navy or black long sleeved shirt under their uniform polo on days when the temperature is 70 degrees or below.
5. All students must purchase a purple T-shirt and are mandatory to be worn on field trips. The cost is \$10. These may be purchased in the school office.
6. On casual dress days, students may wear any **BLUE** denim “bottoms”, such as jeans, capris, shorts, skorts, skirts, **that fall at or below the knee**, with either the school T-shirt or polo. **Denim** jumpers, dresses, and overalls will not be allowed. The school logo (purple) T-shirt may be worn on casual dress days.
7. On designated “casual dress days”, clothing that exposes the body torso is not allowed. Examples of this type of clothing are see-through garments, halters, backless dresses or blouses, tube tops or tank tops, bare midriffs, or clothing not properly fastened. Skirts, skorts and dresses must be knee length.

8. When a jacket is needed the following is the accepted dress: A white, black or navy solid color pullover or sweater with no logos or designs for both boys and girls. No logos or words are permitted on non-uniform items. Only the Genesis name and logo may appear on uniform items. Sweatshirts are allowed on Friday casual day and may not be worn inside out. Sweatshirt hoods are not to be worn indoors. Jackets, sweaters, and sweatshirts are not allowed when outside temperature is 75 degrees or above.
9. Clothing, backpacks, book bags, lunch boxes, or any other item that promotes inappropriate words, insignia, alcohol, tobacco, drugs, rock groups, any double meaning slogans or any emblem not in harmony with Christian values is not permitted.
10. The hair should be neat, clean, and well groomed. No bleaching, extreme colors, glitter, or distracting hairstyles, such as Mohawks, etchings or designs in the hair etc. is allowed. Boys' haircuts must be off the collar and no longer than the top of the eyebrow and no longer than mid-ear length. Girls must not have a hairstyle that allows hair, including bangs, to hang in the face. Girls must keep their hair brushed or it must be pulled back in a ponytail.
11. Hats, caps, or sunglasses may only be worn for outdoor PE classes or recess.
12. Shirts do not need to be tucked in unless they are too big or too long.
13. Pierced jewelry for girls will be limited to one/ear and only to the ears. No cartilage piercings are allowed. For safety reasons **only post/stud earrings that do not hang below the earlobe are allowed and can be no bigger than 2 mm.** Other jewelry should be modest so as not to be a distraction or cause danger to the student or others. No other jewelry is allowed. Exception: One wristwatch. Boys are not allowed to wear earrings.
14. Students are not allowed to wear make-up at school. Clear lip-gloss or lip balms are
15. No tattoos or tattoo transfers, which are visible in school dress, are permitted. Students are not to write on body parts (arms, legs, face, hands, etc.) with markers, ink pens, paint or other items.
16. The dress policy for field trips, unless otherwise permitted, will be regular school uniform dress or school logo T-shirt.
17. Cell phones must be turned off and remain in backpacks during the school day. If a student is caught using their phone it will be confiscated and the parent must go to the office to get it returned.

The following policy will be enforced for those students who violate the student dress code policy:
(Uniform violations will be in writing and must be signed by parent.)

- First violation: Student will call parents to bring a uniform to school.
- Second violation: Student will call parents to bring uniform to school and will not be allowed to participate in Friday's casual dress day.
- Third violation: Student will call parents to bring uniform to school and student will serve an after school detention.

Student will remain in office until parent brings uniform and will do work that was missed at the end of the day.

Parents will be notified if the student is dressed in a manner that violates dress policy. The school administration will make the final decision on what is acceptable for school dress.

CODE OF CONDUCT

Genesis Christian School is a Christ-centered educational organization which expects students, parents, and staff to exhibit behaviors which nurture a positive Christian conduct. This code of conduct is in effect anytime students are on school grounds, attending school sponsored functions, or on school owned or provided transportation vehicles. Control of student conduct is necessary to assure the health and safety of students, staff members, and for the uninterrupted process of educational activities. This code of conduct is to provide a reinforcement for positive behavior and to establish clear discipline measures that will be taken against unacceptable behavior.

Staff Responsibilities

The Genesis Christian School staff members are responsible to model Christian behavior before students and parents. It is their responsibility to work with students and parents, providing counseling and discipline when necessary to assure compliance with school conduct policies.

Parent Responsibilities

Parents have been given, by God, the responsibility for the discipline of your children. As a parent of a student at Genesis Christian School, you have conferred this authority to teachers and administrators during the school day and at school activities. It is the responsibility of the parent to communicate any concerns or disagreements to the classroom teacher, first, then to the school director regarding disciplinary action.

Student Responsibilities

Genesis Christian School students are expected to know and comply with all school and classroom rules regarding dress and conduct. Students are expected to conduct themselves according to the highest Christian standards of honesty, integrity, responsibility and love.

DISCIPLINE PROCEDURAL STEPS

1. For infractions of student code of conduct, the teacher will counsel with the student. If the problem continues, written communication with the parent/guardian may be discussed in the steno and/or a detention may be given by the teacher.
2. If a student continues to disobey the student conduct code, the parents will be notified with a phone call, and in writing from the classroom teacher.
3. If the problem has not been solved, the school director will be notified and a referral will be sent home. The director may counsel the student or discipline the student. If a detention has been assigned the elementary students will serve ½ hour after school and the middle school will serve 1 hour after school. The director may assign either in-house suspension, suspension from school, or additional detention. (No corporal punishment is administered at Genesis Christian School.)
4. If the infraction of the student code of conduct continues, a conference will be held with the parent, teacher, and the school director.
5. If the student behavior is so severe as to disrupt the educational process, the teacher or school director may immediately remove the student from the classroom and contact the parent for removing the student from school.

Punitive Conduct Violations

Following are some typical behaviors which may result in disciplinary action.

- Classroom rule violations
- Tardiness
- Dress code violations
- Public display of affection
- Absence from class without permission
- Discourteous behavior
- Food and drink in prohibited areas
- Crude or disrespectful actions or words
- Hitting another student with intent to harm
- Bullying another student

Suspension from School

In cases of very serious or continued misconduct the school director may temporarily suspend a student from school. The parent/guardian will be notified. The school board will be notified. In an emergency situation the teacher, after consulting the school director, may recommend that a student be suspended from the classroom and refer the student to the director's office for appropriate discipline. No credit is given for class work or tests missed due to a suspension.

Students will be considered for suspension from school when they violate the Student Code of Conduct by exhibiting the following behaviors:

- Threatening serious harm to another person
- Other aggressive or violent behavior (i.e. biting)

Students may also be suspended from school for:

- Chronic discipline violations
- Excessive tardiness or absences

Dismissal from School

Some practices are not permitted at Genesis Christian School. Genesis Christian School does not knowingly accept a student who participates in extreme negative behavior. The authority to dismiss a student permanently from school rests solely with the school board. An offense in any activity deemed dangerous or inappropriate by the school board, including any of the following, makes a student subject to discipline or dismissal:

- Using or possessing narcotics, tobacco, or illegal drugs.
- Drinking, handling, or possessing alcoholic beverages, or furnishing alcoholic beverages to others.
- Using profane language or exhibiting lewd or suggestive conduct.
- Possessing obscene literature or pictures.
- Dishonesty, including theft, lying, or cheating on examinations or class work.
- Willful destruction of any school property or vandalism.*
- Improper sexual conduct or contact.
- Leaving the school grounds without proper permission of school officials.
- Insubordination, by constantly violating proper regulations.
- The possession or use of any type of weapon.
- Continual disrespect, disobedience or non-cooperation with those in authority.
- Arson or attempted arson.*
- Possession or use of fireworks.
- Assault and battery on any school official.
- A bomb threat to any school official, facility or activity.
- Student pregnancy. The school will assist in transferring the student to an appropriate educational setting.
- Using demeaning racial slurs for the purpose of insulting another person.

*Damages or loss of school or church property will be charged to the student's account and must be paid in full before any student records will be released from Genesis Christian School.

STANDARDS OF ETHICAL CONDUCT

(adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

Reporting Child Abuse, Abandonment or Neglect

All employees and agents have an affirmative duty to report all actual suspected cases of child abuse, abandonment, or neglect. The abuse hotline is 1-800-96-ABUSE or <http://www.dcf.fl.us/abuse/report>

Liability Protections

Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

GRIEVANCE PROCEDURE

Communication between home and school is very important. Without proper communication, misunderstandings can develop. To prevent misunderstandings, and to provide a mechanism for problem solving, please follow this procedure.

1. If you have a question or complaint about a specific classroom or school situation speak directly to the teacher involved.
2. If still dissatisfied, please speak with the director. A parent/teacher conference may be arranged.
3. If further action is necessary, the director can arrange for a conference with a school board member, Pastor or other parties involved to find a workable solution.

Please communicate with the person or persons involved. Our goal is to solve problems at the lowest grievance level. (Matthew 18:15) Goodwill and cooperation ensure that most problems are solved at step one. We ask that conversations regarding grievances be kept out of the hearing of your child, other children and other parents.

AMENDMENTS TO THE HANDBOOK

During the school year there may be revisions to the student handbook. In this event parents will be notified in writing. All revisions will carry the same weight as if printed in the handbook.

